

# Work Experience Program

## Application Details

Student Details	
<b>This form is to be completed in conjunction with your School Work Experience Agreement Form, which is to be completed and a copy provided to the Territory Wildlife Park with this application.</b>	
Full Name	Date of Birth
Dates of Work Experience:	
Placement Details	
Whilst every effort will be made to meet your request, there is no guarantee of placement at the Park. To assist with your work experience application the following questions must be answered:	
What section on Park would you like to conduct your work experience in	
Section Preference:	<input type="checkbox"/> Nocturnal House <input type="checkbox"/> Aquarium <input type="checkbox"/> Visitor Services – Events <input type="checkbox"/> Administration <input type="checkbox"/> Monsoon Forest <input type="checkbox"/> Visitor Services – Guides <input type="checkbox"/> Animal Services <input type="checkbox"/> Botanical Activity Centre (Horticulture)
Reasons for wanting to work in this section/s	
What are your goals and/or objectives in working in this section?	
What skills are you hoping to gain by participating in this work experience placement:	
Health and Wellbeing	
<b>Medical Conditions of Injuries:</b> NO / YES	
Please provide details of any current injuries/illnesses or other health conditions (including previous) which may affect your ability to work as a volunteer. You may be required to provide a fit-for-work certificate.	

**PLEASE NOTE:** You must attend a TWP Induction before you can participate in any volunteering opportunities at TWP

Please return this completed form via email to [office.twp@nt.gov.au](mailto:office.twp@nt.gov.au)  
For any questions please contact 08 8988 7200

**Declaration**

I declare for the purpose of this application that:

- I am a worker subject to the *Work Health and Safety (National Uniform Legislation) Act 2011* and have responsibility to ensure personal and workplace safety;
- I am willing to perform tasks allocated to me to the best of my ability and to follow directions and supervision of the Territory Wildlife Park employee appointed as my supervisor;
- I agree, in understanding volunteer work, to conduct myself appropriately in such a manner that my behaviour does not reflect adversely on the Territory Wildlife Park, including confidentiality.
- I agree to safeguard the Territory Wildlife Park property or government information entrusted to me as a volunteer. The unauthorised use of any information that is the sole property of the Northern Territory Government that is obtained during volunteer work or is strictly prohibited (please refer to the NTG Code of Conduct: [https://ocpe.nt.gov.au/data/assets/pdf\\_file/0006/379329/ei-12-code-of-conduct.pdf](https://ocpe.nt.gov.au/data/assets/pdf_file/0006/379329/ei-12-code-of-conduct.pdf))
- I understand all volunteers are required to wear covered shoes, at least knee length shorts or pants and a presentable shirt with sleeves (longer than mid bicep is optimal). Participants are required to bring a hat and encouraged to bring a water bottle. I understand that arriving inappropriately attired will result in me not being able to commence duties;
- I understand that I must find my own transport to and from the Territory Wildlife Park and Park staff are not able to offer any lifts outside of working hours;
- I have provided details of any injury, illness or condition that may affect my ability to perform volunteer work, or which may need to be accommodated;
- I agree that while performing volunteer work I will be responsible for the security and safety of personal property (including vehicles), at all times;

Work Experience Students must

- Students **must** organise their own transport to the Park, staff are not permitted to offer lifts to students;
- Students cannot be dropped off any earlier than 5 minutes before their start time;
- Students and Parents have read the information on page 3 of this application form;
- Relevant School documentation is attached/provided with this application, including any reports that TWP staff are required to complete at the cessation of the work placement;
- Copy of school insurance is attached/provided with this application;
- I have read the TWP Induction manual with my teacher and have signed and provided a copy of the form at Appendix 2 – Indemnity to travel in an NTG Vehicle.

**We understand and agree with all the above      Yes / No**

<b>Student Signature</b>		<b>Date</b>	
<b>Parent Signature</b>		<b>Date</b>	
<b>Teacher Signature</b>		<b>Date</b>	

**Office Use Only ^**

- Section^**
- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Nocturnal House           | <input type="checkbox"/> Aquarium        | <input type="checkbox"/> Visitor Services – Events |
| <input type="checkbox"/> Administration            | <input type="checkbox"/> Monsoon Forest  | <input type="checkbox"/> Visitor Services – Guides |
| <input type="checkbox"/> Botanical Activity Centre | <input type="checkbox"/> Animal Services |  |

<b>Approved^</b>	<b>Yes / No</b>	<b>Signature/Name^</b>		<b>Date^</b>	
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## Where

The Territory Wildlife Park (the Park) is located at 960 Cox Peninsula Road, Berry Springs, just after the Berry Springs Nature Reserve. The Park is approximately a 45 minute drive from Darwin, or a 20 minute drive from Palmerston. **There is no public transport available. Transport arrangements to and from the Park are the responsibility of the student and their parents. Staff cannot provide lifts for work experience students.**

## Hours of Work

Hours of work will be 8:00am to 3:00pm, parents must be here BEFORE 3pm (2:55pm at the latest) as the front gate is locked at 3:00pm and students will have to walk to the front gate to be collected.

## Clothing

Working conditions at the Territory Wildlife Park are often harsh environmental conditions due to the fact that the majority of work is conducted outside in the elements. Students undertaking work experience are expected to be appropriately attired.

Students **must** wear covered shoes such as runners or boots, shirts with sleeves and sturdy knee-length shorts or long pants (skirts, shorts shorter than knee length and sleeveless tops are not permitted). Clothing must be tidy, ironed and tucked in where appropriate, free from rips, offensive slogans or stains. It may also be desirable to bring a change of clothes. A hat is very important, broad brim preferred. Sunscreen is supplied. Long hair may be required to be tied back securely to avoid entanglement.

Students are asked to refrain from the use of excessive jewellery, make-up and perfume as it is inappropriate due to the working conditions and the different smells and chemicals in these products can have adverse reactions if coming into contact with animals.

## Insurance Cover

Schools must provide written confirmation of public liability insurance for any of their students undertaking work experience at the Park. This must be received before commencement of the work experience.

## Food and Drinks

Food and drinks can be purchased from the Café, however students are encouraged to supply a large bottle of water and their own snacks.

## Zookeepers

The Territory Wildlife Park Zookeepers care for the animals and their environments. Duties include, exhibit design and maintenance, food preparation (including the collection of native food), veterinary care and assistance, record keeping and animal observations, catching, weighing and general health care.

There are four zoo keeping sections where students can be placed –

- Animal Services Centre (Endangered Species Conservation Unit, and Live Food production).
- Woodlands including the Nocturnal House and Nocturnal Experience.
- Wetlands, including the Aquarium, Ooloo Sandbar and Billabong
- Monsoon Forest including the Aviaries.

## Visitor Services

Visitor services staff are responsible for guiding visitors around the park. Duties include meeting and greeting members of the public, promoting the park and the Northern Territory to tourists, assisting zoo keeping staff in the presentation of public talks and displays, transportation of visitors around the park on the trains.

## Botanical Activity Centre/Horticulture