

POSITION DESCRIPTION

POSITION TITLE:	Miki City Advisory Committee Member
EMPLOYMENT TYPE:	Volunteer
DEPARTMENT:	Community and Economic Development
REPORTS TO:	Community Development Officer
SUPERVISES:	Nil or direct reports
VERSION CONTROL:	February 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, Buraja-Lowesdale, Coreen, Daysdale, 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. The Committee will:

- Perform as an advisory role to Federation Council concerning Miki City harmonious relationships.
- Raise awareness of the Miki City Advisory Committee.
- Advise 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
- Advise 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:

- 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;
- Be prepared to undertake a police check and / or obtain a Working with Children Check prior to commencing.

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;
- Sitting and standing during meetings / workshops;
- Climb steps;
- Walk on uneven ground;
- Manual dexterity – to record information;
- Speaking and hearing – for fruitful discussion;
- Minimal manual handling/lifting/carrying;
- Reading – to review documents prepared as part of the Arts and Cultural Advisory Committee such as meeting agenda and minutes and council reports;
- Communication skills to interact with a diverse range of people.

Please Note: This position requires the incumbent to maintain a minimum level of fitness to be capable of carrying out the physical task requirements of this job description. At all times you must be "Fit for Work" in accordance with Council's Policy.

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 member are volunteers of Council and as such will not receive a wage.

Members will be reimbursed for expenses agreed to in advance.

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

In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. This will be determined by Council's Code of Conduct and all Council policies and procedures. If a member misses more than two consecutive meetings without providing an apology, their membership on the Miki City Advisory Committee will cease.

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 writing volunteer recognition letter to the Chair and the resignation should be recorded in the minutes of the next meeting.

DECLARATION

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

NAME	
SIGNATURE	
DATE	