

**WEST ARNHEM**

REGIONAL COUNCIL

# POSITION DESCRIPTION

<b>Position Title</b>			
<b>Location</b>	Minjilang, Waruwi, Gunbalanya	<b>Department</b>	Community and Council Services
<b>Position Level</b>	Level 1	<b>Work Group</b>	Community Safety
<b>Position Type</b>	Permanent / Part Time	<b>Approval Date</b>	11 September 2025
<b>Coverage</b>	WARC Enterprise Agreement 2024	<b>Approved By</b>	CEO

**Position Objective**

The Community Safety Assistant will be trained to deliver high quality, effective night patrol activities and other community safety initiatives that will lead to a safer environment for all members of the West Arnhem Regional Council community.

**Key Duties and Responsibilities**

1. Under the direction and supervision of the Community Safety Senior Officer, the Community Safety Assistant will be trained to carry out Community Safety activities, that will include the following:
  - a. returning children who are unsupervised outside of normal hours, to their homes or another safe location, to a parent or carer;
  - b. relocating vulnerable people to a safe environment with their consent, for example, a relatives home, Safe House or medical facility;
  - c. defusing violent situations offering protection to vulnerable people, where it is safe to do so, and contacting Police as required;
  - d. diverting people affected by alcohol and other drugs away from unnecessary contact with the criminal justice system; and
  - e. providing information to police as requested or required by law.
2. Ensure that the Community Safety Team is able to be contacted at all times while on duty.
3. Report on all incidents that are attended to or are involved with to the Community Safety Senior Officer.
4. Ensure that all active interventions are carried out in a safe and respectful manner and client confidentiality is respected.
5. Follow Council policies and procedures at all times.
6. Promote safe and positive behaviours to community members in the community.
7. Advise the Community Safety Senior Officer of any cultural activities within the community.
8. Ensure that Council resources are used, cleaned and maintained effectively and efficiently (e.g. Council equipment and vehicles).
9. Actively participate in all employee-related activities such as regular work attendance, adherence to a work roster, data collection, attendance at staff meetings, training and performance reviews.
10. With regard to work health and safety in the workplace:
  - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
  - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Community Safety Senior Officer which are within the employee's skills, competence and training.

### Essential Criteria

1. Good oral communication skills and proven knowledge of Indigenous language that will enable sensitive and effective communication with members of the remote community.
2. A basic understanding of issues affecting Indigenous people in remote communities.
3. Ability to act impartially and with respect, to different groups within the community.
4. Basic literacy and numeracy skills, and ability to write basic reports to record events and data collection.
5. Qualifications / licences:
  - a. Current Northern Territory Drivers Licence.
  - b. Working with Children Check (Ochre Card).

### Desirable Criteria

1. Provide First Aid certificate.

### Organisational Relationships & Further Information

Reports to	Community Safety Senior Officer	Supervises	None
Internal liaising	Other managers All staff	External liaising	Community members and stakeholders
Span of hours	Days on which ordinary hours can be worked – Monday to Sunday Span of ordinary hours – 5.00 am to 10.00 pm		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Note	This position is required to work outside of business hours.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.