

POSITION DESCRIPTION

Position Title	Member, Heritage Advisory Committee
Division	Planning and Environment
Branch	Strategic Planning
Special Requirements	Demonstrated passion to promote heritage and community education in the Camden Local Government Area (LGA)
Physical and Environmental Demands	N/A
Key Direction/s	Actively Managing Camden's Growth Healthy Urban and Natural Environment
Local Service/s	<ul style="list-style-type: none"> • Protection of the Natural Environment • Environmental Activities • Management of Significant Places

Reporting Structure



Position Purpose

- To support Council by providing informed recommendations on heritage matters and promote heritage and community education in the Camden LGA.

Key Result Areas
<ul style="list-style-type: none"> • Heritage Protection and Promotion • Community Engagement • Corporate Core Values
Key Duties & Responsibilities
<p>As a Heritage Advisory Committee volunteer you will be responsible to:</p> <ul style="list-style-type: none"> • Participate in Committee meetings and Committee decisions and give opinion and advice to the Committee to the best of your knowledge and ability that will help achieve the purpose of the Committee. • Behave in a manner that respects the interests and viewpoints of other members. • Declare any potential or actual conflicts of interests on matters that are brought before the Committee. • Abide by Council's Code of Conduct and the Heritage Advisory Committee's Terms of Reference and applicable Council policies and procedures e.g., Council's Fraud and Corruption Prevention Policy and Plan.
Essential Criteria
<ul style="list-style-type: none"> • Good communication skills. • Commitment to attend meetings and events as scheduled. • If a representative of the Camden Historical Society, a written nomination must be provided by the Society. • If Aboriginal and/or Torres Strait Islander community representatives, a written nomination must be provided by an organisation representing Camden's Aboriginal and Torres Strait Islander community. • If another community representative – must be resident in the Camden Local Government Area (only one community representative can be appointed from each Council ward).
Desirable Criteria
<ul style="list-style-type: none"> • Demonstrated awareness and passion for the protection and promotion of heritage within the Camden LGA.
WHS Responsibility
<p>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:</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>

- 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 Council staff or Committee Chairperson.
- Talk to Council staff or Committee Chairperson 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 Strategic Planning
Date Prepared	11/03/2022
<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 amendments to the Terms of Reference.</p>	
Volunteer Name:	
Volunteer Signature:	
Date:	