



D U T Y S T A T E M E N T

TITLE OF POSITION	Operations and Safety Member
REPORTS TO	Campsite Management Committee
DIRECT REPORTS	Campsite Maintenance Officer/s Caretaker/s Warden/s
LIAISES WITH	Deputy Chief Commissioner Major Activities and Branch Commissioners Campsites and Equipment for Branch Managed campsites Region Commissioner, Assistant Region Commissioners, Region Leaders, District Commissioner, District Leaders for Group/District/Region managed campsites Group and Section Leaders as users of the campsite Youth Members as users for the campsite Public Campsite Tenants Branch Support Office including Facilities and Campsite Team Project campsite subcommittees
PURPOSE	The purpose of the Operation and Safety Member role of the Campsite Management Committee is to manage the operational and safety aspects of the campsite and manage the workloads and duties of the Caretaker/Maintenance Officer/Wardens and the working relationship between them on behalf of the Campsite Management Committee.

PRIMARY RESPONSIBILITIES

1. Advise the Campsite Management Committee on all matters relating to the safe operation of the campsite.
2. Be responsible for the implementation of Standard Operating Procedures, work and maintenance practices as agreed to within the Campsite Management Committee to ensure campsite is able to be enjoyed by all users safely.
3. To manage the duties and workloads of Caretakers, Maintenance Officers and/or wardens engaged by the campsite on behalf of the Campsite Management Committee.
4. To attend the Campsite Management Committee meetings to report on operational issues.



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5. Make arrangements so that all users of the campsite are given an induction on the safe use of the campsite. This can be a personal induction or through the distribution of written campsite rules.
 6. Maintenance planning and maintenance delivery for plant, property and equipment on the campsite to meet legislative, Scout and good practice requirements
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CRITERIA

1. Have a strong commitment to the safe operation of Scouting campsites enabling both Scout Members and the public to safely enjoy and use the facilities.
 2. Enthusiastic and ability to relate to and communicate with individuals and groups, youth and adults.
 3. Ability to relate to and communicate with individuals and groups, youths and adults, on issues of concern at the campsite.
 4. Be or become an Adult Member of the Scout Association of Queensland, Queensland Branch Inc. (Scouts Queensland)
 5. Holder of a current WWCC Blue Card linked to Scouts Queensland
 6. Completion of e-Learning units BCORE Child and BCORE WHS.
 7. Able to work collaboratively within a team environment.
 8. Be able to work alone, identify operational and safety issues within the campsite and recommend solutions to the issues to the Campsite Management Committee
 9. Well organised personally and able to organise other adults
 10. Be able to write documents relating to the safe use of the campsite.
 11. Drivers licence and the ability to safely use either a campsite owned or a personal vehicle within the Campsite
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ROLE SPECIFIC CRITERIA

1. Be involved in the management, maintenance, operation & development of the campsite in accordance with the Purpose and Values of the Scout Association of Australia, National Policy and Rules, Queensland Branch Scouting Instructions (QBSI), guidelines issued by the Branch Campsite Strategy Committee for Branch Managed Campsites, or Region Commissioners, District



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- Commissioners or Group Leaders in the case of campsites under the management of one of those Formations, the individual Campsite Scout Plan and guidelines and Standard Operating Procedures (SOP) for the use of the campsite.
2. On behalf of the Campsite Management Committee, manage the relationship between the Caretaker/Maintenance Officer/Warden and allocate and manage their individual and shared workloads.
 3. Report to the Campsite Management Committee on industrial matters in respect of permanent and casual employees of scouts Queensland.
 4. Be willing to undertake a leadership role for the campsite in an emergency when other members of the Campsite Management Committee are not available.
 5. Ensure the Standard Operating Procedures and safety directions for the campsite are in place and being followed to comply with Queensland Workplace Health and Safety legislation and in the safe operation and maintenance of the campsite.
 6. Report to the Campsite Management Committee meeting on matters or issues of concern relating to the safe operation and use of the campsite and provide recommended solutions and budgets to rectify those matters or issues of concern in respect of the management, maintenance, operation & development of the campsite.
 7. In consultation with either the Branch Campsite Strategy Committee, the Region Commissioner, the District Commissioner or the Group Leader depending who is responsible for the Formation, review all usage agreements on an annual basis, ensuring that public liability certificates of currency, where required, are current and that all necessary changes, as deemed necessary in the interests of progress and or legislative changes, have been addressed in the interests of all concerned.
 8. Maintain a liaison with the appropriate environmental community bodies thus producing an acceptable environment usage plan in accordance with the campsite Scout Plan.
 9. Develop and maintain a recording system which will provide instruction, resources and material information



for future members of the Campsite Management Committee within this role.

10. Attend campsite management conferences, seminars and other periodic meetings as required to disseminate information and maintain adequate communication and planning essential to the success of the campsite.
 11. To perform other duties as requested from time to time, by the Campsite Management Committee.
 12. To provide input into the annual review and development of the Campsite Scout Plan.
 13. Appointments to these roles will be for a three (3) year period with the initial period for this role being eighteen months with the forming and registration of the campsite as a Formation.
 14. Be willing to be a member of any project campsite subcommittee as requested by the Committee.
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