



RJED Community Safety Officer

Position Number:	RJED6	Department	Community Planning & Sustainability
Level:	Level 3	Award:	May be covered under Municipal Employees' WA Award
Reports to:	Community Safety Team Lead	Direct Reports:	Nil
Last Reviewed:	Senior People & Culture Officer	Date:	25/08/2026
Approved:	Executive Manager Community Planning & Sustainability	Date:	25/08/2026

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The Community Safety Officer is an entry-level, supported employment position established through the Remote Jobs and Economic Development (RJED) Program. The position provides an opportunity for local community members to gain practical workplace experience, develop new skills and contribute positively to the Carnarvon community. The Officer will work alongside experienced Shire employees to support community safety, community education and positive relationships between the Shire and local residents. The role focuses on education, engagement, observation, reporting and community support rather than enforcement.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.

- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.

Under the direction and supervision of experience Shire staff:

- ★ Be a friendly and approachable Shire presence within the community.
- ★ Assist Community Safety and other Shire officers during community patrols and activities.
- ★ Observe and report community safety concerns to the appropriate Shire officer.
- ★ Assist with activities that encourage safe and respectful use of public spaces.
- ★ Help identify areas where community members may benefit from additional information or education.
- ★ Assist Shire staff at community events and public activities.
- ★ Support community safety initiatives developed by the Shire.
- ★ Encourage community members to report concerns through the appropriate Shire channels.
- ★ Refer difficult, unsafe or potentially confrontational situations to an experienced Shire officer or supervisor.

Assist with community education activities relating to matters such as:

- ★ littering and illegal dumping;
- ★ community cleanliness;
- ★ responsible animal ownership;
- ★ community safety;
- ★ environmental care;
- ★ Talk with community members in a friendly, respectful and culturally appropriate way.
- ★ Help explain Shire services, programs and community expectations in clear and simple language
- ★ Assist with distributing educational material and information to residents.
- ★ Where appropriate, use local knowledge and community connections to help the Shire communicate effectively with
- ★ Report information accurately to the supervisor or relevant Shire employee.
- ★ Assist with completing basic forms, checklists or electronic records.
- ★ Immediately report serious safety concerns or incidents to the supervisor.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Ability to talk respectfully with community members and coworkers.
- ★ A genuine interest in making Carnarvon a safer, cleaner and more positive place to live.
- ★ Willingness to participate in training, learn new skills and accept guidance from supervisors.
- ★ Willingness to attend work as agreed and let a supervisor know when there is a problem.
- ★ Ability to treat people from different backgrounds, ages and circumstances fairly and respectfully.
- ★ Willingness to follow workplace health and safety instructions and ask for assistance when unsure.

DESIRABLE CRITERIA

- ★ Knowledge of the traditional owners in the Shire of Carnarvon region.
- ★ Connections within the local community;
- ★ Basic computer or smartphone skills;
- ★ Ability to communicate with different community groups;
- ★ Local cultural knowledge.

POSITION COMPETENCIES

Experience	
Focus of Role	Operational
Experience Level	Knowledge gained through a combination of education, training or experience
Tasks	
Context Method	Routine tasks with some variation in a predictable range
Skill Level	Written and communication skills involving numerical skills, organising skills, data collection, or other operational skills.
Judgement and problem Solving	
Problem Solving	Choose from alternative approved options in diagnosing and solving problems.
Judgement	Alternative options are available within established procedures and control over daily task sequencing.
Supervision and Independence	
Level of Supervision	Supervision is team based, with clear direction on tasks to be performed but latitude within individuals within the team on the completion of parts of an overall task.
Organisational Relationships and Impact	
Work Area Relationships	Awareness of impact on others.
Public/Other Staff Relationships	Effective communication within standard work processes
Impact	Decisions made directly impact own work area
Interpersonal Skills	Effective communication with members of the public, clients and other staff and the resolution of minor matters.
Job Competencies	
Time Management	Intermediate: Able to manage own workload and prioritise within usual work patterns.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Planning & Organisation Skills	Fundamental: Able to follow directions and prioritise regular tasks.

Safety Procedures	Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting.
Administration Skills	Fundamental: Able to complete routine job-related paperwork and use generic office equipment and software.
Equipment Operation	~~Fundamental: Fundamental. Uses hand held, powered and non-powered equipment. May use some ride on (non-specialised) machinery.~~
Supervision Skills	N/A
Project Management	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.
Policy and Procedure Development	Fundamental: Research, develop and recommend changes for internal procedures or work processes related to job function.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Report Writing	Fundamental: Produce documents involving complex layouts, contribute to reports, submissions and correspondence.
Budgeting Skills	N/A
Customer Service Skills	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters.
Decision Making Skills	Fundamental: Decisions made impact on local work areas and team.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Commitment to the Shire's values and Code of Conduct

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.