



Council Liaison Officer

Objectives

- To establish and maintain a strong and healthy working partnership with local government.
- To ensure clubrooms and oval remain at the highest possible standard at all times

Responsibilities

- Manage the maintenance of all facilities at club
- Organise any repairs to the facilities
- Coordinate the handover of keys and the facility at the end of each season in line with council requirements
- Plan continuous upgrading of facilities
- Inform club of council grants and capital works when they become available and assist with the preparation of any applications to receive funding
- Attend council workshops and forums where required
- To be the club contact for all council dealings

Relationships

- Liaise with Council Recreation Officer & Manager
- Liaise with Council Parks & Gardens Manager
- Liaise with local Councillor

Accountability

- Reports to Club President & General Committee