1. POSITION DETAILS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Community Safety Patrol Team Leader</th>
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<tbody>
<tr>
<td>Designation &amp; Classification Level</td>
<td>RGRC Level 3</td>
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<tr>
<td>Directorate</td>
<td>Council and Community Services</td>
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<tr>
<td>Position No</td>
<td></td>
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<tr>
<td>Division</td>
<td>Community Safety</td>
</tr>
<tr>
<td>Date Created</td>
<td>12th November 2018</td>
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<tr>
<td>Date Approved</td>
<td>12th November 2018</td>
</tr>
<tr>
<td>Reports To</td>
<td>Regional Community Safety Coordinator</td>
</tr>
<tr>
<td>Version Date</td>
<td>12th November 2018</td>
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2. POSITION CONTEXT

**Council Overview**

Roper Gulf Regional Council is one of 18 Local Governments in the Northern Territory, encompassing 11 communities and twenty outstations spread out over an area of approximately 186,000 square kilometres.

The Council's primary purpose is to act as an advocate for its constituency of more than 7000 people, many of whom have a strong indigenous heritage and continue to maintain the indigenous culture and way of life. Roper Gulf Regional Council is paving the way towards sustainable social, cultural, economic and environmental development, providing employment opportunities to approximately 380 staff, who live and work across the region, and are co-ordinated from the Katherine-based operational hub.

One of the key drivers of the Council is to improve the quality of life in, and liveability of the region, with the vision of making it sustainable, vibrant and viable for those who call Roper Gulf home.

**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**

- Regional Community Safety Coordinator
- Community Safety Patrol Team Members
- Council Service Coordinators
- 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 Drivers 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 RGRC  
- 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 through out period of employment through the HR Department  
- Renew your ochre card clearance every two years through the HR Department  
- Update Criminal History Check annually as required through out period of employment through the HR Department  
- Renew your ochre card clearance every two years through the HR Department |
| Authority to Act / Delegations | • Financial Delegations – Nil |
| Organisational Responsibilities | As per approved organisational chart. |
3. **KEY RESPONSIBILITIES**

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<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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**Planning and Reporting**

- Undertake weekly team meetings with the Community Safety team and report to Regional Community Safety Coordinator.
- Prepare weekly rosters/schedules and work plans
- Fill out any incident reports where Community Safety Patrol Officers have interacted with clients
- Ensure Community Safety Patrol Officers are maintaining honest and accurate time sheets for hours worked
- Submitting honest and accurate timesheets to the Regional Community Safety Coordinator for processing
- Maintain a communication diary on a daily basis.
- Complete nightly shift reports

| Communication | Ensure Regional Community Safety Coordinator is informed of any information they require
|----------------|--------------------------------------------------|
|                | Ensure Regional Coordinators/Managers are informed of all information
|                | Ensure the Police are informed of any information they require – example reporting Domestic Violence
|                | Ensure all Community Safety Patrol Officers are informed of any new information required to undertake their job role – example changes to legislation |

**Asset Maintenance – Community Safety Patrol Vehicle**

- Clean and wash CSP vehicle weekly – more often during Wet Season
- Visually check CSP vehicle daily, as per the Vehicle pre-start check as well as for tyre wear and inflation
- Request scheduled servicing for CSP vehicle through Regional Community Safety Coordinator
- 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 Community Safety Coordinator.
- 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 Community Safety Coordinator

| Asset Maintenance – Community Safety Patrol Office | Mop, sweep and clean office at start of each shift
|---------------------------------------------------|--------------------------------------------------|
|                                                   | Ensure all equipment in office is in working order
|                                                   | Check stationery items weekly and order as required through Regional Community Safety Coordinator
|                                                   | Ensure Office security by locking door at all times when office is unattended.

<table>
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<tr>
<th>Maintain effective partnerships</th>
<th>Develop and maintain effective partnerships and linkages with the safe House, Women Shelter, Medical Clinic and Police and other stakeholders, to assist in achieving Community Safety Patrol’s objectives.</th>
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<tr>
<th>Training</th>
<th>Attend any professional development course as instructed by the Regional Community Safety Coordinator</th>
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<tr>
<th>Leadership Skills</th>
<th>Effectively contribute as a member of a team in the supervisory level of Council and promote a</th>
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| Work Health & Safety | Safe and harmonious work environment  
|---------------------|-------------------------------------  
|                     | • Attend any meetings/training as required/requested for the position  
|                     | • 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 WHS policies, procedures and practices.  
|                     | • Carry out all tasks as required by the Regional Community Safety Coordinator in a conscientious and efficient manner.  

### 4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE

#### SELECTION CRITERIA

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<th>Essential</th>
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| 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 successfully complete tasks.  
| Good oral communication skills with the ability to understand straightforward questions and directions and respond to non-routine enquiries 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.  

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<th>Other</th>
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| Current Northern Territory “C” Class Drivers Licence  
| Prior to employment with Roper Gulf Regional Council you must obtain the following:  
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| • 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 (Please note that RGRC do not currently undertake sponsorship)  

<table>
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<th>Desirable</th>
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| Certificate III or IV and/or equivalent licence(s), certificate(s) or competencies acquired on the job.  
| Experience in a same or similar role.  

#### 5. ACKNOWLEDGEMENT

<table>
<thead>
<tr>
<th>Appropriate delegate / Director or Manager</th>
<th>Date:</th>
<th>Signature:</th>
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<tbody>
<tr>
<td>Employee Name</td>
<td>Date:</td>
<td>Signature:</td>
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