

Volunteer Role Statement



Position Title: Environmental Volunteer

Bushcare, Streetcare, Parkcare.....

WildThings – Native Bees

Community Garden.....

Propagation Shed.....

Program

Trailcare.....

Cragcare.....

Eastern Pygmy Possum.....

KFFR monitoring.....

Please tick all that apply

Purpose of Position Assist Council with stewardship of Ku-ring-gai’s natural environment and/or support the delivery of Ku-ring-gai’s environmental programs

Hours of Work: Varies

Department: Strategy & Environment

Section: Environment & Sustainability

Position Reports to: Environmental Volunteer Programs Coordinator

Approved by: Jacob Sife

CONTACTS

Key contacts within Strategy & Environment Department:

- Environmental Volunteer Programs Coordinator 9424 0179
- Environmental Volunteers Programs Officer 9424 0811
- Environmental Programs Officer 9424 0618
- Natural Areas Program Leader 9424 0819

Key Contacts in Other Departments:

- Coordinator Bushland Services 9424 0402

Key Contacts Outside Council

- Emergency Services 000

VOLUNTEER DECLARATION

I will comply with the requirements of this Role Statement.

Name:

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Signature:

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Date:



ESSENTIAL CRITERIA

Ability to undertake field work including

- Walk short distances on steep uphill/downhill slopes on loose and/or uneven trails
- Sitting and/or kneeling
- Use of trail rake and other hand tools
- Access to technology, including smart phone and/or camera and internet
- Ability to attend induction/training workshops
- Ability to follow procedures as stipulated in training workshops
- Manual handling < 10 kg

PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR ROLE

Supplied

- High visibility vest
- Gloves
- Hat

Not supplied

- Sturdy closed in shoes
- Eyewear - sunglasses
- Long sleeved shirt
- Long trousers
- Sunblock

AUTHORITY

There is no authority level assigned to this role

GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a safe work area
 - Identify and report all Hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Report known incidents of workplace harassment, discrimination and bullying
 - **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Code of conduct
 - Behave ethically and transparently
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Regularly review with supervisor own performance against required outcomes
 - **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete Training/induction workshop
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- Maintain Workplace Security**
- Adhere to procedures for securing tools and equipment