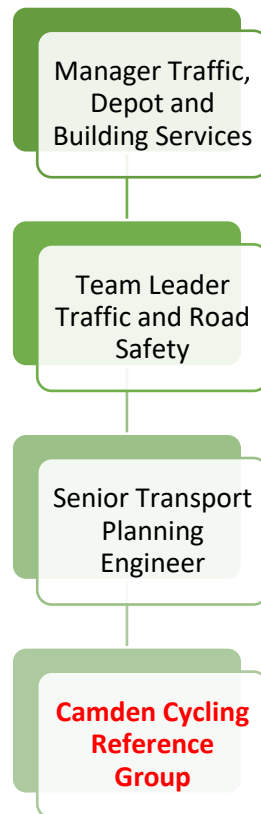


POSITION DESCRIPTION

Position Title	Camden Cycling Reference Group Volunteer
Division	Community Assets
Branch	Traffic and Road Safety
Special Requirements	Passion and understanding of the environmental, health, economic and social benefits of cycling for the Camden Local Government Area (LGA)
Physical and Environmental Demands	N/A
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Effective and Sustainable Transport
Local Service/s	<ul style="list-style-type: none"> Integrated and safe transport systems Road infrastructure and transport connections

Reporting Structure



Position Purpose
<ul style="list-style-type: none"> To support Council by providing informed recommendations based on local and specialist knowledge to address cycling issues in a consultative, collaborative, and action-orientated approach.
Key Result Areas
<ul style="list-style-type: none"> Community Engagement Corporate Core Values
Key Duties & Responsibilities
<p>As a Cycling Reference Group volunteer, you will be responsible to:</p> <ul style="list-style-type: none"> Provide direction and support to Council regarding cycling issues including, strategies, programs projects and plans. Engage and facilitate communication between Council and the local community on cycling issues. Advocate for suitable transport for a range of bicycle users. Encourage greater commitment within the community to use sustainable transport modes. Raise awareness of cycling issues through publicity and education, highlighting safety concerns for cyclists, pedestrians, and other road users. Be actively involved in the development, implementation, evaluation, and review of bicycle planning documents. Work proactively with Council in developing bicycle infrastructure and programs. Promote to State and Federal governments and agencies for support and funding. <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. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous. <p>Corporate core values</p> <ul style="list-style-type: none"> Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan always as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.
Essential Criteria
<ul style="list-style-type: none"> Good communication skills Commitment to attend meetings (typically evenings) and events as scheduled Knowledge of cycling issues with an interest in community safety
Desirable Criteria
<ul style="list-style-type: none"> Demonstrated awareness and passion for educating the broader community on transport safety.
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 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.

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 Traffic, Depot and Building Services
Date Prepared	25/02/2021
<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>	
Volunteer Name:	
Volunteer Signature:	
Date:	