

POSITION:	Casual - Circus Carnival Event Assistant
AWARD CLASSIFICATION:	Level 1 - LGIA – State 2017 (Stream A)
REPORTS TO:	Group Manager Community Policy & Programs
DEPARTMENT:	Lifestyle & Community Services

OUR VISION

Vibrant, resilient and inclusive communities that value their heritage, prioritise safety, embrace innovation and work together for a sustainable future

OUR PURPOSE

Making a difference by listening and delivering outcomes for our communities

OUR VALUES

INTEGRITY:	Upholding public trust by being accountable for our actions and delivering on our commitments
SAFETY:	Prioritising the health, wellbeing, and safety of our staff, communities and environment
COLLABORATION:	Working together and with the community to achieve shared goals
INCLUSIVITY:	Respecting and embracing diversity in all its forms – culture, background, ability, and ideas
EFFICIENCY:	Using resources responsibly and striving for continuous improvement in our processes

POSITION OBJECTIVES

To assist with the successful delivery of Circus Carnival events held in Tambo as part of Blackall-Tambo Regional Council's Circus Carnival from 22–30 August 2026 under the guidance and mentoring of the Lifestyle and Community Team.

RESPONSIBILITIES AND DUTIES

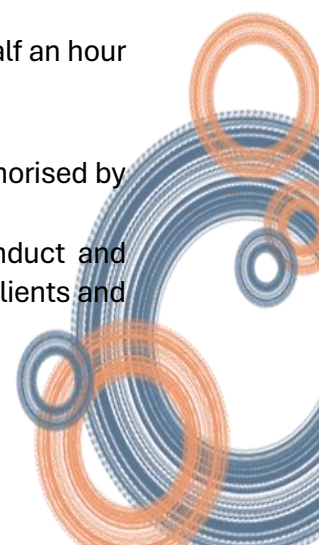
- Assist with event set-up and pack-down, including arranging equipment, signage, seating, displays, event materials and general site presentation as directed.
- Provide friendly and helpful customer service to event attendees, visitors, performers, volunteers, community members and Council representatives.
- Assist with ticket selling, attendee enquiries, event entry processes and basic event administration as required.
- Support event promotion activities, including distribution of promotional material, providing event information to the public and assisting with community engagement activities.
- Assist with maintaining event areas in a clean, tidy, safe and welcoming condition throughout the Carnival.
- Work cooperatively with members of the Lifestyle and Community Team, Council staff, contractors, volunteers and event stakeholders.
- Follow all reasonable directions, safe work practices, Council policies and procedures, and Council's Core Values at all times.
- Work independently or as part of a team as required, including during busy public-facing event periods.
- Other duties relevant to assisting with Circus Carnival events as directed.

SKILLS, EXPERIENCE AND QUALIFICATIONS

- Current Working with Children Blue Card prior to commencement. This requirement is mandatory and non-negotiable.
- Current 'C' Class Driver's Licence.
- Ability to provide courteous customer service in a busy community event environment.
- Ability and willingness to work singly or as part of a team, follow instructions and seek guidance when required.
- Commitment to safe work practices, appropriate conduct, and Council's Core Values of Integrity, Safety, Collaboration, Inclusivity and Efficiency.
- Willingness to undertake duties outdoors, at event venues and across varied event schedules as required.

WORKPLACE PROTOCOL

- If illness occurs, staff should phone their immediate supervisor preferably half an hour prior to the day's start.
- All works areas are to be kept in a clean and tidy manner.
- In all instances of overtime, no payment or time in lieu will occur unless authorised by the relevant Supervisor.
- All Council employees shall abide by and uphold Council's Code of Conduct and respect the image and ethos of Council, to provide superior services to our clients and community.



- Employees are to ensure that all licences are maintained and that they do not operate plant and equipment for which they are not licensed or competent. The Chief Executive Officer shall be informed within two working days upon loss, suspension, or expiry of any work-related licence.

AUTHORITY

The employee has authority to adhere to all policy and procedures adopted by the Blackall-Tambo Regional Council to operate within the scope of legislative requirements.

All contact with members of the public, government agencies, other internal and external clients and fellow employees shall be in good faith and in accordance with internal protocols within the work group and authority of the position.

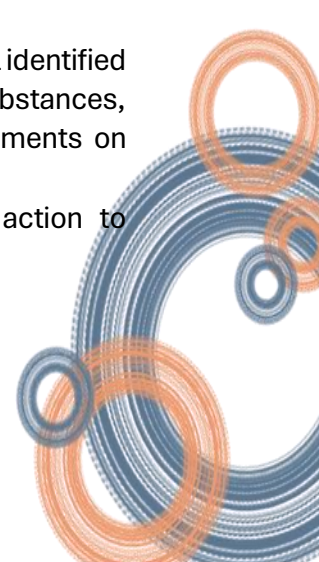
WORKPLACE HEALTH AND SAFETY OBLIGATIONS

All employees have a legal obligation to comply with regulatory requirements and BTRC's SMS (*Blackall-Tambo Regional Council's Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and surrounding environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

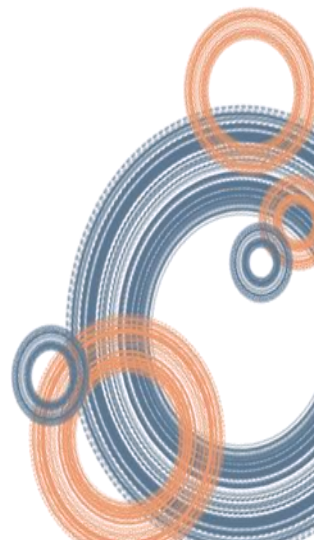
- To comply with instructions given for WH&S at a workplace by the employer;
- Comply with the **health and safety duties and Duty of Care** requirements as specified Within the *Work Health & Safety Act 2011, Part 2*;
- Timely reporting all accidents, incidents, minor injuries, near misses and property damage (within 24 hours) and assisting if required, with the investigation of all incidents in the workplace;
- For a worker to use the PPE (Personal Protective Equipment) provided by the Employer after proper instruction in its use;
- Not to wilfully or recklessly interfere with, or misuse anything provided for WH&S at the workplace, including yourself;
- Adhere to the BTRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
- Performing all work and associated functions in a safe, efficient and effective manner;
- Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers;
- Provide advice to ensure risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assist or participate in carrying out risk assessments on identified hazards;
- Identify hazards, conduct risk assessments and implement corrective action to eliminate hazards where possible and/ or control risks in the workplace;
- To report hazards and risks in accordance with WH&S procedures;



- Establish and maintain a high standard of housekeeping within your individual work area(s) and generally within the Blackall-Tambo Regional Council's areas of responsibilities;
- Attend all toolbox, team talks and specific training (e.g. Take 5's etc.) as supplied and required by Blackall-Tambo Regional Council;
- Be familiar with the location of first aid kits, fire protection facilities and evacuation procedures;
- Report any WH&S concerns to your Supervisor, Workplace Health and Safety Representatives or Council's Workplace Health & Safety Team.

WORK ENVIROMENT AND PHYSICAL DEMANDS

- **Physical Demands**
 - Light to medium event work, including frequent standing, walking, carrying and assisting with movement of event materials and equipment.
- **Audio Visual Demands**
 - Peripheral Vision and Hearing
- **Specific Actions**
 - Standing/ Walking (1-4 Hours)
 - Sitting (1-4 Hours)
 - Driving may be required in accordance with Council directions and licence requirements.
- **Repetitive Motions**
 - Simple Grasping
 - Pushing & Pulling
 - Finger Dexterity
 - Foot Movement
 - Bending
 - Squatting
 - Twisting
 - Reaching
- **Work Environment**
 - Indoor and outdoor community event environments in Tambo, including public-facing event areas and temporary event set-up locations.



PERFORMANCE INDICATORS

All functions are performed within the appropriate standards set out under terms and conditions of employment as set out by Blackall-Tambo Regional Council and specifically within your performance agreement.

Authority:	CEO
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

“Exploring the past, Innovating the future”

