



# Community Emergency Services Manager

## Employment Information & Application Pack

December 2024

***Applications for this position will be accepted until the role is filled with first assessment being made no earlier than Thursday 19<sup>th</sup> December 2024.***

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# 1. POSITION ADVERTISEMENT

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## Community Emergency Services Manager

The **Shire of Nannup** is a vibrant, forward-thinking local government dedicated to building a sustainable and environmentally conscious community. Located in the picturesque South West region of WA, we offer a desirable lifestyle and the opportunity for the position of Community Emergency Services Manager to join our dedicated team.

- **Full-Time Position**
- **Salary: \$80,000 to \$94,000 per annum dependent upon skills and experience, plus DFES allowance, other allowances, over time and superannuation.**
- **The successful person must reside within the DFES Lower South West Region as a condition of employment. The preference is that the person resides within the Shire of Nannup.**
- **Commuting Use Only of Vehicle is permitted within the Lower South West DFES Region (Shire of Nannup, Donnybrook-Balingup, Busselton, Augusta-Margaret River, Manjimup, Bridgetown-Greenbushes, Boyup Brook).**

### **About the Role:**

You will primarily manage the delivery and implementation of preparedness, prevention, response and recovery services, for bush fire, in the Shire of Nannup. You will develop and maintain effective partnerships that adopt a best practice approach to emergency management delivery between the Shire, Department Fire Emergency Services, Volunteer Bush Fire Brigades, Volunteer State Emergency Services and the community.

This role requires a high level of communication and interpersonal skills as well as developed leadership, management and administrative ability. Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government would be advantageous.

This position will have an operational component in emergency response and as such, will be required to work regularly on weekend and evenings outside normal business hours, as well as participating in an on call roster.

To be considered for this position, applicants must include in their application a resume and a statement outlining their suitability for the position be addressing each of the essential role requirements.

Applicants must be able to provide a National Police Clearance no more than six months old and a current Western Australia C class driver's licence.

**Why Join Us:**

- Be part of a dynamic team working towards a sustainable future for the Shire of Nannup.
- Enjoy a supportive work environment with opportunities for professional growth and development.
- Contribute to meaningful projects that make a positive impact on the community and environment.
- Flexible working arrangement options available to support a range of lifestyles.
- Up to 16.5% employer superannuation contributions.
- Novated lease options available.
- Salary sacrificing.
- Training and development opportunities.

**How to Apply:**

Interested applicants can access the employment information and application package on the Shire's website, [www.nannup.wa.gov.au](http://www.nannup.wa.gov.au), or by contacting the Shire at (08) 9756 1018.

To apply, please submit your resume and a covering letter outlining your qualifications and experience relevant to [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au), via post, PO Box 11 Nannup 6275 or in person at the Shire Administration building 15 Adam St, Nannup WA 6275.

Enquiries: David Taylor; Chief Executive Officer on 9756 1018 or email [hr@nannup.wa.gov.au](mailto:hr@nannup.wa.gov.au).

Closing date: Applications for this position will be received up until the role is filled. Applications for this position will be assessed in the first instance on Friday 20<sup>th</sup> December 2024 and Interviews planned to be conducted on Monday 23<sup>rd</sup> December.

David Taylor  
Chief Executive Officer

## 2.

## POSITION DESCRIPTION

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<b>Position Title:</b>	Community Emergency Services Manager	<b>Reports to:</b>	Chief Executive Officer
<b>Department:</b>	Office of the CEO	<b>Responsible for:</b>	Bushfire Risk Mitigation Officer (Shared over 3 LG's) Recovery Coordinators x 2 Bushfire Brigade Volunteers Contractors
<b>Classification:</b>	Local Government Officers' (Western Australia) Award 2021	<b>Level:</b>	8
<b>Tenure:</b>	Permanent Full Time DFES / SHIRE CESM MoU		

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### ROLE SUMMARY

Community Emergency Services Managers foster effective and professional working relationships between Department Fire and Emergency Services, Local Government, Emergency Services Volunteers, Community and other relevant stakeholders to ensure the effective implementation and delivery of preparedness, prevention, response and recovery services at an operational level within Local Government.

They also facilitate the mitigation of fire and other hazards on the community by coordinating a range of strategies in partnership with the community, Local Government, and volunteers.

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### RESPONSIBILITIES

#### Administrative

- Ensure Department of Fire and Emergency Services (DFES) Emergency Service Directory and contacts list incorporates up to date Shire of Nannup details.
- Maintain a current Bush Fire Brigade (BFB) membership list including coordination of new members and removal of members.
- Resources to Risk (R2R) Model established and maintained for Shire of Nannup to support Local Government Grant Scheme (LGGS) applications.
- Effectively manage and coordinate the BFB and State Emergency Service (SES) administration, financial and resourcing processes.
- Prepare, submit and acquit the Shire of Nannup's LGGS for BFB and SES Grants.
- Manage the BFB and SES fleet, plant and equipment maintenance and replacement programme.
- Establish and coordinate the BFB Personal protective equipment (PPE) monitoring and replacement system.

- Keep the Shire informed on bushfire management strategies and expenditure within the Shire of Nannup.
- Assist the DFES Region in the provision of regional training courses and attend staff meetings.
- Attend DFES and other emergency management forums for personal and Shire of Nannup development opportunities.
- Coordinate, implement and supervise the delivery of prevention, preparedness, response and recovery services at an operational level within the Shire of Nannup in accordance with the agreed DFES and Shire of Nannup Business Plan and Memorandum of Understanding.
- Coordinate the strategic development and review of fire and emergency planning for the Shire of Nannup.
- Contribute to the preparation of the annual budget relevant to the Shire of Nannup's Fire and Emergency Services.
- Maintain budget control of responsible areas.
- Prepare financial and other reports as required.
- Ensure Bush Fire Advisory Committee and Local Emergency Management Committee Agendas and Minutes are prepared in a timely and accurate manner.

#### Bushfire Standard Operating Procedures, Bushfire Local Law and Work Health and Safety

- Actively maintain and promote the Bush Fire Standard Operating Procedures (SOP) to brigade members to maintain an up to date safety standards and safety culture within the Bush Fire Brigades and their volunteers.
- Proactively ensure volunteer compliance with the SOP and report any non-compliances to the Work Health and Safety Committee and the Chief Executive Officer.
- Submit SOP improvements and amendments as required to the Chief Executive Officer for approval.
- Actively participate within the Work Health and Safety Committee regarding safety concerns and incident reporting for bushfire volunteer brigades.
- Actively seek Work Health and Safety reporting from brigade members and report to the Work Health and Safety Committee and seek appropriate solutions to address the safety issue.
- Ensure brigade compliance with the Bushfire Local Law and work with brigades to achieve compliance.

#### Statutory Compliance

Efficiently and professionally, plan, develop, manage, implement and review community emergency services within the Shire of Nannup in accordance with:

- The Bush Fires Act 1954 and Bush Fires Regulations 1954;
- Requirements of the Office of Emergency Management;
- State Emergency Management Committee Policy Statements;
- Fire and Emergency Services Legislation;
- *Local Government Act 1995*;

- *Work Health and Safety act 2020*, and
- Council policy, local laws and procedures.

### Prevention

- Develop and implement the Bushfire Risk Management Plan (BRMP) for Shire of Nannup as per the State Hazard Plan - Fire.
- Coordinate bushfire management/mitigation programmes for unallocated Crown Land and unmanaged Reserves within the Shire of Nannup.
- Develop and coordinate bushfire management programmes on local government land within the Shire of Nannup.
- Develop, conduct and support community engagement and awareness programmes as identified in the Shire of Nannup's Bushfire Risk Management Plan or as developed for or required by the Shire of Nannup.
- Provide professional and technical advice in regards to development planning and fire management plans for new developments.
- Develop and implement Brigade Response Plans for bush fire brigades with high value assets as required.
- Coordinate and implement strategies/programmes to mitigate the risk and impact of fire and other hazards on the community in partnership with relevant stakeholders.
- Provide leadership and expert technical and professional advice to emergency volunteer groups.

### Preparedness

- Develop and coordinate a training calendar for the Shire of Nannup's BFBs to meet the operational requirements (including work health and safety) of all brigade members.
- Deliver training to the Shire of Nannup's BFBs and other volunteers as required. Actively pursue volunteer attendance at training.
- Ensure BFBs have the appropriate level of training to be operationally effective.
- Coordinate records of training courses and attendees and ensure inclusion in DFES training database.
- Ensure the Shire of Nannup's relocation/welfare centres are identified and maintained to support the community in times of need.
- Ensure the Shire of Nannup's Emergency Coordination Centres/ICCs remain in a constant state of readiness.
- Provide support and CESM Representation to key bush fire meetings and emergency management committees (BFAC, LEMC & BFB meetings).
- Ensure emergency water supplies owned by the Shire of Nannup are maintained and operational.
- Ensure strategically identified hydrants located outside gazetted fire districts are inspected annually, all faults are reported and followed up as required.
- Ensure Emergency Services are exercised annually as per the Shire of Nannup's Local Emergency Management Arrangements.
- Support communities in their own preparations for emergencies through education and awareness campaigns.

### Response

- When requested respond to support emergency incidents that affect the communities within the Shire of Nannup.
- Act as the Local Government representative on any Incident Support Group, to ensure an interface between the Chief Executive Officer, CBFCO, Incident Management Team (IMT), Incident Support Group (ISG) and DFES Regional Operation Centre (ROC).
- Respond to incidents in neighbouring Local Governments when requested by the DFES Regional Duty Coordinator.

### Recovery

- Ensure appropriate support and counselling is available to Local Government volunteers and staff as required following incidents.
- Coordinate the Shire of Nannup Recovery Coordinator(s) and the community during the Recovery phase of an emergency.

### Special Projects

- Assist the Shire of Nannup and DFES with special projects that may impact on the community.
- Coordinate and manage projects for DFES in alignment with the *Emergency Management Act 2005* (Emergency Management Plan preparation and facilitation) and the Shire of Nannup as required.

### Other

- Other duties as directed by the Chief Executive Officer.

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## **OTHER**

- Act in a professional and ethical manner and the best interests of the Shire at all times.
- Embodies the Shire's values and abides by all applicable legislation, policies, procedures and the Code of Conduct.
- Required to carry out work in a safe and responsible manner in line with Work, Health and Safety legislation, policies and procedures.
- Take responsibility for completion of work and seek guidance when required, take initiative to progress work when required.
- Continually review and improve work methods associated with this role.
- Display a punctual, reliable and positive attitude to work.
- Additional duties as assigned by the Chief Executive Officer.

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## **EXPERIENCE, CAPABILITIES AND QUALIFICATIONS REQUIRED TO FULFILL THE ROLE**

### **Essential role requirements**

- **Experience and knowledge:** Demonstrated experience and knowledge of fire and emergency services industry, in particular Bush Fire Brigades, State Emergency Services and Local Government. Proven experience in the application of risk management

principles and emergency risk management as they apply to community risk, particularly in relation to community vulnerability planning.

- **Communication skills:** Highly developed communication, interpersonal and facilitation skills including demonstrated ability to deliver community awareness and education programs, and ability to communicate effectively to lead a broad range of stakeholders.
- **Delivery Outcomes:** Highly organised with the ability to prioritise, monitor, and coordinate personal workload, with minimal supervision to achieve agreed outcomes within specified timeframes. Availability to work after hours including overtime and on-call as required (including weekends).
- **Administrative skills:** Well-developed analytical, leadership and management skills including financial, liaison, conflict resolution, negotiation and problem solving skills. Sound organisational and administrative skills, with proven ability to prioritise tasks to achieve strict deadlines. Experience in report writing, meeting management and budget management.

### **Desirable role requirements**

- Fire Control Officer and accredited Level 1 incident Controller
- Possession of a recognised qualification in Training and Assessment and demonstrated ability to coordinate and deliver effective training programs.
- MR class driver's licence.
- Understanding of Local Government structures and procedures.
- Sound knowledge of information technology including computer systems and software operations.

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### **Appointment Conditions**

- National Police Clearance
- Medical Clearance
- Current Western Australian C class driver's licence



## **4. DECLARATION, AUTHORISATION AND WAIVER**

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### **SHIRE OF NANNUP**

#### **APPLICATION FOR POSITION OF COMMUNITY EMERGENCY SERVICES MANAGER DECLARATION, AUTHORISATION AND WAIVER**

I certify that all the information contained in this application and supporting information is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Shire reserves the right to verify all information in the application and that false or misleading information will be sufficient reason for my rejection as an applicant or my dismissal if appointed.

I authorise the Shire or its agents to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position and to check any information contained in my application for supporting information.

I also accept that any information obtained from any background check is strictly confidential and, subject to Freedom of Information provisions, I undertake not to seek any access or information concerning such checks.

NB: The Shire undertakes that any information obtained during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any information obtained will be treated as strictly confidential by the Shire and its agents and will only be made available to the selection Panel at the time, and for the purpose, of selecting the suitable applicant.

Signature: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Date: \_\_\_\_\_