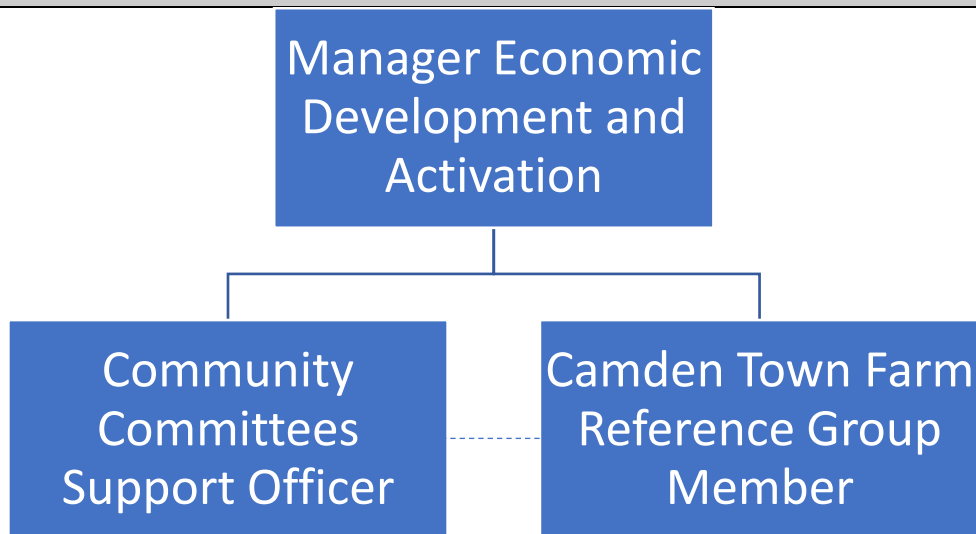


POSITION DESCRIPTION

Position Title	Camden Town Farm Reference Group Member
Division	Sport, Community and Activation
Branch	Economic Development and Activation
Special Requirements	
Physical and Environmental Demands	N/A
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	
Local Service/s	Strategic advice regarding the operation of the Camden Town Farm

Reporting Structure



Position Purpose

The Camden Town Farm (CTF) Reference Group contributes to the operation of the Camden Town Farm through the provision of expert advice and contributing to the development, update and delivery of strategic plans which support the operation and viability of the Farm. The CTF Reference Group also plays an integral role in realising the vision for the Town Farm:

"The farm will be developed and maintained primarily for agricultural, tourism and educational purposes. It will be operated and managed in a sustainable manner that retains its unique character and encourages and facilitates community access, participation and visitation".

Key Result Areas
<ul style="list-style-type: none"> • Farm / Agricultural Operations Expertise • Strategic Management Advice • Events Management Expertise • Education / Programming Expertise • Representation of Camden Community Gardens • Civic/Volunteer Participation • Customer Service • Corporate Core Values
Key Duties & Responsibilities
<p>Farm / Agricultural Operations and Education Expertise</p> <ul style="list-style-type: none"> • Provide subject matter expert level advice regarding farming operations and approach <p>Strategic Management Advice</p> <ul style="list-style-type: none"> • Contribute to the development, update and delivery of strategic management plans for the Camden Town Farm including Plans of Management and Masterplans <p>Events Management Expertise</p> <ul style="list-style-type: none"> • Provide subject matter expert advice regarding event management and delivery <p>Education / Programming Expertise</p> <ul style="list-style-type: none"> • Provide advice regarding education opportunities for the Town Farm <p>Representation of Camden Community Gardens</p> <ul style="list-style-type: none"> • Provide user group specific perspective with relation to the Camden Community Garden <p>Civic/Volunteer Participation</p> <ul style="list-style-type: none"> • Engage in any required training as per Councils Volunteer Handbook and Terms of Reference. • Attend and participate in regular meetings of the CTF Reference Group <p>Customer Service</p> <ul style="list-style-type: none"> • Promote Council as professional, committed and customer focused by providing high level communication, consultation and quality services. <p>Corporate Core Values</p> <ul style="list-style-type: none"> • Display Council's corporate core values of Leadership, Innovation, Partnership, Commitment and Customer Focus. • 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
<p>Essential:</p> <ul style="list-style-type: none"> • Must be aged 18 years or older at the time of nomination. • Demonstrated ability to work as part of a collaborative team • Commitment to the agricultural, tourism, educational and community activities undertaken at the Camden Town Farm • Willingness to work collaboratively, cooperatively and respectfully with other community volunteers and Council officers • 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.

<p>Desirable:</p> <ul style="list-style-type: none"> • Understanding of farming operations and event management • 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. 	
<p>WHS Responsibilities</p> <p>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:</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 Councils 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. 	
<p>Risk Management Responsibilities</p> <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> <ul style="list-style-type: none"> - 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. 	
<p>Prepared By</p>	<p>Manager Economic Development and Activation</p>
<p>Date Prepared</p>	<p>March 2022</p>
<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>	
<p>Volunteer Name:</p>	
<p>Volunteer Signature:</p>	

Date:	
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