

## POSITION DESCRIPTION

<b>Position Title</b>	Camden Companion Animal Advisory Committee (CCAAC) (Term of Council)
<b>Division</b>	Planning and Environment
<b>Branch</b>	Environment and Regulatory Services
<b>Special Requirements</b>	As per the essential criteria below
<b>Physical and Environmental Demands</b>	N/A
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Community Leadership
<b>Local Service/s</b>	Companion Animals
<b>Reporting Structure</b>	
<p><b>Committee Liaison Officer – Ranger Services Team Leader</b></p> <p><b>Committee Reporting Manager – Manager Environment and Regulatory Services</b></p> <p><b>Committee Reporting Director – Director Planning and Environment</b></p>	
<b>Position Purpose</b>	
<p>The purpose of the Camden Companion Animal Advisory Committee (Community Volunteer) is to provide a community consultative perspective on Council's strategic direction for the management of Companion Animals and advise on the development and implementation of Companion Animal services, facilities, and programs.</p>	
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>To act as an advisory body to Council and make recommendations to the CCAA;</li> <li>To assist with the development of strategic policies, programs, services and plans for the management of companion animals;</li> <li>To provide strategic input and advice in relation to Council's Companion Animal events and educational programs to help raise awareness about companion animals and the <i>Companion Animals Act 1998</i></li> </ul>	

- **To assist Council with the delivery of effective and responsible care and management of companion animals within the local government area.**

### Key Duties & Responsibilities

- Attend meetings and participate in discussions;
- Participate in a constructive, respectful and courteous manner to aspire to achieving the objectives of the CCAAC; in accordance with Council's Code of Conduct
- Provide feedback from meetings to the wider community where possible
- Allow all Committee members to present their views and opinions
- Suggest and contribute to meeting agenda items
- Work within the framework of the Committee Charter and structure
- Clearly declare any conflict of interest regarding any issue under discussion
- Uphold and maintain privacy and confidentiality regarding information disclosed within the meetings
- Only access Council information needed for committee purposes
- Not use Council information for private purposes
- Not seek to obtain, either directly or indirectly, any financial benefit or other improper advantage for self or others, from any information to which has been obtained by being a member of the CCAAC
- Commit to use information appropriately and not act with the intention to cause harm or detriment to Council or any person or body.

### Customer Service

- Promote Council as professional, committed and customer focused by providing high level communication, consultation, and quality services.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

### Corporate core values

- Continuously display Council's corporate core values of Leadership, innovation, partnership, commitment and customer focus.
- Act in accordance with Council's Fraud and Corruption Prevention Policy Plan at all times. Council will not tolerate fraudulent or corrupt practices by its own staff, contractors, volunteers or other employee types working for Council.

### Essential and Desirable Criteria

#### Essential:

- Good Communication skills
- Commitment to attend meetings as scheduled
- Enthusiasm and a genuine desire to promote responsible pet ownership within the community
- Be a Camden LGA Resident (Community Resident Representative)
- Have a professional working knowledge with companion animals (Professional Community Representative)

### 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**

Samuel Gill Manager Environment and Regulatory Services

**Date Prepared**

May 2020

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 Name:**

**Volunteer Signature:**

**Date:**