

POSITION DESCRIPTION

POSITION TITLE:	Miki City Advisory Committee Member
EMPLOYMENT TYPE:	Volunteer
DEPARTMENT:	Community and Economic Development
REPORTS TO:	Community Development Officer
RELATIONSHIPS:	Federation Council staff and Councillors, other group members, people in the community, and Miki City staff and representatives.
VERSION CONTROL:	June 2020-Version 2

ABOUT FEDERATION COUNCIL

Federation Council is home to the thriving and diverse communities of Corowa, Howlong, Mulwala, Oaklands, Urana, Balldale, Boree Creek, Coreen, Daysdale, Lowesdale, Morundah, Rand, Rennie and Savernake.

Only three hours from Melbourne, four hours from Canberra and six hours from Sydney, the region boasts a great climate and vibrant atmosphere and is an ideal location for families, businesses and visitors to experience its exceptional lifestyle and opportunities.

Federation Council values our employees and the contribution they make to ensure the success and growth of our organisation. When you work for us, you can expect a challenging and rewarding work environment combined with excellent conditions including attractive salaries, hours, employee benefits and development opportunities.

ORGANISATIONAL VALUES

Embracing change

We will create our future by being innovative and encouraging new ideas, opportunities and better ways of doing things.

Quality outcomes

We will strive for excellence and to deliver value for money for the community.

Accountability

We will plan well and report on our progress. We will ensure fair and transparent decision making and take responsibility for our actions.

Collaboration

We support each other as a team and will engage closely with the community.

Customer focus

We will be responsive and accessible to the community. We will be open, respectful and truthful in our dealings.

POSITION SUMMARY

The purpose of the Miki City Advisory Committee is to provide federation council with strategic advice and support on ways and means to enhance the sister city relationship between Miki City and the Federation Council.

This will include assisting with implementing the Miki City exchange program and making recommendations to Council on how to best allocate budgeted funds to assist in supporting the Miki City relationship.

SPECIFIC RESPONSIBILITIES

Committee is convened to provide a forum for discussion and recommendation to Federation Council.

Committee Responsibilities

The specific responsibilities of a Miki City Advisory Committee is to:

- Perform as an advisory role to Federation Council concerning Miki City harmonious relationships.
- Raise awareness of the Miki City Advisory Committee.
- Advice Council on proposed initiatives and promotional strategies to foster the exchange program.
- Engage community and local businesses in program activities.
- Positively promote the sister city exchange through local high schools and the broader community
- Advice Council on ways to promote celebrating diversity and create a more connected community.
- Foster International understanding, create good will and better understanding between exchange students, host families and program coordinators.

Organisational

- Observe requirements of the WHS Legislation, relevant to the role and adhere to Federation Council Policies and Procedures regarding WHS.
- Observe appropriate Federation Council Policies and Procedures regarding day to day operations including Equal Opportunity, Dress Code, and Code of Conduct.
- Promote and deliver Councils Corporate Values of Excellence, Integrity, Accountability, Innovation, Responsiveness and Teamwork.

DUTIES

Miki City Advisory Committee members are in general expected to:

- Prepare for, attend and participate in Miki City Advisory Committee meetings.
- Contribute the time needed to understand the committee's business papers. Agenda and supporting papers will be sent approximately one week prior to meetings.
- To treat other Committee members with respect, take turns at speaking and listening, respect different views, and work towards developing good working relationships
- Work with the Council Facilitator and staff to plan, organise and implement the Sister City Exchange Program between Federation Council and Miki City.
- Provide ideas and suggestions and work with Council to develop an itinerary for when the Japanese delegates visit the Federation Council.
- Advise of opportunities for the community and schools to be involved.

- Help Council to promote and secure host families / individuals for the Japanese delegates during their visit.
- Assist Council to promote to local residents and school children the opportunity to visit Japan and experience a home stay.
- Consider acting as a chaperone for young people from the Federation Council when in Japan.
- Provide reports to Council as requested.
- Abide by Council's Code of Conduct, Social Media Policy, Media Policy and all other Council policies.

KEY SKILLS AND QUALITIES

Miki City Advisory Committee members are in general expected to:

- Demonstrate good communication skills.
- Have a strong network in the community, which enables you to bring other people's perspectives to the group, take information out to the community for discussion, identify opportunities for wider community engagement.
- Have the capacity to consult and represent a wide range of views.
- Demonstrate capacity to consider the direction of cultural opportunities in a fair and equitable manner.
- Ability to work with other people and in a team.
- Able to attend and participate in meetings.
- Provide a copy of or be prepared to undertake a police check and / or obtain a Working with Children Check prior to commencing.

PHYSICAL AND MENTAL REQUIREMENTS/ABILITIES

This position requires the incumbent to:

- Driving to venues / ability to be transported to venues for meetings / workshops or have the ability to be able to use a communication platform to join a virtual meeting.
- Sitting and standing during meetings / workshops.
- Manual dexterity – to record information.
- Speaking and hearing – for fruitful discussion.
- Reading – to review documents prepared as part of the Miki City Advisory Committee such as meeting agenda and minutes and council reports.
- Communication skills to interact with a diverse range of people.

SELECTION CRITERIA

To be considered as a member of the Miki City Advisory Committee, members must:

- Reside in the Federation Council area.
- Have an association or understanding of the sister city relationship between Council and Miki City.
- Be cultural aware of Japan and be respectful of their traditions.
- Have familiarity with Councils related policies and a knowledge of Council's Code of Meeting Practice.
- Have a strong network within the community, and / or represent local high schools.
- Ability to work with Council to shape program direction and identify opportunities to grow and promote the exchange program across the Federation Council.
- Are involved in or undertake activities of benefit to Council and the wider community through the use of their skills and abilities, knowledge, energy, efforts and time.
- Ability to work with other people and in a team.

ACCOUNTABILITY

Volunteers are accountable for personal compliance with the documented volunteer policy and procedures attached to this position description.

MEETING

The Miki City Advisory Committee will meet monthly for discussion, activity planning and reflection. This may increase closer when Japanese delegates visit Australia or Australian delegates visit Japan.

REMUNERATION

Miki City Advisory Committee members are volunteers of Council and as such will not receive a wage. Volunteers will be reimbursed for "approved" out-of-pocket expenses incurred during the course of their duties. Receipts should be kept and provided to the Facilitator / Supervisor for processing as soon as possible.

WORK HEALTH AND SAFETY

Volunteers are expected to:

- Comply with the provisions of the Work Health & Safety Act 2011 by taking all reasonable precautions to ensure the health and safety of self and others.
- Identify and report potential hazardous situations to Federation Council staff.
- Report as soon as practical to Federation Council any actual or near miss injuries and accidents.

DRESS CODE

Volunteers should maintain a high standard of presentation and should be appropriately dressed at all times. Please refer to Federation Council's uniform policy.

VOLUNTEER TENURE

- The Miki City Advisory Committee will be flexible concerning multiple non-attendances by members, acknowledging the health and support needs associated with active citizen participation.
- In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. Council's Code of Conduct, and related Council policies and procedures will determine this.
- Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.
- A member may resign at any time, in the event that their circumstances change and they are no longer able to commit to attending and participating.
- Should a volunteer wish to resign they should submit a resignation letter or verbally express their need to resign to the Chairperson. The resignation is recorded in the minutes of the next meeting.
- Where vacancies occur, additional members can come from those who have previously gone through an expression of interest process or via a new expression of interest process undertaken.