

POSITION TITLE:	COMMUNITY EVENTS COMPLIANCE COORDINATOR
SECTION	GOVERNANCE
DIRECTORATE:	ECONOMIC & ORGANISATION DEVELOPMENT

1. REMUNERATION

Grade 15 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

a) Directly responsible to:

Director, Economic & Organisational Development

b) Positions directly reporting to this position:

Events Casuals

3. PURPOSE

The Community Events Compliance Coordinator is Council's central point of contact for community events held within the Griffith Local Government Area. The position coordinates event approvals, compliance requirements, venue bookings and event-related regulatory processes to ensure community events are delivered safely, legally and efficiently.

The role provides guidance and support to event organisers, assists them in understanding their obligations, coordinates internal and external approvals, and ensures all required documentation is submitted and approved before events proceed. The position acts as a facilitator, coordinator and compliance advisor rather than an event organiser.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Managers/Supervisors
- All staff

External

- Event organisers
- Community groups
- Sporting clubs
- Cultural organisations



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- Businesses
- Emergency services
- NSW Police

- Transport for NSW
- Food businesses
- Liquor & Gaming NSW

5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position • Comply with and ensure compliance with Council's Code of Conduct, Policies and Procedures within all areas of responsibility • Ensure the implementation and compliance of appropriate and current Policies and Procedures within all areas of responsibility • Actively participate and contribute to the development of plans, policies and procedures
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times • Promote a culture of understanding exceeding customer expectations • Ensure effective community consultation and communication strategies are implemented for service delivery and projects where appropriate
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities • Monitor work practices to ensure proper employee health and safety and respond to identified risks in a timely manner and in compliance with Council's Work, Health and Safety framework • Acquire and maintain knowledge of Work Health and Safety matters • Ensure all staff are properly trained in all relevant aspects of health and safety applicable to their role • Ensure that contractors meet all requirements for Work Health and Safety and monitor for ongoing compliance



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Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace • Ensure workgroups within all areas of responsibility work cohesively towards the achievement of Council objectives • Ensure all conflicts are managed in accordance with policies and procedures and in a timely manner • Promote a culture that encourages and values the contribution of staff to the achievement of Council activities
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements • Promote responsible and accountable practices for keeping full and accurate records and information in relation to corporate activities and decisions
Training and Development	• Actively participate in Council's training and development programs as required • Identify and ensure the delivery of relevant training for staff in areas of responsibility
Continuous Improvement and Innovation	• Promote the development of more efficient work practices • Ensure the ongoing evaluation and review of work practices and processes within all areas of responsibility to ensure they are effective and efficient and implement improvements where appropriate • Promote a culture of change and innovation by encouraging new ideas • Identify and propose additional business opportunities that enhance Council's existing capabilities
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities



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General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision • Work with allocated resources and budget to meet or exceed expectations of Council • Administer and ensure efficient and appropriate use of Council resources
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6. PRINCIPAL ACCOUNTABILITIES

- Manage the intake, assessment and administration of community event applications, ensuring all required information, approvals and supporting documentation are obtained and processed in a timely manner
- Act as Council's primary contact for community event enquiries, providing professional advice, guidance and support on Council requirements, approvals, bookings and compliance obligations
- Manage the administration, governance and continuous improvement of Council's Bookable platform and facility booking processes to ensure consistency, efficiency and a positive customer experience
- Review event documentation and coordinate compliance assessments to ensure organisers meet Council requirements relating to risk management, safety, insurance, accessibility and other statutory obligations.
- Coordinate referrals across Council departments, monitor response timeframes and ensure all relevant approvals and conditions are consolidated and communicated effectively to event organisers.
- Identify, develop and implement improvements to event administration, booking workflows, procedures, forms and customer service practices to enhance efficiency and governance outcomes.
- Maintain accurate records, event registers and booking data, and prepare reports that support performance monitoring, facility utilisation analysis and informed decision making.
- Foster effective working relationships with community groups, event organisers and internal stakeholders to support successful event delivery while maintaining compliance with Council policies and requirements.

7. KEY DUTIES

- Coordinate community event approvals and compliance processes by managing event applications, facilitating approvals and ensuring organisers meet all legislative, regulatory and Council requirements prior to event delivery



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- Provide professional advice and support to event organisers regarding event planning, approval pathways, risk management, venue requirements and compliance obligations to promote safe and successful community events
- Review and coordinate event management documentation including risk assessments, traffic management plans, emergency procedures, insurance documentation and other compliance requirements to ensure applications are complete and suitable for assessment
- Manage Council's event booking and venue administration functions including the administration of Bookable and other facility booking systems, venue hire processes, bond administration, key management and associated customer service activities.
- Coordinate internal and external stakeholder engagement and referral processes to ensure event applications are assessed efficiently and all required approvals, conditions and operational requirements are effectively communicated.
- Facilitate traffic management and road closure approvals by coordinating submissions, liaising with relevant authorities and monitoring compliance with approval conditions and implementation requirements
- Monitor legislative, regulatory and policy compliance requirements and contribute to the development, maintenance and continuous improvement of event administration processes, guidance materials and compliance resources
- Support community capacity building and continuous improvement initiatives through the development of educational resources, workshops, templates and guidance material that enhance community understanding of event planning and compliance requirements.

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate may be required to undertake a pre-employment drug and alcohol test and achieve a satisfactory outcome.

9. KEY SELECTION CRITERIA

ESSENTIAL

- Certificate IV or Diploma in Event Management, Business Administration, or related discipline or equivalent experience.
- Current Class C Australian Driver Licence.
- Demonstrated experience coordinating events, compliance processes or approvals.
- Demonstrated experience reviewing risk assessments and operational documentation.
- Demonstrated experience dealing with community groups and stakeholders.



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- Demonstrated understanding of relevant legislative, regulatory and compliance requirements.
- Strong administrative and organisational skills, with the ability to prioritise tasks and manage competing demands effectively.
- Experience using booking, scheduling and records management systems.
- Highly developed interpersonal, written and verbal communication skills.
- Strong attention to detail and commitment to maintaining accurate and reliable records.
- Ability to interpret, apply and provide advice on legislation, policies, procedures and business processes.
- Strong customer service focus, with a commitment to providing responsive and professional service to internal and external stakeholders.
- Proven ability to manage competing priorities, work autonomously and meet deadlines in a fast-paced environment.
- Well-developed computer skills, including experience using Microsoft Office Suite and corporate information systems.

DESIRABLE

- Local Government experience in Governance or Work Health and Safety.
- Event Management qualification or professional development.
- Traffic Management knowledge.
- Familiarity with Liquor & Gaming NSW requirements.
- Food safety and public health knowledge.
- Experience using Bookable or venue booking software.
- Understanding of emergency management and event risk assessment

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

O Occasional: exposure to the physical factor less than twice a week on average
 F Frequent: exposure to the physical factor 3 - 4 times a week on average
 C Constant: exposure to the physical factor more than 5 times a week on average
 R Repetitive: exposure to the physical factor multiple times in an hour
 N/A Not Applicable
 ≡ Winter
 ✱ Summer



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Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels					
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.					
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.					
Standing	Tasks involve standing in an upright position without moving about					
Driving	Tasks involve operating any motor-powered vehicle					
	Tasks involve driving vehicle on unsealed roads.					
Sitting	Tasks involve remaining in a seated position during task performance					
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.					
Walking/Running	Tasks involve walking or running on even surfaces					
	Tasks involve walking on uneven surfaces					
	Tasks involve walking up and / or down slopes					
	Tasks involve walking whilst pushing/pulling objects					
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant					
	Tasks involve climbing over or under machinery					
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.					
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms					
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.					



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Demands	Description	Frequency				
		O	F	C	R	NA
	1. Light lifting/carrying (0-9 Kg)					
	2. Moderate lifting/carrying (10-15 Kg)					
	3. Heavy lifting/carrying (16 Kg and above)					
Restraining	Tasks involve restraining animals / objects					
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.					
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.					
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.					
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.					
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.					
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment					
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals					
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust					
Gases	Tasks involve working with gases					
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.					
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis					
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room					
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia					



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11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description created: September 2026

Job Evaluation Assessment Date: 24/09/2026

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	



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