

Site Coordinator of a Landcare group- Agreement with BLI

The **Site Coordinator** is a Landcare volunteer, who is responsible for supervising and leading the Landcare group. The Site Coordinator acts as contact person and coordinator for the group at a registered work site, communicates activities and incidents to BLI and keeps records of on-site activities. Site coordinators also coordinate compliance with WHS requirements on site and ensure all group members are aware of and commit to the Code of Conduct, reporting breaches to the coordinator.

Site Coordinator Responsibilities

- Induct new participants to site.
- Conduct a site assessment before each working bee.
- Ensure participants in the worksite sign on and adhere to the policies and procedures.
- Keep track of group members' contact details, emergency contacts plus any allergies or relevant medical issues.
- Supervise, lead and manage group members/participants.
- Undertake work in accordance with the relevant site plan.
- Notify group members of working bees and disseminate information or changes outlined by BLI.
- Keep a record of volunteer work hours on the sign on sheet and send records to BLI.
- At the end of each financial year tally working bee hours for the year and send to the BLI coordinator (we use volunteer work hours for reporting and to assist us to gain grants and future funding).
- Ensure group members uphold the Code of Conduct, Working with Children policy, and WHS procedures, calling on the coordinator for help if necessary.
- Have a valid working with children check or ensure a responsible parent/guardian is present, if children are on site.
- Direct new membership enquiries to scan the QR code or our website:
<https://www.bellingerlandcare.org.au/get-involved/become-a-member/>
- Be the point of call for the group and liaise with the BLI office as required.
- Keep track of tools and ensure correct and safe storage of herbicide.
- Liaise with the BLI coordinator if additional support or training is required and/or regarding the possibility of funding to support project work if required.
- **Report any site hazards, and WHS incidents or near misses to the BLI office: 0490 857 879, office@bellingerlandcare.org.au.**
- Ensure there is a minimum of 2 people working on site at all times.
- Participate in any site Coordinators meetings.
- Appoint a secondary person to fill in for your role when you are not available to be on site. Where possible this person should be aware of the responsibilities and be of similar experience



I accept and agree to abide by the Site Coordinator Responsibilities

Name:

Signature: **Date:**