

## POSITION DESCRIPTION

POSITION TITLE	Coordinator Community Safety
DIRECTORATE – BUSINESS UNIT	Community – Community Hubs & Safety
LEVEL - IA	9 - Salaried
RESPONSIBLE TO	Manager Community Hubs & Safety

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

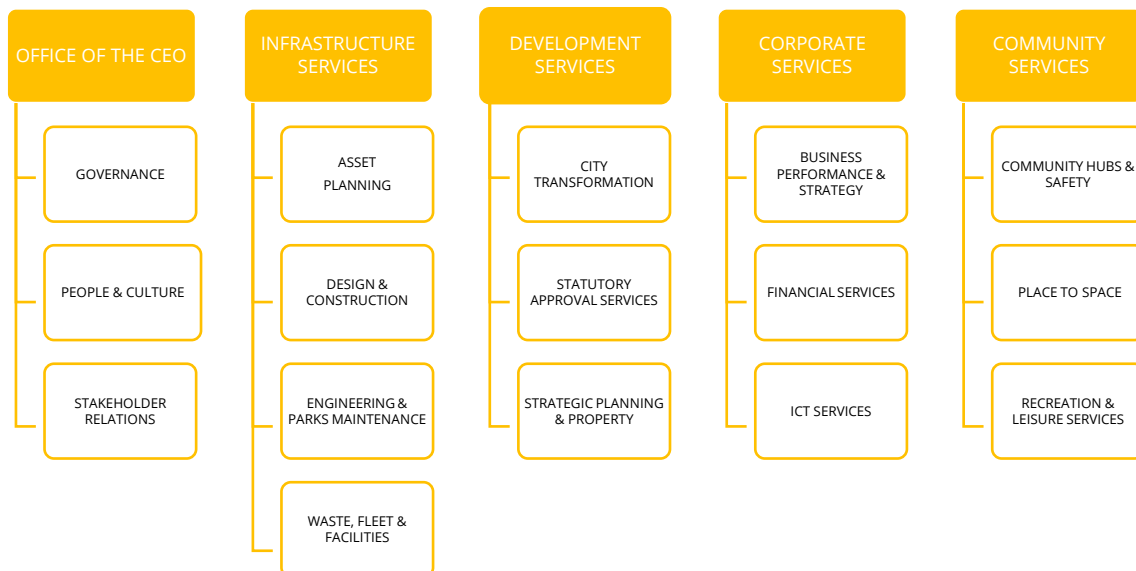
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Contribute to the strategic and operational planning of the Community Safety team, ensuring the highest possible level of customer service in the areas of Community Safety/Rangers, CCTV, Fire Compliance Emergency Management and local laws. The position also operates as the City's Emergency Management Liaison Officer providing specialist advice to internal and external stakeholders encompassing the areas of Prevention, Preparedness, Response and Recovery and will coordinate the review and planning of the City's Local Emergency Management Arrangements (LEMA).

## KEY RESULT AREAS

### STRATEGIC AND OPERATIONAL PLANNING

- Delivers effective operational business plans, which align with the City's vision, corporate business plan and City strategies.
- Ensure relevant budgets are accurate and monitored in accordance with Council requirements.
- Actively seek funding opportunities to deliver Community Safety programs and initiatives.
- Deliver innovative and effective educational programs to enhance and protect Community Safety.
- Develop, implement, and review operational policies and procedures.

### COUNCIL AND ADVISORY COMMITTEE MEETINGS

Represent the City at Council and Advisory committee meetings, providing expert advice on Community Safety and Emergency Management ensuring Management and Executive are accurately informed and supported to ensure the best possible strategic and operational decisions are made.

### CORPORATE SUPPORT

Promotes a positive image of the City by demonstrating and delivering excellent, professional customer service and technical advice to internal and external stakeholders through detailed knowledge of statutory requirements and application of high-quality initiatives.

### MANAGEMENT OF COMMUNITY SAFETY TEAM

Ensure the Community Safety team are consistently provided with innovative and proactive leadership and support, including regular and constructive feedback and development opportunities

### WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.

- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards, and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

## WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

## TRAINING/QUALIFICATION(S)

- Certificate IV in Local Government Governance (Regulatory Services).
- Extensive and proven experience in Emergency Management
- Demonstrated financial management experience.
- Demonstrated experience in Policy and programme development.
- Basic Fire Fighting Course.
- AllMS awareness completion of course and demonstrated understanding.
- Strong operational understanding of Ranger Services and statutory functions
- Qualifications in animal management and handling.

## SELECTION CRITERIA

1. Substantial experience in a supervisory role delivering community safety services.
2. Demonstrated experience developing and delivering programmes that promote and achieve community safety outcomes.
3. Ability to supervise and guide a range of operational areas specific to community safety.
4. Strong negotiation and consultation skills.
5. Experience in and working knowledge of court and prosecution proceedings in Western Australia.
6. Demonstrated experience in developing and implementing strategic and operational plans, including the setting and monitoring of sectional goals, and managing financial budgets to support these plans.
7. Demonstrated ability to interpret, apply and enforce relevant legislation, local laws and policies, ensuring consistent, compliant and customer-focused service delivery.
8. Proven experience in leading, mentoring and developing staff, including performance management, training, workforce planning and fostering a positive team culture.
9. Highly developed analytical, problem-solving and decision-making skills, with the ability to manage competing priorities, respond to complex community issues and provide strategic advice to senior management

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Community Hubs & Safety  
DATE PD REVIEWED/APPROVED: 10 June 2026

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