

POSITION DESCRIPTION

Coordinator Community Safety

Position number	1027	
Directorate	Community Planning and Development	
Service unit	Statutory Planning and Regulatory Services	
Classification	Band 8 (Moorabool Shire Council Enterprise Agreement No 10, 2023)	
Organisational relationships	Reports to	Manager Statutory Planning and Regulatory Services
	Directly supervises	Community Safety Team
	Internal relationships	All Council staff
	External relationships	Relevant government departments and agencies, relevant non-government and private organisations, residents, other councils, and stakeholders
Probation period	6 months (applies to all new employees)	
Approved by (position title)	Executive Manager Community Planning and Development	
Date	June 2025	
Position purpose	This role coordinates Council's Community Safety function and is responsible for the supervision of staff whilst ensuring the statutory functions under legislation are enforced to protect the community.	

Key responsibilities and duties

Compliance and Enforcement

- Administer and enforce local laws, regulations, and relevant state government acts applicable to the safety and amenity of the municipality.
- Successfully manage Council's Community Safety Services unit including supervision of staff and resources with the freedom to act governed by the goals and policies of Council and by statute and subordinate legislation.
- With support from the Manager Statutory Planning & Regulatory services, ensure that the enforcement of local law activities and the resolution of enquiries and complaints are prompt and responsive.
- Develop, implement and regularly review policies and procedures

- Have oversight of interviews, advice and education provided by the Community Safety Team to members of the public via a range of media; including face-to-face, telephone, written, and when required attendance at public forums.
- Support staff to ensure that all activities including infringement notices and compliance notices are issued and actioned through to an outcome.
- Conduct regular and consistent audits of Local Law Permits, relevant codes of practices, standards operative procedures and council policies.
- Have oversight of standard documentation regarding potential prosecutions and attend Court, to give evidence as required.

Community Safety Programs

- Develop programs or initiatives that enhance the amenity, safety and good order of the local environment.
- Provide oversight of community engagement in the planning and implementation of all aspects of the activities of the Service Unit.
- Develop and implement community safety plans and programs that align with Council and Service Unit objectives.
- Ensure that information and education is provided to Council and the community on issues relating to relevant State legislation, and enforcement of the Local Law and Animal Management services in accordance with relevant legislation and Council policy.
- Work with other council departments, community groups, and government agencies to promote community safety.

Issue Management

- Respond to community concerns, investigate complaints, and address issues related to local laws, fire prevention, and other safety concerns
- Have oversight of prosecutions on behalf of Council where offenders fail to comply with the requirements of the various statutes and local laws pertaining to the municipality.
- Ensure accurate inspection records for all inspections conducted.
- Review appeals and where appropriate, exercise judgement to withdraw infringement notices or permits and enforce other legislative requirements in accordance with adopted policies, procedures and guidelines.

Data Analysis and Reporting

- Analyse data related to community safety issues and prepare reports on the effectiveness of programs.
- Prepare reports to Council on the implementation of strategies and their outcomes.
- Regularly review reports prepared by members of the Community Safety Team and provide feedback to ensure continuous improvement relating to any education or enforcement action taken.
- Oversee and participate as necessary, in the preparation of documentation of legal briefs and attend legal proceedings and/or other forums, as required under the general guidance of your manager.

General

- Provide specialist skills and knowledge on local law matters at both an operational and strategic level.
- Act as the Municipal Fire Prevention Officer (MFPO).
- Contribute to emergency management planning and response.
- Provide guidance and supervision to Community Safety Officers in the day-to-day operations of the Service unit and proactively manage their performance.
- Ensure that Community Safety Officers adhere to council policies, procedures and code of conduct in undertaking their duties
- Support the development of Community Safety officers through identifying relevant training opportunities

- Manage the Community Safety team budget and all budget related activities and escalate discrepancies to the Manager.
- Ensure that diplomacy and integrity are maintained by the Community Safety team in all dealings with the public.
- Promptly report any issues or difficulties to the Manager Statutory Planning and Regulatory Services to ensure ongoing service is maintained,
- Liaise with key sectors in Local and State Government and peak industry bodies and organisations.
- Assist in the implementation of the department's business plan and service plan.
- Alert your Manager on matters likely to impact on projects and activities of the Community Safety Unit and more broadly, Council.

Child Safe Standards

Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued, and encouraged to reach their full potential.

Moorabool Shire Council's policies and procedures support the requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs, and the safety of children is promoted, and allegations of child abuse are properly and promptly responded to.

Disability Access and Inclusion

Council is committed to its Disability Access and Inclusion Plan. We will demonstrate leadership to the local community as we support local employment opportunities for people with a disability and will provide reasonable adjustments within the workplace to support new and existing staff.

General and Organisational responsibilities

- Comply with Council policies and procedures.
- Promote excellence in customer service and in conjunction with your manager or people leader, identify, review, and implement strategies to improve service quality and efficiency.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During an emergency, an employee may be required to complete alternative work.
- Work in ways that promote the health and safety of all employees.
- Ensure you understand and apply organisational risk management principles.
- Immediately report all incidents and/or near misses through Councils Incident Management System (CAMMS).
- Contribute to an organisation that is free of Sexual Harassment.
- Role model a work environment free of discrimination, harassment, bullying, victimisation, or vilification.
- Work in ways that support taking positive action towards achieving gender equality in the workplace and working towards delivering agreed commitments under our Gender Equality Action Plan.
- Contribute to prevention of fraud and corruption by being fair and accountable through enhanced transparency by disclosure of gifts; declaring conflicts of interests; prevention of unauthorised access and disclosure of information and appropriate pre-employment checks of staff.
- Staff who fail to disclose any pre-existing injuries, illnesses or diseases or the making of a false or misleading disclosure, will disentitle compensation under Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC) for the staff member and their dependents should they suffer any recurrence, aggravation,

acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or during or due to the nature of employment with Moorabool Shire Council.

- Other tasks and duties the employee has the skill, knowledge, and physical capability to complete as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Moorabool capabilities

The Moorabool Capabilities define the core skills and abilities required of all positions at Moorabool to achieve our Council vision and objectives, develop a competent and high performing workforce, and deliver excellent outcomes for our community.

The Moorabool Capabilities are applicable to each employee and their role, recognising that how frequently each capability is used may vary from position to position.

Always	Rely on this capability for effective delivery of position duties and objectives	60% of the time or more
Often	Used often but not as consistently to achieve position duties	30% - 60% of time
Occasionally	Occasional use only, not as regularly for the achievement of position duties	30% or less of the time

Self-Management	Demonstrates personal growth and resilience, supporting a positive emotional climate	•Personal impact •Emotional intelligence •Growth & Resilience •Integrity	Always (all roles)
Communication	Engages others, forming strong relationships, communicating with clarity, vision, purpose, and impact	•Effective & Audience Specific •Relationship Management •Negotiation •Influence	Always
Action & Achievement	Drives outcomes with purpose, ambition, accountability, and action	•Accountability •Decision making •Planning & Prioritisation •Time Management	Always
Community & Inclusion	Collaborates across Council, open and accepting of differences, creating community value	•Collaboration •Diversity & Inclusion •Customers & Community Engagement	Always
Innovation & Change	Engaged and supportive of change, with the courage to persevere through uncertainty	•Continuous Improvement •Manage ambiguity. •Change Management	Always

Business Performance	Delivers outcomes with commercial and organisational nous	•Financial Management •Risk Management •Data & Analytical Literacy •Technology	Always
Strategic Mindset	Sees ahead to future possibilities and thinks through challenges and obstacles to achieve outcomes	•Political Nous •Critical Thinking •Problem Solving •Direction & Purpose	Always
Leadership	People orientated, embracing individual motivations and talents, developing team outcomes through demonstrated behaviours	•Humanistic •Future focused •Coaching & Development •Inspirational	Always

Classification definitions

Accountability and extent of authority	• The position holder's primary responsibility is to successfully manage Council's Community Safety Services unit including supervision of staff and resources with the freedom to act governed by the goals and policies of Council and by statute and subordinate legislation with decisions made and/or actions undertaken may have a substantial effect on the community or sections of it.
Judgement and decision making	• This position is problem solving in nature with the work being specialised with methods, procedures and processes developed from theory or precedent. The application of these established techniques to new situations requires appropriate judgement and decision-making skills with the need to recognise when these established techniques are not appropriate is required. Guidance is not always available within the organisation.
Specialist skills and knowledge	• Specialist skills and knowledge and proficiency in the application of a community safety services discipline in the search for solutions to new problems and opportunities is required. • Analytical and investigative skills and expertise are required within the environmental health area and will be necessary to enable the formulation of policy options from within a broad organisation-wide framework. • Knowledge of and familiarity of the principles and practices of budgeting and financial procedures will be required. • The position holder will demonstrate an understanding of the long-term goals of Council and of its values and aspirations and of the legal and socio-economic and political context in which it operates.

Management skills	• Skills in managing time, setting priorities, and planning and organising one's own work and that of direct reports to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures is required. • An understanding and an ability to implement organisational personnel policies and practices within the Community Safety Services unit and contribute to the development and implementation of long-term staffing strategies is expected.
Interpersonal skills	• Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees. • Ability to liaise with the role holder's counterparts in other organisations to discuss and resolve specialist problems and with other employees within Council to resolve internal problems.

Qualifications, skills, and experience

Qualifications

- Tertiary qualifications in an appropriate regulatory, enforcement or similar field or extensive and diverse experience related to the position description in either the public or private sector preferred.

Skills and experience

- Experience in a community safety or regulatory related field and demonstrated court experience.
- Extensive knowledge and understanding of State and Local legislation.
- Substantial experience in the delivery of regulatory or legal services in Local Government.
- Ability to lead, develop, motivate and supervise staff.
- Demonstrated ability to deliver quality customer service outcomes with practical negotiation skills.
- Excellent written and oral communication skills with demonstrated experience in preparation of reports, policy and procedure documentation and the presentation of concepts, ideas, and recommendations.
- Ability to monitor recurrent and capital budgets in conjunction with your manager with a pro-active approach of reporting any issues.
- Flexibility in approach, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.]

Licences and registrations

- A current Victorian Driver's Licence is required as travel within the boundaries of the Shire will be required where no public transport is available.
- A current Working with Children check (employment type) shall be provided and maintained.

Physical and psychological requirements

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights - above 10 kg				✓
Manual handling – above 5 kg below 10 kg			✓	

Working with arms above head				✓
Manual handling – lifting above shoulder				✓
Repetitive bending/twisting				✓
Using vibrating / powered hand tools				✓
Close inspection work	✓			
Working in dusty / slippery / wet conditions				✓
Wearing safety shoes/boots (steel cap)				✓
Wearing hearing / eye protection				✓
Using chemicals				✓
Repetitive hand washing / cleaning				✓
Working at heights				✓
Working in confined spaces				✓
Working in heat (over 35 C)				✓
Working in cold (under 5 C)				✓
Driving vehicles	✓			
Operating plant				✓
Using a keyboard	✓			
Writing by hand	✓			
Transcribing from hard copy			✓	
Audio transcription			✓	
Handling difficult customers onsite		✓		
Handling difficult customers offsite		✓		
Making decisions that impact on other employees (disciplinary / restructure / investigation)		✓		
Other _____				✓

Employee acceptance

I understand and accept the contents of this position description and acknowledge that I will act in the best interest of Council in carrying out my role and I will comply with the staff code of conduct at all times.

Employee Acceptance: <i>(name and signature)</i>	
Date:	

PLEASE NOTE:

Personal, Health and gender Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.