

VOLUNTEER ROLE STATEMENT



CITIZEN SCIENCE VOLUNTEER

The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

We have a plan to achieve our vision:

ECONOMY

We are a thriving economy and a business-friendly City

COMMUNITY

We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike

ENVIRONMENT & HERITAGE

We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated

PLACEMAKING

We are a unique and distinctive collection of active places, created and cared for through strong partnerships

LEADERSHIP

We are an innovative, collaborative and high performing leader within local government

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

The position is:

Position Title	Citizen Science Volunteer		
Department & Section	Corporate Services		
Reporting to	Environmental Projects Coordinator		
	Prescribed Position:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>



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How does this position contribute to our community?

- To act as a link between Council and the community
- Contribute to the operational objectives and success of City of Port Adelaide Enfield Parks & Gardens/ environment Programs by assisting with any of the following activities:
 - Engaging in educational/training activities to learn about urban forests, coasts and all kinds of flora & fauna species.
 - Monitoring the condition of the urban forest, coastal habitats and litter issues by regularly:
 - Conducting bird Identification activities; and /or
 - Conducting butterfly identification activities; and/or
 - Monitoring vegetation condition by taking photos; and/or
 - Monitoring weeds; and/or
 - Monitoring pests; and/or
 - Monitoring coast, mangrove condition; and/or
 - Submitting observations using smart phone or PC APP technologies; and/or
 - Monitoring, recording and collecting fishing line and tackle from Hook, Line & Thinker bins located at some of Council boat ramps; and/or
 - Providing research support for micro-plastic monitoring projects.
- Collection, collation and provision of information in relation to Port Adelaide Enfield's biodiversity and asset management programs.

What does the position do?

- Citizen Science volunteers may work in urban and park sites throughout the City of Port Adelaide Enfield, including both indoor and outdoor environments.
- Work locations must be mutually agreed between the volunteer and council representative. A safety induction must be undertaken.
- Adhere to the Safe Work Method Statement for the Citizen Science project.
- Pack up and leave work areas in a clean and tidy manner.

Primary Activities:

- Attend workshops and educational talks. These may be held at City of Port Adelaide Enfield event venues (e.g. the Port Adelaide Enfield Civic Centre) or in Council parks. Volunteers will learn about nature reserves and their associated habitat and be introduced to voluntary monitoring activities that may be conducted as part of this position. Volunteers may also be introduced to external events and activities; any participation in the external events or activities is not covered by this position.
- Conduct monitoring activities related to urban forests and coastal activities may include visiting sites in the urban area and council parks to conduct and record observations of birds, butterflies, vegetation condition, weeds, pests, coastal mangroves etc. to help understand local biodiversity value. Volunteers must participate safely, with minimum disturbance of other people, wildlife and habitats.

The behaviours we expect the position to contribute to our workplace are:

- Reliable, energetic and responsible attitude.
- Organisation and time management skills to organise own work
- Attention to detail when reporting
- Ability to follow directions and instructions



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- Innovative ideas to review and analyse situations, procedures and systems recommending and implementing changes where agreed and appropriate
- Flexible work approach
- Open to new information and community-minded
- Ability to work as part of a team, and to work autonomously and be self-motivated
- High degree of personal integrity and deal with matters confidentially
- Be familiar with the Council's Work Health and Safety policy and other policies relevant to the Volunteer Program.
- Successfully complete the Volunteer Programs recruitment and orientation procedure.
- Ability to communicate, listen and relate well to staff and other volunteers.

Experience

- No previous experience required

Code of Conduct

All volunteers of the City of Port Adelaide Enfield must:

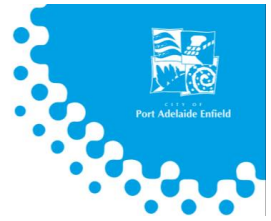
- Act in a fair, honest and proper manner
- Be reasonable, just and non-discriminatory in their behaviour in all aspects of carrying out their volunteer roles and responsibilities
- Volunteer in good faith and not for an improper or ulterior motive
- Achieve a team approach in an environment of mutual respect, trust and acceptance.
- Maintain a mature, constructive working relationship with courtesy and respect

Conditions

- Police or DCSI check and reference check
- Insurance cover will only extend to volunteers of council who are registered and engaged in clearly defined activities that are approved and controlled by the staff representing council.
- Positions have a 12-week probationary period
- Working within the guidelines of this position description and to comply with the relevant policies and procedures for reporting and supervision
- Abiding by the council Code of Conduct and Confidentiality

Our Safety and Return to Work Commitments

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.



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Volunteer Signature: _____

Print Name: _____

Date: _____