

COUNCIL LIAISON ROLE DESCRIPTION

BACKGROUND

The McLaren Flat Recreation Ground (MFRG) and facilities are owned and maintained under the terms of an agreement with the City of Onkaparinga council. Requests for maintenance work are coordinated by the MFRG's appointed Council Liaison and then referred to City of Onkaparinga.

APPOINTMENT

The MFRG Operations subcommittee may nominate a candidate(s) for the role of Council Liaison. Appointment to the role is at the discretion of the management committee.

ATTRIBUTES

The Council Liaison is an unpaid voluntary position of no fixed tenure. The incumbent should be reasonably available during business hours and generally able to attend the ground and facilities at short notice. The Council Liaison is entrusted with necessary keys and alarm codes access to the facility and must be prepared to undergo background checks prior to commencement.

RESPONSIBILITIES

- Liaise with the designated City of Onkaparinga council contact regarding maintenance, repair and alterations.
- Act as a primary point of contact for work and maintenance and emergency requests.
- Respond in a timely manner to enquiries and requests regarding the condition of the ground and facilities.
- Coordinate & assist with repair, maintenance and alteration requests.
- Facilitate safe and efficient work by sharing information about the facilities and arranging access for workers engaged to carry out repair, maintenance or alterations.
- Track the progress of repair and maintenance work.
- Carry out inspection and audit of the ground and facilities as scheduled or otherwise directed by the Operations subcommittee.
- Maintain security of the facilities by keeping an account of when the facilities are accessed and to whom access is granted.
- Maintain safe and secure custody of the keys and codes provided.
- Adhere to MFRG regulations, policies and procedures

REPORTING

Provide the Operation subcommittee with timely reporting on repair and maintenance work.

Liaise on a day-to-day basis with the Bar Manager and Function & Events Coordinator.

ENDORSEMENT

Approved by MFRG Management Committee 7/3/2019