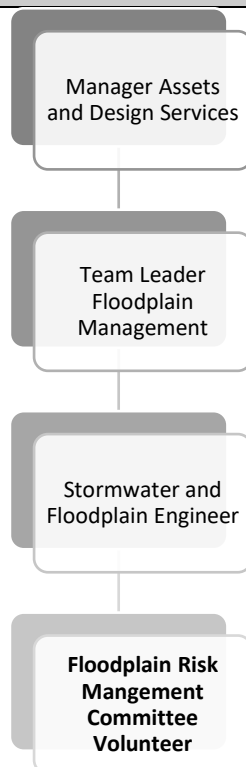


POSITION DESCRIPTION

Position Title	Community Volunteer – Floodplain Risk Management Committee Volunteer
Division	Community Assets
Branch	Assets and Design Services
Special Requirements	<ul style="list-style-type: none"> As outlined in Terms of Reference, to assist Council in the review, development and implementation of one or more floodplain risk management plans for the Camden Local Government Area.
Physical and Environmental Demands	N/A
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Healthy Urban and Natural Environments
Local Service/s	<ul style="list-style-type: none"> Protection of the Natural Environment

Reporting Structure



Position Purpose

- To assist Council in the review, development and implementation of one or more floodplain risk management plans for the Camden Local Government Area, by contributing ideas, professional expertise, experience and local knowledge.

Key Result Areas

- **Natural Resources Management**
- **Community Engagement**
- **Corporate Core Values**

Key Duties & Responsibilities

- Awareness of the different forms of flooding and flood behaviour ranging from minor to extreme floods
- Awareness of the principal issues relating to development on flood prone land
- Awareness of State Flood Prone Policy and the current Floodplain Development manual
- Awareness of risk management principles
- Ability to form a link between the committee and the local population in the flood prone area
- Historical awareness of flooding problem and perceived solutions in the Camden Local Government area
- Adhere to Council Code of Conduct and other relevant policies.
- Willingness to actively participate in Committee meetings up to 3 meetings annually.
- As stated in Terms of Reference

Customer Service

- Promote Council as professional, committed and customer focused by providing high level communication, consultation, and quality services.

Corporate core values

- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan always as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Essential Criteria

- Good communication skills
- Awareness of different forms of flooding and flood behaviour ranging from minor to extreme floods
- Awareness of principal issues relating to development on flood prone land
- Lives within one of the following catchment areas:
 - (i) Upper South Creek Area
 - (ii) Narellan Creek Area
 - (iii) Nepean River Area (excluding Narellan Creek Catchment area)

Desirable Criteria

- Previous experience on an advisory or community committee
- Knowledge of local catchment flooding issues
- Awareness of risk management principles

WHS Responsibility

As a Volunteer Worker you have a duty under the WHS Act (2011), to take reasonable care for your own health and safety. You must also:

- 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 fulfill 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

- 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 supervisor or community committee liaison officer.

In minimising risk to yourself and others you must take reasonable care, this means:

- 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 supervisory 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 behaviour, putting yourself or others at harm.

Prepared By

Manager Assets and Design Services

Date Prepared

March 2022

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.

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.

Volunteer Employee Name:

Volunteer Employee Signature:

Date: