

## POSITION DESCRIPTION

<b>Position Title</b>	Camden International Friendship Association Reference Group
<b>Division</b>	Sport, Community and Activation
<b>Branch</b>	Community Outcomes
<b>Special Requirements</b>	As outlined in the Terms of Reference
<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

The Camden International Friendship Association (CIFA) manages Camden's relationship with Kashiwa City, Japan. The role of the Association is to plan, organise, implement and evaluate activities and events that promote friendship between Kashiwa City in Japan and Camden. Activities will be mutually beneficial to both towns and may be of an educational, cultural or other nature deemed to contribute to friendship and peace.

### Key Result Areas

- **Building Social Capital**
- **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 and the Terms of Reference.

### Key Duties & Responsibilities

- Attend and participate in meetings of the Committee, including related community activities and specific Committee activities, events or training.
- Plan, organise, implement and evaluate activities and events that promote friendship between Kashiwa City in Japan and Camden.
- Facilitate under the Friendship Agreement "activities of mutual benefit be conducted between both towns".
- Abide by Council's Code of Conduct, Work Health and Safety policies and procedures, and responsibilities as per the Terms of Reference.

### Essential and Desirable Criteria

#### Essential:

- Must be aged 18 years or older at the time of Committee nomination.
- Willingness to engage with Committee functions and processes as per the Terms of Reference.
- 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 the promotion of friendship between Kashiwa City in Japan and Camden.

#### Desirable:

- 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.

**Prepared By**

Manager Community Outcomes

**Date Prepared**

11/09/2020

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:**