

BARKLY REGIONAL COUNCIL



Community Safety Coordinator (Full-Time – Fixed-Term)

1. Position Objectives

The Community Safety Coordinator is responsible for ensuring that the Community Safety Service within the Barkly Regional Council remains a dynamic and impactful program aligned with the objectives of the Community Safety and Wellbeing Program (Night Patrol) under the Department of Prime Minister and Cabinet's operational framework.

This role involves coordinating community safety activities and serving as a key liaison between the Council, service providers, emergency services, and non-government organisations across identified communities within the Barkly Regional Council region.

It is a requirement of this position that the position holder be willing and able to travel and work in remote communities located within the Barkly Regional Council area, and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.

2. Our Vision, Purpose and Values

VISION

"We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

- | | |
|------------------------|--|
| Integrity: | Upholding honesty and transparency in everything we do. |
| Diversity: | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| Empathy: | Understanding and valuing the needs and experiences of others. |
| Accountability: | Taking ownership of our actions through commitment to BRC and our communities. |
| Service: | Dedicating ourselves to excellence, putting people first, and creating a positive impact. |

3. Key Responsibilities

Program Coordination and Delivery

- Establish and coordinate community safety activities across identified communities to achieve outcomes set by the Australian and Territory Governments.
- Assist Night Patrol Team Leaders in delivering key outcomes related to community safety.
- Deliver programs and information to increase community safety awareness.

Stakeholder Engagement and Liaison

- Serve as a liaison between community members, Local Authorities, Elders, Traditional Owners, Council Service Providers, Police, Emergency Services, and Government and Non-Government Departments, Organisations, and Representatives.
- Work with Police and key stakeholders to develop and maintain community safety action plans.
- Collaborate with other Community Safety Service Providers to implement effective strategies addressing safety concerns.

Reporting and Administration

- Prepare reports aligned with the program's community safety objectives.
- Conduct briefings and debriefs for staff in response to critical incidents.
- Perform administrative tasks as required and represent the service at meetings in a professional manner.

Community Engagement and Travel

- Gather intelligence on safety issues through culturally appropriate engagement with community members and stakeholders.
- Regularly travel to identified communities to promote well-being and ensure services meet local needs.

Other Duties

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by Council.
- Respond to customer queries promptly and in a professional manner.
- Actively participate in Work Health Safety (WHS) and emergency management, reporting and incident management processes and procedures.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

4. Key Accountabilities

- Coordinate and support the delivery of community safety programs across identified communities.
- Support Night Patrol Team Leaders and staff to achieve community safety outcomes.
- Build and maintain effective relationships with community members, stakeholders, and service providers.
- Work collaboratively with community members, Local Authorities, Elders, Traditional Owners, Council Service Providers, Police, Emergency Services, and Government and Non-Government Departments, Organisations, and Representatives.
- Deliver community engagement and safety awareness activities.

- Prepare reports, maintain records, and complete administrative tasks as required.
- Conduct staff briefings and debriefings following incidents.
- Travel regularly to communities to support service delivery and community wellbeing.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Community Safety Coordinator
Reports to:	Regional Manager Community Safety and Safe House
Department:	Community Services
Supervises:	Night Patrol Officers
Internal Liaison:	Chief Executive Officer Chief Operating Officer Regional Manager Community Safety and Safe House Community Safety Coordinator Night Patrol Team Leaders Night Patrol Officers Other Council Staff
External Liaison:	Local Authorities Elders Traditional Owners Council Service Providers Police Emergency Services Government and Non-Government Departments, Organisations and Representatives Ratepayers, Residents, and Visitors

6. Salary and Other Benefits

Classification:	Level 8, Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full-Time – Fixed Term (38 hours per week) <i>(Funding End Date: 30 November 2028)</i>
Annual Salary:	\$93,646.17 per annum (\$3,601.78 per fortnight)
SCG:	12%

7. Knowledge and Skills

Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.

- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Ability to work effectively within a team, participate as a team member, and support other staff as required.
- Ability to manage high volumes of work, set and meet deadlines, and prioritise tasks effectively.

Interpersonal:

- Proven ability to successfully interact with people at all levels.
- Strong negotiation and communication skills, including with senior management.
- Strong stakeholder engagement and management skills.
- Ability to gain cooperation and assistance from staff and management to achieve position objectives.

Change Management:

- Ability to recognise issues, use initiative to identify and discuss proposed solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstrate a positive and proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

8. Essential Criteria – Qualifications, Skills and Experience

1. Demonstrated background in remote community development.
2. Demonstrated leadership, supervisory, and team-building skills.
3. Working knowledge of Work Health and Safety legislation and safe work practices.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

- CHC35021 Certificate III in Community Safety Services or demonstrated experience in Community Safety / Community Engagement programs

Desirable

- Corporate Induction
- Site Induction
- Workplace Health and Safety (WHS) Induction Training

- HCICS409A Recognise and Respond to Suspected Abuse of Vulnerable People
- CPCWHS1001 Work Safely in the Construction Industry (White Card)
- HLTAID011 Provide First Aid
- HLTAID009 Provide Cardiopulmonary Resuscitation
- VTP414 4WD Operations on Unsealed Roads Course
- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver Licence
- Respect @ Work – Prevention of Sexual Harassment in the Workplace Training
- Prevention of Workplace Bullying and Harassment Induction Training

11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This role is classified as **Medium Work**, involving supervision of operational activities together with manual and mechanical works associated with municipal services, civil maintenance, and infrastructure activities.:

- This role involves manual handling tasks, including lifting, carrying, pushing, pulling, and operating plant and equipment.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
 - Stand and walk for extended periods;
 - Work on uneven terrain and outdoor environments;
 - Bend, kneel, squat, and undertake repetitive physical movements;
 - Operate plant, machinery, and tools safely;
 - Enter and exit plant and vehicles frequently;
 - Supervise and assist operational crews in physically demanding work activities.

Inherent Physical Requirements:

- Ability to stand and walk for extended periods.
- Ability to work outdoors in varying environmental conditions, including heat and dust.
- Ability to safely operate plant, vehicles, machinery, and tools.
- Ability to perform manual handling tasks safely.
- Ability to lift and carry equipment, materials, and supplies.
- Ability to bend, kneel, squat, climb, and perform repetitive physical movements.
- Ability to maintain sustained grip strength during operational tasks.

- Ability to work on uneven terrain and within operational work sites.
- Ability to manage competing priorities and respond effectively in dynamic operational environments.

Physical Requirements of Job Role							
Job Role	Community Safety Coordinator						
Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing					X		
Sitting				X			
Forward Reaching					X		
Neck flexion / extension / rotation					X		
Reaching above shoulder height				X			
Stooping & bending forward from standing position					X		
Kneeling / squatting				X			
Trunk rotation					X		
Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform				X			
Walking					X		
Walking over uneven surfaces					X		
Ladder climbing		X					
Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting				X			
Bilateral carrying					X		
Lifting with weight away from body <10kg					X		
Lifting with weight away from body >10kg					X		
Lowering a vertical distance > 25cm from waist to floor					X		
Lowering a vertical distance > 25cm from waist to shoulder height				X			
Lifting 0kg - 4.5kg					X		
Lifting 4.5kg - 9kg					X		
Lifting 9kg - 22kg					X		
Lifting 22kg - 45kg			X				
Lifting 45kg+	X						
Handling unstable objects				X			
Carrying					X		
Pushing / pulling					X		
Sustained / repetitive hand grip					X		
Tool use					X		
Exposure to vibration				X			

12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



Peter Harder
Chief Executive Officer

09 / 06 / 2026

Date

13. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

_____/_____/_____
Date