

# LIVING DESERT STATE PARK VOLUNTEER GROUP – TERMS OF REFERENCE

<b>QUALITY CONTROL</b>			
<b>TRIM REFERENCES</b>			
<b>RESPONSIBLE POSITION</b>	Director Corporate and Community		
<b>SUPPORT POSITION/S</b>	Visitor Services Coordinator Living Desert Rangers		
<b>APPROVED BY</b>	Council		
<b>REVIEW DATE</b>	October 2028	<b>REVISION NUMBER</b>	1
<b>EFFECTIVE DATE</b>	<b>ACTION</b>	<b>ENDORSED BY</b>	
9 October 2024	Adopted	Minute No. 47650	

## 1. INTRODUCTION

The Volunteer Group will be known as the Living Desert State Park Volunteer Group.

## 2. PURPOSE

The Volunteer Group will undertake various activities to make improvements to the Living Desert State Park.

The role of the Volunteer Group will be achieved by:

- Under the guidance of Council staff, participating in regular working bees to assist with the upkeep and beautification of the Living Desert State Park.
  - the John Simons Flora and Fauna Sanctuary
  - the Living Desert picnic area
  - the Sculpture Symposium site
  - the Star View Primitive Campground
- To undertake roles as Volunteer Tour Advisors at the Living Desert State Park on a rostered basis.
- To assist in the maintenance and future development of native flora and fauna within the State Park.
- By undertaking all activities in a manner consistent with Council's Workplace Health and Safety requirements; and with the use of all designated personal protective equipment (e.g. gloves, safety glasses) as required by Council.

- To abide by Council's Code of Conduct and Volunteer Management Framework and Policy.

### **3. VOLUNTEER GROUP DELEGATION**

The Volunteer Group has no delegated authority. It can only refer matters to the Living Desert Rangers or the Visitor Services Coordinator for consideration.

The Volunteer Group cannot approve the expenditure of money, employ staff, speak on behalf of Council or make a policy on behalf of Council.

### **4. MEMBERSHIP**

Volunteer members will be appointed for a period of up to four (4) years. The term of membership shall align with the current term of the elected Council.

A reasonable number of volunteers members shall be appointed by the General Manager.

In terms of appointing volunteers, the Council will call for nominations. The appropriate form must be completed, signed by the nominee, and received by the General Manager before the closing date. The General Manager shall appoint the volunteer members to the Volunteer Group.

Council reserves the right to amend the number of members.

Note: Nominees may be required to undergo a pre-existing medical check prior to being appointed to the Volunteer Group.

### **5. OPERATION OF THE VOLUNTEER GROUP**

At the beginning of each year, the Volunteer Group will set a draft schedule for working-bee activities throughout the year.

The Volunteer Group shall operate in accordance with Council's Volunteer Management Framework and Policy and falls under the category of Group 1 – Regular Volunteers.

### **6. RESPONSIBILITIES OF MEMBERS**

Members of the Volunteer Group are bound by the Broken Hill City Council Code of Conduct and shall undertake activities in accordance Workplace Health and Safety Policy and Procedures, Council's Volunteer Management and Framework and with guidance by Council staff.

Members will be provided with a copy of the Broken Hill City Council Code of Conduct and required to sign an acknowledgement form indicating their acceptance of such, before volunteering at the Living Desert State Park.

### **7. RECORDS**

Site sign-in sheets shall be completed for working-bees and recorded in Council's Electronic Records Management System.

Should the Volunteer Group be in receipt of any Council records, these records should be provided to the Living Desert Rangers or the Visitor Services Coordinator to be saved into Council's Electronic Records Management System.

## **8. SUPPORT SERVICES**

The Volunteer Group is supported by Council's Living Desert Rangers and the Visitor Services Coordinator.

For the purposes of Council's Code of Conduct, Risk Management Framework, and Volunteer Management Framework volunteers are considered in the same category as Council staff.

## **9. DEFINITIONS**

"Council" shall mean the Broken Hill City Council.

"Volunteer Group" shall mean the Living Desert State Park Volunteer Group.

"Living Desert" shall mean the Living Desert State Park, Nine Mile Road, Broken Hill.