

POSITION DESCRIPTION

Position Title	Camden Access Reference Group
Division	Sport, Community and Activation
Branch	Community Outcomes
Special Requirements	As per essential criteria
Physical and Environmental Demands	N/A
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Key Direction 5, An Enriched and Connected Community
Local Service/s	Civic Participation and Service

Reporting Structure



Position Purpose

To work proactively and in partnership with Council and other community organisations/services to raise and address issues of concern in the Camden Local Government Area (LGA), through a consultative, collaborative and action-orientated approach.

Camden Access Reference Group Volunteers act in an advisory role to Council to enhance, promote and advise on access and inclusion, working towards the highest possible standard of access and inclusion throughout the Camden Local Government Area (LGA) for people living with disability.

Key Result Areas

- **Targeted Access and Inclusion Support and Advocacy**
- **Customer Service** - Promote Council as professional, committed and customer focused by providing high level communication, consultation and quality services.
- **Corporate Core Values** - Display Council's corporate core values of Leadership, Innovation, Partnership, Commitment and Customer Focus.
- **Civic/Volunteer Participation** - Engage in any required training as per Council's Volunteer Handbook.

Key Duties & Responsibilities

- Attend and participate in meetings of Group, including related training.
- Educate/build capacity, provide support and direction to Council staff regarding access and inclusion in the Camden LGA.
- Provide strategic, expert and impartial advice to Council on access issues for people with disability in the local Camden community.
- Contribute in a group setting for the ongoing implementation and review of the current Disability Inclusion Action Plan (DIAP), and the development of future Disability Inclusion and Access Plans.
- Improve public awareness of disability, access and equity issues for people with disabilities and encourage broad ownership of the DIAP through promotional opportunities.
- Be actively involved in the evaluation and review of Council's strategic plans and the development and implementation of Council's planning.
- Abide by Council's Code of Conduct, Work Health and Safety policies and procedures, and the Terms of Reference requirements.

Essential and Desirable Criteria

Essential:

- Willingness and ability to attend all required meetings.
- Must reside in the Camden LGA or actively participate in/have an interest in, the Camden community.
- Have an interest in and commitment to access and inclusion.

Desirable:

- A "can do" attitude and open growth mindset
- Community minded
- Excellent communication skills
- Possess lived experience either personal or professional of living with disability
- Ability to participate online if required and willingness to complete an accompanying Working From Home checklist.

WHS Responsibilities	
<p>As a Council Volunteer you have a duty under the WHS Act (2011), to take reasonable care for your own health and safety. You must also:</p> <ul style="list-style-type: none"> - Take reasonable care to ensure that your acts don't adversely affect the health and safety of others. - Carry out your tasks in a safe way and consult with others on safety; - Follow the reasonable work health and safety instructions given to you by Council; - Co-operate with Council's Work Health and Safety policies and procedures; - Adequately familiarise and actively fulfil all WHS responsibilities, as indicated in Council's Volunteer Safety and Information Handbook; - Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area. 	
Risk Management Responsibilities	
<ul style="list-style-type: none"> • To act at all times, in a manner that does not place anyone at risk and/or impact upon the health and safety of anyone in the workplace. • Be responsible and accountable for taking practical steps, to minimise Council's exposure to risks in so far as is reasonably practicable. • Conduct Risk Assessments where applicable for activities you are carrying out, if applicable to your role and as indicated by your appropriate volunteer supervisor or community committee liaison officer. <p>In minimising risk to yourself and others you must take reasonable care, this means:</p> <ul style="list-style-type: none"> - Read, understand and adhere to the policies, procedures, safe work method statement and safe work procedures provided to you by Council. - Report all emerging risks, issues and incidents to your supervisor, Community Committee Liaison Officer and/or Manager. - Talk to your supervisor if you have any concerns about your health and safety, or the health and safety of others in relation to your work. - Do not do tasks that you do not have the skills and training to undertake. - Do not do anything that would be unsafe behavior, putting yourself or others at harm. 	
Prepared By	Manager Community Outcomes
Date Prepared	11/09/2020
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
Volunteer Name:	
Volunteer Signature:	
Date:	