

## POSITION DESCRIPTION

<b>Position Title</b>	Cohesive Communities Reference Group (CCRG)
<b>Division</b>	Sport, Community and Activation
<b>Branch</b>	Community Outcomes
<b>Special Requirements</b>	As per essential criteria
<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>	Key Direction 5, An Enriched and Connected Community
<b>Local Service/s</b>	Civic Participation and Service

### Reporting Structure



Position Purpose
<p>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. To enhance and promote cultural acceptance and social cohesion in the Camden Local Government Area (LGA).</p> <p>The goals of CCRG are to make Camden a more inclusive community and act as a consultative mechanism to assist Council and partners to –</p> <ul style="list-style-type: none"> <li>○ Build positive and sustainable communities</li> <li>○ Reduce intolerance</li> <li>○ Recognise and support cultural diversity</li> <li>○ Find opportunities for our communities to work together</li> <li>○ Provide feedback on Council activities</li> </ul> <p>Cohesive Communities Reference Group (CCRG) volunteers act in an advisory role to Council with emphasis on providing a platform to build positive, inclusive and sustainable communities and promote social cohesion. As well as build community resilience and strengthen social and community connections and identify partnerships and opportunities.</p>
Key Result Areas
<ul style="list-style-type: none"> <li>• <b>Building Social Capital</b></li> <li>• <b>Customer Service</b> - Promote Council as professional, committed and customer focused by providing high level communication, consultation and quality services.</li> <li>• <b>Corporate Core Values</b> - Display Council's corporate core values of Leadership, Innovation, Partnership, Commitment and Customer Focus.</li> <li>• <b>Civic/Volunteer Participation</b> - Engage in any required training as per Council's Volunteer Handbook.</li> </ul>
Key Duties & Responsibilities
<ul style="list-style-type: none"> <li>• Attend and participate in meetings of CCRG, including related community activities and specific CCRG activities, events or training.</li> <li>• Educate/build capacity, provide support and direction to Council staff regarding building community cohesion and resilience in the Camden LGA.</li> <li>• Plan, organise, implement and evaluate cultural, recreational and social activities/events that promote and support cultural diversity, awareness and acceptance.</li> <li>• Be actively involved in the evaluation and review of Council's strategic plans and the development and implementation of Council's planning.</li> <li>• Abide by Council's Code of Conduct, Work Health and Safety policies and procedures, and CCRG Terms of Reference requirements.</li> </ul>
Essential and Desirable Criteria
<p>Essential:</p> <ul style="list-style-type: none"> <li>• Willingness and ability to attend all required meetings.</li> <li>• Must reside in the Camden LGA or actively participate in/have an interest in, the Camden community.</li> <li>• Have an interest in and commitment to cultural acceptance and social cohesion.</li> </ul> <p>Desirable:</p>

- A “can do” attitude and open growth mindset
- Community minded
- Excellent communication skills
- Ability to participate online if required and willingness to complete an accompanying Working from Home checklist.

### WHS Responsibilities

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:

- 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

- 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.

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 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.

<b>Prepared By</b>	Manager Community Outcomes
<b>Date Prepared</b>	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>	
<b>Volunteer Name:</b>	
<b>Volunteer Signature:</b>	
<b>Date:</b>	