

RIDDIFORD ARBORETUM VOLUNTEER GROUP – TERMS OF REFERENCE

QUALITY CONTROL			
TRIM REFERENCES			
RESPONSIBLE POSITION	Director Infrastructure and Environment		
SUPPORT POSITION/S	Manager Infrastructure Operations Coordinator Parks and Open Spaces		
APPROVED BY	Council		
REVIEW DATE	October 2028	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	ENDORSED BY	
9 October 2024	Adopted	Minute No. 47650	

1. INTRODUCTION

The Volunteer Group will be known as the Riddiford Arboretum Volunteer Group.

2. PURPOSE

The Volunteer Group will undertake various activities to make improvements to the Riddiford Arboretum.

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 Riddiford Arboretum.
- To assist in the maintenance and future development of native flora within the Riddiford Arboretum.
- 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 Coordinator Park and Open Spaces or the Manager Infrastructure Operations.

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 Riddiford Arboretum.

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 Coordinator Parks and Open Spaces or the Manager Infrastructure Operations to be saved into Council's Electronic Records Management System.

8. SUPPORT SERVICES

The Volunteer Group is supported by Council's Infrastructure Team and the Director Corporate and Community Services.

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 Riddiford Arboretum Volunteer Group.

"Riddiford Arboretum" shall mean the Riddiford Arboretum, Galena Street, Broken Hill.