



Coordinator Community Safety			
Position Number:	8	Department:	Community Planning & Sustainability
Level:	7	Award:	May be covered under Municipal Employees' WA Award
Remuneration:	\$100,372.20 Base Salary	plus superannuation, and housing and district allowances (if eligible) plus \$5,000 retention bonus payable upon completion of 3 years. <i>(Pro-Rata for Part Time)</i>	
Reports to:	Executive Manager Community Planning & Sustainability	Direct Reports:	3.5 x FTE
Last Reviewed:	Manager People, Culture & Wellbeing	Date:	13/11/2025
Approved:	Executive Manager Community Planning & Sustainability	Date:	18/11/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The Community Safety Coordinator provides operational leadership, coordination, and specialist support across community safety, compliance, animal management, tourism-related safety, and emergency management functions. The role ensures the effective delivery of community safety services, a strong presence across high-use visitor and coastal areas, and contributes significantly to emergency preparedness, response support, and recovery activities.

The position coordinates the operational work of Community Safety Officers, supports community resilience and education initiatives, and contributes to the development and implementation of Local Emergency Management Arrangements (LEMA). The role provides a visible, community-focused presence across coastal reserves, tourist destinations, and other key public areas to strengthen both compliance and visitor safety.

The Community Safety Coordinator acts as a key liaison between internal teams, emergency service agencies, tourism operators, community groups, traditional owners, and the public to enhance community safety, responsible tourism, and preparedness. This role is central in ensuring the Shire delivers a consistent, proactive and community-centred approach to safety, compliance, and emergency management.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.

- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

1. Strategic Operational Leadership & Community Safety Service Delivery

- ★ Provide senior-level leadership and oversight of Community Safety operations, ensuring the service meets organisational, legislative, and community expectations.
- ★ Set operational priorities, service standards, and direction for Community Safety Officers and support staff.
- ★ Lead complex and high-risk compliance operations, investigations, and field responses.
- ★ Oversee and approve rostering, resource allocation, and operational deployment across a 7-day service model.
- ★ Monitor performance, capability, and work quality across community safety functions, intervening and redirecting as necessary.
- ★ Lead comprehensive inspection programs covering townsites, pastoral areas, remote locations, coastal reserves, and high-profile visitor sites.
- ★ Drive continuous improvement across operational procedures, public-facing service delivery, and compliance practice.

2. Emergency Management Leadership & Coordination

- ★ Lead operational preparedness activities for the Community Safety portfolio in alignment with the CESM and Executive Manager.
- ★ Coordinate and oversee the Community Safety contribution to Local Emergency Management Arrangements (LEMA).
- ★ Lead hazard mitigation programs, including bushfire risk inspections, preparedness initiatives, and seasonal readiness plans.
- ★ Act as a senior liaison officer during emergencies, directing community safety resources and coordinating logistics, public information, and community interface under the direction of the Recovery Manager.
- ★ Oversee post-incident reporting, analysis, and lessons management, ensuring improvements are embedded under the direction of the Recovery Manager.
- ★ Represent the Shire in multi-agency emergency management activities, including exercises, committees, and debriefs where delegated.

3. Tourism, Coastal & Visitor Risk Management

- ★ Provide senior oversight of tourism and coastal safety operations, ensuring high standards of compliance, visitor welfare, and risk management.
- ★ Lead strategic planning and coordination for visitor safety at high-use locations including the Blowholes, coastal reserves, and remote tourist areas.
- ★ Oversee Camp Hosts, providing direction, performance oversight, and escalation support.
- ★ Implement visitor risk management strategies, ensuring hazards, signage, behaviours, and environmental risks are actively managed.
- ★ Coordinate multi-departmental and multi-agency responses to seasonal tourism pressures.
- ★ Lead community and visitor education initiatives relating to responsible tourism, coastal risks, animal control, and site preservation.

4. Stakeholder Engagement, Liaison & Community Education

- ★ Act as the senior point of contact for community safety matters, providing authoritative advice to internal and external stakeholders.
- ★ Develop and maintain high-level partnerships with WA Police, DFES, SES, RSPCA, DBCA, Fisheries, neighbouring LGAs, and key community groups.

- ★ Lead the delivery of community education programs to ensure consistent messaging across animal welfare, emergency preparedness, local laws, and visitor safety.
- ★ Represent the Shire with authority at meetings, working groups, regional forums, and inter-agency collaborations.

5. High-Level Compliance, Investigations & Enforcement

- ★ Oversee enforcement of relevant legislation and local laws:
 - ★ Dog Act 1976, Cat Act 2011
 - ★ Bush Fires Act 1954
 - ★ Control of Vehicles (Off-road Areas) Act 1978
 - ★ Litter Act 1979
 - ★ Local Government Act 1995 and Local Laws
- ★ Lead and review complex investigations including dog attacks, serious non-compliance, high-risk animal issues, and significant breaches of local laws.
- ★ Authorise enforcement decisions, prepare high-level briefs, and represent the Shire in legal matters as required.
- ★ Ensure the Shire's enforcement activities meet legal, ethical, and procedural standards and drive improvements where needed.
- ★ Strengthen a culture of education-first compliance, balanced with firm enforcement when warranted.

6. Governance, Reporting & Strategic Administration

- ★ Lead the preparation of high-quality operational and strategic reports including analysis, risk identification, and recommendations for management and Council.
- ★ Oversee budget inputs, operational resource planning, and justification of service needs related to community safety and compliance.
- ★ Identify service gaps, emerging risks, and organisational needs and provide strategic advice to Executive Leadership.
- ★ Ensure governance frameworks, procedures, and documentation across the Community Safety service meet required standards.

7. Work Health & Safety Leadership

- ★ Model and enforce a safety-first culture, ensuring WHS expectations are understood and applied across the team.
- ★ Lead WHS risk assessments, safety reviews, and mitigation activities across diverse field environments.
- ★ Intervene proactively to address unsafe practices, embedding a culture of continuous WHS improvement.
- ★ Oversee training, capability development, and compliance relating to safe work practices, PPE use, and operational risk.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- ★ Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions.
- ★ Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- ★ Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace.
- ★ Attend the WHS Committee meeting either as a member or rostered as an invited guest.
- ★ Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License
- ★ ROCS 1 & 2 (Regulatory Officer Compliance Skills)

- ★ Firearm's License or ability to acquire
- ★ First Aid and relevant safety certifications.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Formal qualifications in emergency management, regulatory services, law enforcement, or local government law with demonstrated experience applying these in complex operational environments.
- ★ Advanced understanding of Local Government legislation, compliance frameworks, and enforcement practices, including high-level capability in investigations, evidence management and prosecution processes.
- ★ Extensive experience in community safety operations across regional or remote local government settings, with the ability to manage diverse community, visitor and environmental risk factors.
- ★ Demonstrated expertise in animal management and handling, including complex or escalated situations involving public risk.
- ★ High-level leadership capability, with proven experience coordinating multidisciplinary field teams, setting operational standards, mentoring staff, and improving service performance.
- ★ Advanced interpersonal, negotiation and conflict resolution skills, including the ability to manage sensitive, high-pressure or politically complex matters.
- ★ Demonstrated competency in incident management systems (e.g., AIIMS/ICS), bushfire operations, natural hazard management, or disaster preparedness, with experience supporting or coordinating multi-agency emergency responses.
- ★ Proven experience leading or coordinating emergency management activities, including hazard mitigation programs, preparedness planning, community resilience building and recovery coordination.
- ★ Strong strategic thinking with the ability to integrate emergency preparedness, community safety and resilience into broader organisational planning, community programs and infrastructure considerations.
- ★ High-level analytical, governance and reporting capabilities, including preparing high-quality reports, operational reviews, incident analyses, business cases and improvement recommendations for senior management and Council.
- ★ Demonstrated ability to build and maintain strong partnerships across agencies, including DFES, WA Police, RSPCA, DBCA, SES, tourism operators, community groups and neighbouring LGAs.

DESIRABLE CRITERIA

- ★ Certificate IV or Diploma in Local Government (Regulatory Services), Emergency Management, or Leadership & Management.
- ★ Experience leading multi-agency operations, regional emergency programs, or interdepartmental community safety initiatives.
- ★ Experience contributing to or coordinating Local Emergency Management Arrangements (LEMA), emergency exercises, and regional emergency planning frameworks.
- ★ Experience overseeing coastal/tourism safety operations and visitor risk management in high-traffic tourist locations.
- ★ Demonstrated ability to influence policy development, procedural improvements or organisational capability uplift across community safety and emergency management.

POSITION COMPETENCIES

Experience	
Focus of Role	Key Specialist / Management
Experience Level	Specialist knowledge in the context of the organisational or professional requirements with elements of complexity and uncertainty .
Tasks	

Context Method	Range of activities in a complex, specialised environment.
Skill Level	Significant knowledge and skill to resolve issues having elements of complexity which may not be clearly defined.
Judgement and problem Solving	
Problem Solving	Solve problems requiring an assessment of a range of options with elements of complexity, and may impact beyond the immediate work area.
Judgement	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes.
Supervision and Independence	
Level of Supervision	Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control.
Organisational Relationships and Impact	
Work Area Relationships	May develop proposals or recommendations which co-ordinate the interests of separate work areas and share accountability.
Public/Other Staff Relationships	Participate in technical discussions to resolve problems, explain policy and reconcile viewpoints or negotiate solutions with a range of interests to be accommodated. Write reports and external correspondence in field of expertise.
Impact	Decisions made directly impact organisation
Interpersonal Skills	Highly developed interpersonal skills, including leading and motivating.
Job Competencies	
Time Management	Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others.
Conflict Resolution	Proficient: Able to resolve a range of conflict of opinions where resolution is not immediate, where a range of interests need to be accommodated and complex negotiation may occur.
Planning & Organisation Skills	Proficient: Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives.
Safety Procedures	Highly Proficient: Ensures that safety procedures are in alignment with overall safety framework. Reviews, audits and trains other in safety procedures on and off the job. Instrumental in leading safety compliance and ensuring a culture of safety first.
Administration Skills	Highly Proficient: Advanced knowledge of software and office systems. Able to train and coach others in the use systems, including outside of the immediate work area.
Equipment Operation	Highly Proficient: Holds specialised certificates, licences or experience in order to be able to operate highly specialised plant and equipment such as Final Trim Grader / Excavator operation or equivalent.
Supervision Skills	Proficient: Line management responsibility for staff delivering a range of administrative, technical or professional services.
Project Management	Advanced: Accountable for the quality, effectiveness, cost, timeliness of programs, projects or work plans. Prepares budget for projects.
Policy and Procedure Development	Proficient: Develop, influence and implement policy matters across a function, department or work area

Policy or Legislative Interpretation	Highly Proficient: Interpret and apply external policy or legislative requirements and develop internal practices to support requirements across multiple work areas.
Report Writing	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
Budgeting Skills	Advanced: Develop or assist in the development of budgets for a function or work area. Line Management responsibility for parts of the Department budget that apply to work area.
Customer Service Skills	Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis.
Decision Making Skills	Proficient: Decision making requires analysis of data and involves consideration of aspects that are more conceptual than definitive.
Management Skills	Advanced: Management of major sections or projects within area of expertise. May direct staff in the planning, implementation and review of major programs, as well as participating as a key member of a functional team.

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the Community Planning & Sustainability Team with a starting salary from \$ 100,372.20 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

\$ 1,201.11 p/a District Allowance*
 \$ 6,123.31 p/a Housing Allowance*
 \$ 1,688.96 p/a Annual Leave Loading 17.5%
 \$ 12,923.59 p/a Superannuation (Statutory)
 \$ 2,153.93 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
 \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
 2 Local Government Public Holidays
 10 Days of Paid Personal Leave
 10 Days of Paid Pandemic Leave
 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
 Annual Leave Travel Assistance Payment
 Local Club Membership Subsidies
 Gym Membership Subsidy
 Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the

