

POSITION DESCRIPTION

Position Title	Seniors Reference Group
Division	Sport, Community and Activation
Branch	Community Outcomes
Special Requirements	As outlined in the Terms of Reference
Physical and Environmental Demands	N/A
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Key Direction 5, An Enriched and Connected Community
Local Service/s	Civic Participation and Service

Reporting Structure



Position Purpose

The Seniors Reference Group organises and delivers a range of events and activities that support the health and wellbeing of older residents of the Camden LGA. These events and activities provide information and entertainment and socialisation opportunities with the support of Council staff. The Seniors Reference Group will be representative of older residents of the Camden LGA, providing knowledge of their strengths and challenges to inform Council and appropriately and responsively plan events and activities.

Key Result Areas

- **Building Social Capital** – Facilitate effective working volunteer relationships to work towards the Group's shared outcomes for Seniors within the community.
 - **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 Terms of Reference.

Key Duties & Responsibilities

- Attend and participate in meetings of the group, including related community activities and specific Committee activities, events or training.
- Plan, organise, implement and evaluate events that promote and support active ageing and social connections for older residents of the Camden LGA.
- 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 nomination.
- Willingness to engage with group 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 active ageing and social wellbeing of older residents.

Desirable:

- A "can do" attitude and open growth mindset
- Community minded
- Excellent communication skills

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:	