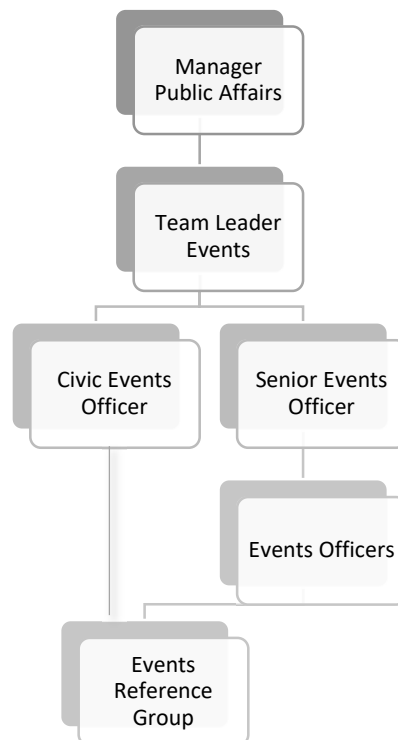


## POSITION DESCRIPTION

<b>Position Title</b>	Events Reference Group – Community Representative
<b>Division</b>	Sport, Community and Activation
<b>Branch</b>	Public Affairs
<b>Special Requirements</b>	n/a
<b>Physical and Environmental Demands</b>	n/a
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Customer Service Engaged People
<b>Local Service/s</b>	Community Events

### Reporting Structure



### Position Purpose

The Events Reference Group organises and delivers a range of events and activities that aim to meet community needs and interests. The primary objective of the Group is to provide technical advice to Council on a range of events related topics, by providing local knowledge, innovative engagement strategies and action-orientated initiatives.

### Key Result Areas

- **Community Events**
- **Customer Service**
- **Community Engagement**

### Key Duties & Responsibilities

#### Events

- Support Council by providing informed recommendations on event requirements.
- Provide advice to ensure that Council events continue to meet the needs of the community.
- Assist in seeking business input and sponsorship for Council's major events.

#### Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
- Respond to internal and external enquiries and complaints exercising initiative, judgement, and discretion.
- Promote Council as professional, committed and customer focused by providing high level communication, consultation, and quality services.

#### Corporate core values

- Continuously display Council's corporate core values of Leadership, innovation, partnership, commitment and customer focus.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

### Essential Criteria

- Must be 18 years and older
- Knowledge of Council's community events
- Knowledge of Council's event venues and facilities
- Skills that may assist in the planning of community events
- Ability to attend all relevant briefings and training relating to the event/role.
- Skills that may assist in liaising with local community organisations and businesses that can contribute to Council's events.

### Desirable Criteria

- Previous experience working at an event

### WHS Responsibility

As a Volunteer Worker you have a duty under the WHS Act (2011), to take reasonable care for your own health and safety. You must also:

- Take reasonable care to ensure that your acts don't adversely affect the health and safety of others.
- Carry out your tasks in a safe way and consult with others on safety;
- Follow the reasonable work health and safety instructions given to you by Council;
- Co-operate with Council's Work Health and Safety policies and procedures

- Adequately familiarise and actively fulfil all WHS responsibilities, as indicated in Council's Volunteer Safety and Information Handbook.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

### **Risk Management Responsibilities**

- To act at all times, in a manner that does not place anyone at risk and/or impact upon the health and safety of anyone in the workplace.
- Be responsible and accountable for taking practical steps, to minimise Council's exposure to risks in so far as is reasonably practicable.
- Conduct Risk Assessments where applicable for activities you are carrying out, if applicable to your role and as indicated by your appropriate volunteer supervisor or community committee liaison officer.

In minimising risk to yourself and others you must take reasonable care, this means:

- Read, understand and cooperate with the policies, procedures, safe work method statement and safe work procedures provided to you by Council.
- Report all emerging risks, issues and incidents to your supervisor, Community Committee Liaison Officer and/or Manager.
- Talk to your supervisor if you have any concerns about your health and safety, or the health and safety of others in relation to your work.
- Not do tasks that you do not have the skills and training to undertake.
- Do not do anything that would be unsafe behaviour, putting yourself or others at harm.

**Prepared By**

Manager Public Affairs

**Date Prepared**

13/05/2022

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

**Volunteer Name:**

**Volunteer Signature:**

**Date:**