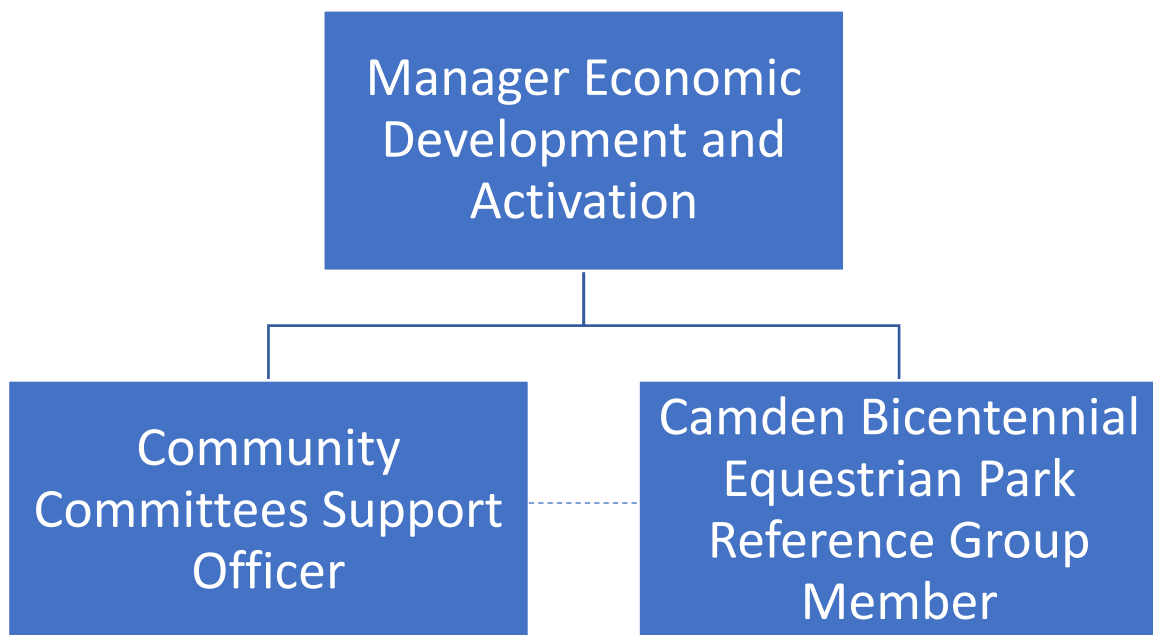


POSITION DESCRIPTION

Position Title	Camden Bicentennial Equestrian Park 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 Bicentennial Equestrian Park

Reporting Structure



Position Purpose

The Camden Bicentennial Equestrian Park (BEP) Reference Group contributes to the operation of the Camden Bicentennial Equestrian Park through the provision of expert advice relating to equestrian activities and input into the development, update and delivery of strategic plans which support the operation and viability of the Park.

Key Result Areas
<ul style="list-style-type: none"> • Equestrian Expertise • Strategic Management Advice • Events Management Expertise • Representation of Premier User Groups • Civic/Volunteer Participation • Customer Service • Corporate Core Values
Key Duties & Responsibilities
<p>Equestrian Expertise</p> <ul style="list-style-type: none"> • Provide subject matter expert level advice regarding equestrian operations and events • Provide subject matter expert level advice regarding arena management and maintenance <p>Strategic Management Advice</p> <ul style="list-style-type: none"> • Contribute to the development, update and delivery of strategic management plans for the Bicentennial Equestrian Park 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>Representation for Premier User Groups</p> <ul style="list-style-type: none"> • Provide user group specific perspectives and advice for identified Premier User Groups including: Camden Show Society; Cobbitty Pony Club; Sydney PoloCrosse; Eventing Equestriad Australia and County of Cumberland Campdraft <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 Camden BEP 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 equestrian and community activities undertaken at the Camden Bicentennial Equestrian Park • 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.

Desirable:

- Understanding of equestrian facility 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.

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 Economic Development and Activation

Date Prepared

March 2022

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:

