

POSITION DESCRIPTION

POSITION TITLE:	Federation Community Drug Action Team Member
EMPLOYMENT TYPE:	Volunteer
DEPARTMENT:	Community and Economic Development
REPORTS TO:	Community Development Team Leader / Community Development Officer
RELATIONSHIPS:	Federation Council staff and Councillors, other Federation Community Drug Action Team group members, people in the community, peers and stakeholder/service groups.
VERSION CONTROL:	August 2020-Version 1

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.

ROLE OF THE FEDERATION COMMUNITY DRUG ACTION TEAM

The Federation Community Drug Action Team is a coalition of community members, representatives from government agencies, non- government service providers and others who respond to alcohol and other drug issues in our community by developing and implementing primary prevention and harm minimisation activities.

Federation Community Drug Action Team aims to:

- Build strong partnerships amongst community members, local service providers and government and non-government organisations across a range of sectors by encouraging stakeholder and community engagement and participation.
- Identify legal and illegal drug and alcohol related problems in the local community.
- Increase community knowledge and awareness of legal and illegal drug and alcohol harms and related social, health and wellbeing problems.
- Develop locally based initiatives to prevent uptake of illicit drug use, and the misuse of legal drugs and alcohol, in order to reduce drug and alcohol related harms.
- Collaborate with a common goal in addressing local legal and illegal alcohol and other drug related issues.

POSITION SUMMARY

The Federation Community Drug Action Team members are to provide Council with strategic advice and informed feedback about prevention and harm minimisation opportunities in the Federation Council area.

SPECIFIC RESPONSIBILITIES

Committee Responsibilities

- Provide strategic advice, advocacy and recommendations to Council on arts and cultural policy, issues and priorities.
- Contribute expertise and knowledge on the implementation of Council's Federation Arts and Cultural Strategy 2021-2025.
- Facilitate formal and informal communication and consultation processes with local arts and cultural interest groups, organisations and residents.
- Respond to requests of advice by Council Officers on policies, activities, projects and plans as they relate to arts and culture in Council core activities.
- Consult and endorse arts and cultural initiatives by Council.
- Promote participation in a diversity of local arts and cultural activities.

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

Federation Community Drug Action Team members are in general expected to:

- Attend and participate in meetings for the Federation Community Drug Action Team. Attendance can be in person or via a communication platform such as phone or video conferencing.
- Members expected to be familiar with the content of the agenda and business papers.
- To treat other Committee members will respect, take turns at speaking and listening, respect different views, and work towards developing good working relationships.
- Take an active role in communicating the views of residents and organisations to Council related to drug and alcohol prevention and harm minimisation.
- Contribute expertise and knowledge on the implementation of the Federation Community Drug Action Team 12 monthly plans.
- To plan, and implement initiatives agreed upon by the Federation Community Drug Action Team and the Council Facilitator.
- Provide information and expertise to other Council reference groups and advisory committees in relation to drugs and alcohol.
- Provide feedback to Council via the Council Officer assigned to convene the Committee.
- Provide timely feedback on documents provided for review.
- 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

Federation Community Drug Action Team members are in general expected to:

- Demonstrate good communication skills.
- Have the capacity to consult and represent a wide range of views.
- 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 be:

- 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 Federation Community Drug Action Team 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 Federation Community Drug Action Team, members must:

- Reside in the Federation Council area, and
- Have an association with and / or understanding of the drug and alcohol aspects of the Federation community.
- Have familiarity with Council's drug and alcohol related policies.
- Have a strong network in the community and ability to represent the community broadly.
- Ability to work with Council to shape policy direction and identify opportunities to grow and promote the prevention and harm minimisation of drugs and alcohol across the Federation Council.
- 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 Federation Community Drug Action Team will meet monthly for discussion, activity planning and reflection.

Members can choose to attend in person or via a Council approved communication platform such as Google Hangouts.

REMUNERATION

Federation Community Drug Action Team members are volunteers as such will not receive a wage. Volunteers will be reimbursed for "approved" out-of-pocket expenses incurred during the course of their duties. Expenses to be incurred and claimed must be agreed to prior from the Facilitator / Supervisor. 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 neat standard of presentation and should be appropriately dressed at all times. Please refer to Federation Council's uniform policy.

VOLUNTEER TENURE

- The Federation Community Drug Action Team 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.

DECLARATION

I have read and understand the Volunteer Position Description and agree to abide by these expectations:

NAME	
SIGNATURE	
DATE	