



## POSITION DESCRIPTION

POSITION TITLE	Coordinator Natural Areas
DIRECTORATE - SECTION	Infrastructure – Engineering and Parks Maintenance
LEVEL - EBA	9 – Salaried
RESPONSIBLE TO	Manager Engineering and Parks Maintenance

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

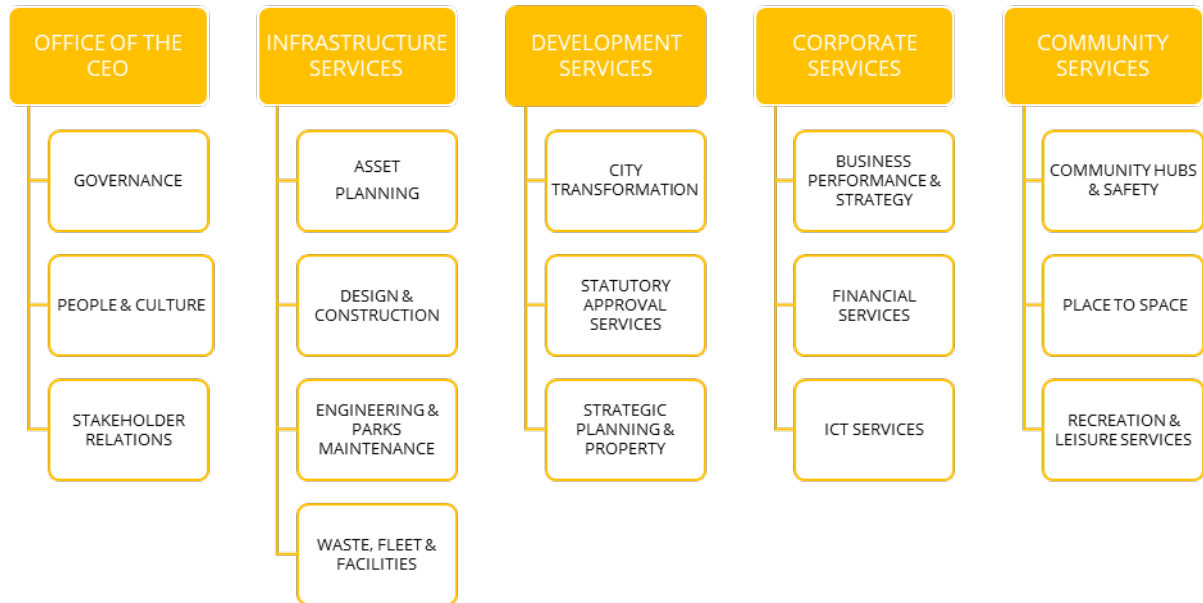
### OUR SIMPLE GUIDING PRINCIPLES

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

The Coordinator is responsible for providing strategic leadership and operational oversight across the Natural Areas of the City. The position leads Fire Mitigation and Arboricultural Maintenance teams to ensure the integrated management, protection, and enhancement of the City's natural and urban forest assets. The position ensures that environmental, bushfire risk, and tree management activities are planned and delivered in a coordinated, compliant, and risk-based manner that balances ecological values, community safety, asset protection, and service delivery expectations.

The role provides direction, prioritisation, and governance across multiple programs, including environmental restoration, biodiversity conservation, fire mitigation works, and arboricultural maintenance, while ensuring alignment with the City's strategic frameworks, legislative obligations, and budgetary requirements. The Coordinator is accountable for workforce leadership, contractor, consultant and volunteer management, and the successful delivery of operational programs, including grant-funded projects, while fostering collaboration across teams, building staff capability, and maintaining strong relationships with internal stakeholders, community groups, and external agencies.

## KEY RESULT AREAS

### NATURAL AREA MANAGEMENT

- Coordinate the development, promotion and implementation of high-quality environmental management on behalf of the City, including:
  - Ecosystem protection and restoration
  - Integrated weed and pest management
  - Nutrient stripping infrastructure and vegetation management

- Integrated Fire Mitigation on City bush reserves
- Arboricultural maintenance Coordinate the establishment of environmental programs, policy, and procedures in alignment with the City's strategic direction.
- Apply principles and best practice related to bushland and urban natural area management , applicable to community based activities and City operations
- Provide specialist advice as required, for natural area/environmental matters, development applications and compliance with approval conditions.
- Determine highest priority local biodiversity threats and implement plans for mitigation and adaptation.
- Provide advice to bushfire reduction officers to ensure best outcomes for biodiversity reserves using fire as a tool for the reduction of risks to built assets.
- Manage community, environmental groups and regional organisations to leverage the work of volunteers and partners to maximise delivery of on-the ground projects.

### **BUSHFIRE MITIGATION**

- Manage the development and implementation of the local government bushfire mitigation program.
- Manage the development of an annual scheduled treatment plan.
- Manage the development of a 3-year indicative treatment plan.
- Ensure bushfire mitigation activities are undertaken with respect to Local, State and Federal Government Acts, policies, guidelines and procedures.

### **ARBORICULTURAL SERVICES**

- Manage the development, promotion, and implementation of best practice arboricultural management within available resources.
- Manage the development and delivery of the City's Street Tree replacement program, including informing data collation and analysis.
- Manage the development of policy, procedures, and team initiatives to improve the delivery of arboricultural services.
- Manage the City's powerline vegetation management, general tree services contracts, tree watering and other associated contracts.

### **CUSTOMER SERVICE**

- Provide high quality advice to all stakeholders in a timely and professional manner.
- Respond to customer enquiries and requests in accordance with the Customer Service Charter.
- Research improvements in the industry and develop and implement improvement programs.
- Management of service delivery maintaining a high level of customer service across all activities and projects.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

### **STAFF MANAGEMENT**

- Provide leadership to staff within the service delivery area to meet the City's values.
- Ensure staff are trained and developed.
- Provide mentoring and coaching to staff.
- Ensure compliance with all legislative requirements relating to staff, including IR, WHS, and EEO.
- Ensure all staff related documentation required for the proper administration of the organisation is completed accurately and on-time. This includes time sheets, leave forms, incident reports and PES (staff performance appraisal system).

### **BUDGET MANAGEMENT**

- Proactively manage the maintenance budget allocations for the Natural Areas service areas.
- Understand the budget and financial constraints of the City.
- Contribute towards the City's Long Term Financial Plans and assist with the development of budgets.

### **ASSET MANAGEMENT**

- Ensure works delivered meet the needs of the environment and community in alignment with the City's strategic direction.
- Engage with asset management staff and support practices to meet the organisation's asset management and delivery requirements.
- Provide operational technical expertise in future planning of capital and operating work programs

### **ORGANISATIONAL SUPPORT**

- Provide high quality advice to the senior management group (Manager/Director/CEO) in a timely and professional manner.
- Prepare reports, business plans and strategic documents.
- Provide support to the Manager and Director.

### **WORKPLACE HEALTH AND SAFETY**

- As a Person Conducting a Business or Undertaking (PCBU) under the WHS Act 2020, the Coordinator 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 these values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- Possession of relevant tertiary qualifications in Environmental Management or equivalent with extensive experience in the management of natural areas.
- Possession of a construction White Card.

## ESSENTIAL KNOWLEDGE

- Sound knowledge of methods and principles associated with:
  - Ecosystem management in urban wetland and remnant bushland environments;
  - Characteristics, management and protection of Swan Coastal Plain and Darling Escarpment vegetation complexes and surface water catchments;
  - Natural area restoration and control of environmental weeds;
  - Monitoring of threatened and priority species;
  - Feral pest control including foxes and rabbits;
  - West Australian native plant species;
  - Bushland management including dieback treatments and fire mitigation techniques.
  - Risk-based tree assessments principles and arboricultural reports.
  - Knowledge of fundamental principles of arboriculture and/or silviculture
  - Knowledge of the fundamental principles of fire mitigation.
- Extensive experience in engaging and negotiating with a wide range of stakeholders, supporting, and working collaboratively with community groups, staff and contractors, using strong problem-solving skills to achieve goals and positive outcomes.
- Proven skills and understanding of annual budget, staff and contract management.
- Proficiency understanding and dealing with Local, State and Federal Government Acts, Regulations, policies, guidelines, procedures and standards.
- Demonstrated experience in project scoping, procurement, management, risk management and delivery, in a large-scale public organisation.
- Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high-level service.
- Well-developed analytical and written skills including the ability to undertake research, develop complex proposals, write technical and strategic reports and submissions, including policies and procedures.
- Ability to use the Microsoft Office suite of products, organisational management and reporting programs, and personal computer applications.

## DESIRABLE KNOWLEDGE

- Extensive experience in negotiating, planning and working in partnership with public and private organisations such as Local and Regional Councils, State and Federal natural resource management and land use development authorities.
- Experience in grant application and acquittal.

- Experience in group facilitation and community capacity building, particularly in the context of volunteer-based organisations.
- Demonstrated high level organisational and administration skills with the ability to handle confidential and sensitive matters appropriately.
- Experience in assessing and providing advice for Development Applications and familiarity with the Western Australian State planning framework with particular regard to legislation and State planning policy related to the environmental and natural resources.

## SELECTION CRITERIA

1. Experience in a leading teams within local government or a similar organisation.
2. Experience in coordinating teams and scheduling operational work programs.
3. Highly developed interpersonal skills, negotiation, conflict resolution and the ability to communicate with a wide range of stakeholders.
4. Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high-level service to the community.
5. Highly developed written skills including the ability to undertake research, develop complex proposals, and write technical strategic documents and submissions, including policies and procedures.
6. Highly developed analytical and problem-solving skills, with the ability to exercise good judgement and initiative when required.

## 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: Director Infrastructure  
DATE PD REVIEWED/APPROVED: 9 January 2026

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