# POSITION DESCRIPTION

## 1. POSITION DETAILS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Designation &amp; Classification Level</th>
<th>Division</th>
<th>Date Created</th>
<th>Location</th>
<th>Date Approved</th>
<th>Reports To</th>
<th>Version Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Night Patrol Team Leader</td>
<td>RGRC Level 2</td>
<td>Night Patrol</td>
<td>19th September 2011</td>
<td></td>
<td>19th September 2011</td>
<td>Night Patrol Coordinator</td>
<td>6th December 2013</td>
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## 2. POSITION CONTEXT

**Council Overview**

The Roper Gulf Regional Council provides a range of services over an area that spans 185,000 sq km (80% the size of Victoria) that covers the region east and southeast of Katherine, Northern Territory. The total estimated resident population of the Council is 6,919.

Roper Gulf Regional Council incorporates eleven main communities and delivers services such as: Council Administration; Waste Management; Municipal Services; Sport & Recreation; Aged Care; Child Care; Youth Services and Juvenile Diversion; Libraries; RJCP Programs; Power, Water and Sewerage Maintenance; Repairs and Maintenance and Tenancy Management; Night Patrol, Civil Works, and many more.

The Council’s mission statement is: “Working as one towards a better future through effective use of all resources”. This serves to give strategic direction to the Council’s service delivery and its partnerships with the NT and Australian Governments and other stakeholders.

The overall vision of Roper Gulf Regional Council is to be a sustainable, viable and vibrant leader in improving the quality of family and community life in the Northern Territory.

### Principal Objectives

- Fulfil multiple roles of care and protection.
- Provide a buffer between the community and the police.
- Resolve conflicts between Aboriginal people in "Aboriginal way" (e.g. the use of language and cultural skills) to provide a valuable non-coercive community intervention that focus on prevention rather than intervention.
- Place emphasis on wider social problems, rather than just crime, to promote community peace, security and safety.

### Major Role and Challenges

- Reduce fear of crime.
- Reduce anti-social behaviour and disorder.
- Promote social order.
- Prevent or defuse potentially violent situations.
- Protect and assist the vulnerable.
- Work in an integrated way with NT Police, safe houses and women’s centres/refuges.
- Provide safe transportation and protection for those assisted with in the community
- Provide a diversion from contact with the criminal justice system.
- Assist to reduce juvenile crime.
- Support alcohol management plans and volatile substance abuse (VSA) plans.
- Assist at events such as sports and cultural carnivals by providing culturally appropriate intervention strategies, mediation and negotiation skills aimed at the prevention of conflict to reduce anti social behaviour

### Key Interactions/Relationships

- Night Patrol Regional Manager
- Night Patrol Team Members
- Other Council Staff
- External customers
- Government and Non-government Agencies
Special Conditions

- An incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Driver’s Licence with a manual driving capacity.
- Some out of hours work, and occasional travel to remote communities necessitating overnight absences may be required.
- Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis.

Essential

- Prior to employment with Roper Gulf Regional Council you must obtain the following;
  - Undertake a new criminal history check at commencement of employment with RGRRC
  - At commencement of employment hold a current Working with Children Clearance Notice (OCHRE Card) or provide an application receipt for an exemption to be approved by SAFE NT prior to commencing
  - Be an Australian Resident or provide the current, relevant Visa to work within Australia
- It is a condition of employment with Roper Gulf Regional Council that you must;
  - Update Criminal History Check annually as required throughout period of employment through the HR Department
  - Renew your ochre card clearance every two years through the HR Department
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  - Renew your ochre card clearance every two years through the HR Department

Authority to Act / Delegations

- Financial Delegations – Nil

Organisational Responsibilities
### 3. KEY RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Community Duties</th>
<th>Perform patrols as rostered or scheduled of the community or township and perform tasks as mentioned above.</th>
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</table>
| **Planning and Reporting** | - Undertake weekly team meetings with the Community Safety team and report to Regional Manager  
- Prepare weekly rosters/schedules and work plans  
- Fill out any incident reports where Community Patrol Officers have interacted with clients  
- Ensure Community Patrol Officers are maintaining honest and accurate time sheets for hours worked  
- Submitting honest and accurate timesheets to the SSM for processing  
- Maintain a communication diary.  
- Complete nightly shift reports |
| **Communication** | - Ensure Regional Managers are informed of all information  
- Ensure SSM is informed of any information they require  
- Ensure the Police are informed of any information they require – example reporting Domestic Violence  
- Ensure all Community Patrol Officers are informed of any new information required to undertake their job role – example changes to legislation |
| **Asset Maintenance – Night Patrol Vehicle** | - Clean and wash NP vehicle weekly – more often during Wet Season  
- Visually check NP vehicle for tyre wear and inflation  
- Request scheduled servicing for NP vehicle through Regional Manager  
- Record odometer readings on Daily Report Sheets  
- Inspect vehicle and report any damage on vehicle incident report form including any minor damage and send to Regional Manager  
- Ensure all vehicle safety equipment can be located in vehicle at all times e.g. jack and wheel brace  
- Ensure First Aid Kit is in vehicle – report any items used on report sheet and send to Regional Manager |
| **Asset Maintenance – Night Patrol Office** | - Mop, sweep and clean office at start of each shift  
- Ensure all equipment in office in working order  
- Check stationary items weekly and order as required through Regional Manager  
- Ensure Office security by locking door at all times when office is unattended. |
| **Maintain effective partnerships** | - Develop and maintain effective partnerships and linkages with the safe House, Women Shelter, Medical Clinic and Police and other stakeholders, to assist in achieving Night Patrol’s objectives. |
| **Training** | - Attend any professional development course as instructed by the Regional Manager |
| **Leadership Skills** | - Effectively contribute as a member of a team in the supervisory level of Council and promote a safe and harmonious work environment |
- Attend any meetings/training as required/requested for the position

**Occupational Health & Safety**
- Take reasonable care of his or her own health and safety
- Take reasonable care for the health and safety of persons who may be affected by the employees acts or omissions at a workplace
- Cooperate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation
- Comply with Council’s OH&S policies, procedures and practices.
- Carry out all tasks as required by the Regional Manager in a conscientious and efficient manner.

### 4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

#### SELECTION CRITERIA

**Essential**
- Ability to deal with and solve problems by reviewing options and applying established practices and procedures.
- Ability to carry out detailed written or oral instructions and/or procedures under general direction.
- Ability to plan and coordinate activities and resources to achieve predetermined goals, targets, outcomes and objectives set each week.
- Ability to coordinate elements of work with other positions in order to successful complete tasks.
- Good oral communication skills with the ability to understand straightforward questions and directions and respond to non-routine enquires or requests which at times may require referral to supervisor.
- Good written communication skills with the ability to write standard correspondence, reports and memoranda following prescribed formats.

**Other**
- Current Northern Territory “C” Class Drivers Licence
- Prior to employment with Roper Gulf Regional Council you must obtain the following:
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  - Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship)

**Desirable**
- Certificate IV and/or equivalent licence(s), certificate(s) or competencies acquired on the job.
- Experience in a same or similar role.

### 5. ACKNOWLEDGEMENT

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<th>Appropriate delegate / Director or Manager</th>
<th>Date:</th>
<th>Signature:</th>
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<tr>
<th>Employee Name</th>
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