# POSITION DESCRIPTION

## COMMITTEE NAME: {Insert Here}

## COMMITTEE TYPE: Community Asset Committee

## POSITION TYPE: Volunteer

## ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire.

Cardinia Shire Council has a huge network of volunteers who give selflessly of their time, expertise, and energy to provide and develop community resources. A large part of this network is involved with managing community facilities, reserves, and halls across our shire.

Volunteers and voluntary groups are an invaluable resource to Council and our community, making a significant contribution to community life. Volunteers contribute to a range of activities including social community support, emergency services and environmental protection. Through their commitment and energy, volunteers can enhance the political, social, economic, environmental, and cultural life and enrich the fabric of our local community.

#### ORGANISATIONAL RELATIONSHIP

Reports to: Volunteer Supervisor

Internal Liaisons: Community Asset Committee

External Liaisons: Council, community, and user groups.

#### STATEMENT OF TASKS AND RESPONSIBILITIES

Key responsibilities include, but are not limited to:

**{Insert Here}**

#### INDUCTION COMPLIANCE

The community asset committee will make sure that volunteers are provided with an induction. Volunteers will be required to sign in on the day through the volunteer attendance sheet **(Form 18)**. All records will be provided to Council. The following points and procedures are in place to ensure that the committee, Council, the community, and volunteers all gain from the experience.

Volunteers will be provided with an induction which includes this document **(Form 24)** and:

* Volunteer information sheet **(Form 17).**
* Demonstration and if required training in the key tasks and activities.
* Explanation of any OHS procedures related to the activity **(OH&S Policy).**
* Explanation of the volunteer code of conduct **(Code of Conduct).**

#### GOVERNANCE COMPLIANCE

* All volunteers MUST have a nominated Volunteer Supervisor (nominated by the Committee).
* Volunteers must sign in on the day through the volunteer attendance sheet **(Form 18).**
* A risk assessment **(Form 15)** of any volunteer activity needs to be undertaken prior to a one-off activity, or on a regular basis for ongoing volunteer programs.
* The committee’s volunteer supervisor must organise and sign off the risk assessment of the volunteer activity.
* Where possible, the committee should provide training to ensure safe and effective practices as well as a means of support and recognition for volunteers and to provide opportunities for their personal development.
* Volunteers are owed a statutory duty of care under the OH&S Act 2004.
* Engaging volunteers to assist Cardinia Shire Council and community asset committees will be done in a manner that complies with all relevant Council policies and associated legislation.
* A detailed procedure manual for volunteers will be maintained to ensure that all aspects of the use of volunteers by Council are managed appropriately. This policy and procedures manual is to be followed by all volunteer supervisors when using volunteers.
* Recruiting volunteers should be on the basis that volunteers can be provided with satisfying and suitable activities and functions, with due consideration being given to the personal preference and motivation of the volunteer.
* Volunteers will be selected in a non-discriminatory process consistent with EEO and related legislation.
* All volunteers are required to hold a valid Working With Children Check and may be required to undertake other screening prior to appointment.
* Council reserves the right of refusal and only those volunteers considered most suitable to take on the role available at the time will be placed.
* New volunteers will meet their volunteer supervisor who will provide volunteers with their contact details.
* Volunteers must be kept safe at all times when undertaking activities for the Committee.

#### INSURANCE COMPLIANCE

* All volunteers must complete a registration form and provide proof of identity, to ensure they are covered by Council insurance **(Form 17).**
* The volunteer supervisor is responsible for ensuring the volunteer registration forms are collected and provided to Council.
* All registered volunteers will be covered by Council personal accident insurance. Volunteers must be a minimum of 16 years old and under 90 years of age to be covered by insurance
* Volunteers’ personal property is not covered by Council insurance.
* Volunteers under the age of 18 require additional permissions from parent/guardians to meet requirements for duty of care.
* Volunteers driving vehicles will need to provide a copy of their drivers’ license and a copy of comprehensive insurance if driving private vehicles.

#### MISCONDUCT AND TERMINATION

* In instances of misconduct or breaches to the volunteer responsibilities, the volunteer supervisor has the right to dismiss the volunteer. The reasons for termination will be provided to the volunteer.
* Volunteers are required to declare anything that may prevent them from fulfilling their volunteer duties (e.g. loss of license). The record of reasons for termination will be filed on the relevant corporate file and recorded in the database.