



## POSITION DESCRIPTION

# COMMUNITY EMERGENCY SERVICES MANAGER

<b>Location</b>	Cunderdin, Quairading and Tammin
<b>Department</b>	Community Emergency Services
<b>Salary</b>	Local Government Industry Award 2020
<b>Reports to</b>	Chief Executive Officer
<b>Supervision of</b>	N/A
<b>Revision</b>	5
<b>Date</b>	5 June 2026

### Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Graeme Fardon	CEO	Position Review	11/12/2017	
Graeme Fardon	CEO	Position Review	28/01/2021	
Nicole Gibbs	CEO	Position Review	14/09/2022	
Marion Haeusler	EO	Position Review	10/12/2024	
Stuart Hobley	CEO	Position Review	05/06/2026	

## POSITION DESCRIPTION – Community and Emergency Services Manager

### 1. Organisational Relationships

#### 1.1 Responsible to:

Employer – Shire of Cunderdin, Chief Executive Officer  
Chief Executive Officer's – Shires Quairading and Tammin  
District Officer Northam (DFES)

#### 1.2 Supervision of:

Nil

#### 1.3 Internal & External Liaison: -

##### Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Employees

##### External

- Residents, ratepayers and the general public
- Community groups
- Culturally diverse people
- Government, non-government and private organisations
- Local Emergency Volunteers
- Contractors
- Product and service suppliers

### 2. Extent of Authority

This position operates under the direction of the CEO in accordance with:

- 2.1 Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
- 2.2 *Local Government Act 1995, Workplace Health & Safety Act 2020, National Employment Standards, Equal Opportunity Act 1984* and other workplace legislation.
- 2.3 Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety.
- 2.4 Strategic (Community) Plan.
- 2.5 Reconciliation Action Plan.
- 2.6 Disability Access Inclusion Plan.
- 2.7 Code of Conduct.
- 2.8 Customer Charter.
- 2.9 Delegated authority as prescribed in the Delegations Register.

### 3. Purpose of Position

- 3.1 Efficiently and professionally plan, develop, manage, implement and review community emergency services with the Shire's of Cunderdin, Quairading and Tammin in accordance with:
  - 3.1.1 The Bush Fires Act 1954 as amended, and Bush Fire Regulations
  - 3.1.2 State Emergency Management Committee:
  - 3.1.3 Fire and Emergency Services Legislation, and
- 3.2 To support the initiatives within each of the Shire's Strategic Community Plans

## 4. Roles & Responsibilities

### Administrative Duties

- Ensure DFES Emergency Service Directory & contacts lists incorporates up to date LG details
- Maintain BFB Membership List including coordination of registration of new members
- Capability to Risk (C2R) Model established for LG to support LGGS applications
- Effectively manage the Bush Fire Brigade & State Emergency Service administration processes
- Prepare, submit and acquit the Shire's Local Government Grant Scheme BFB & SES Grants
- Manage the Bush Fire Brigade and State Emergency Service fleet maintenance and replacement program
- Establish BFB PPE monitoring & replacement system
- Council informed on bushfire management strategies and expenditure
- Assistance provided to DFES Region in provision of Regional Training Courses
- Attend DFES Region staff meetings
- Attend DFES and other Emergency Management Forums for personal and LG development opportunities

### Prevention

- Annual review of Councils Firebreak Notices and Bushfire Information Booklets.
- Bushfire Risk Management Plan developed and endorsed for LG as per State Hazard Plan - Fire
- Bushfire management/mitigation programs developed and implemented for Reserves within town boundaries for the Shire.
- Practices for bushfire management on local government lands in the Shire developed.
- Support Community Engagement and awareness programs as identified in LG BRMP or as developed for the Shire
- Professional advice regarding development planning and fire management plans for new developments
- Brigade Response Plans developed for brigades with high value assets

### Preparedness

- Coordinate Local Government BFB Training Calendar
- Coordinate and present Local Government BFB training
- Training calendar established for BFBs to meet the operational requirements of brigade members
- Relocation/Welfare Centres in the Shire maintained to support the community in times of need
- LG Emergency Coordination Centres/ICCs in a state of readiness
- Support key Bushfire meetings & Committees (BFAC, DOAC & brigade meetings)
- Coordinate Emergency water supplies owned by LG maintained. Co-ordinate and arrange inspections of hydrants outside GFDs annually.
- Ensure Emergency Services exercised annually as per LEMA's.
- Representation as CESM on Local Emergency Management Committee and
- Provide Local Government Incident Management Capacity/Capability

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### Response and Recovery

- Coordinate rapid and comprehensive response to emergency incidents that impact on the communities in the Shire.
- Act as Local Government representative on Incident Support Group, to ensure interface between IMT, ISG and DFES ROC.
- Respond to incidents in neighbouring LGs when requested by DFES Regional Duty Coordinator
- Ensure appropriate support and counselling available to LG volunteers and staff as required following incidents.
- Provide support to the LG Recovery team.
- Hold the position of Executive Officer of the LEMC, attend LEMC meetings, provide information on emergency management planning, and coordinate LEMC involvement.

### Special projects

- Assist the local government and DFES with special projects that may impact on the community
- Coordinate and manage projects for LG / DFES in alignment with Emergency Management Act 2005 (Emergency Management Plan preparation and facilitation)

### General

- Attend meetings of relevant organisations as required.
- In partnership with the Local Government and DFES, develop and maintain professional relationships with stakeholders to ensure the delivery of service as specified in the Memorandum of Understanding between DFES and the Local Government.
- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles.
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and action.
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.
- Any other duties consistent with the scope and level of this position as required and directed by the CEO.

## POSITION DESCRIPTION – Community and Emergency Services Manager

### 5. Selection Criteria

Qualification	Essential	Desirable
Hold a current unrestricted HR-class driver's licence	✓	
Possession of recognised qualification in Training and Assessment or willingness to obtain it.	✓	
Accredited Level 1 Incident Controller – Bushfire Hazard	✓	
Key Skills, Knowledge & Experience	Essential	Desirable
Availability to work afterhours including overtime and on-call as required (including weekends).	✓	
Demonstrated high level communication, interpersonal, facilitation and training skills.	✓	
Demonstrated ability to develop and undertake prescribed burning and fire management planning processes	✓	
Well-developed computer literacy and proficiency in Microsoft Office applications	✓	
Well-developed leadership and management skills including financial, human and physical resources	✓	
Sound knowledge of budget processes and monitoring		✓
Well-developed knowledge of the Shire's organisational structures and functions		✓
Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.		✓

### 6. Compliance

6.1 This position will comply with all legal obligations, including by complying with:

- 6.1.1 *Workplace Health & Safety Act 2020;*
- 6.1.2 *Organisational workplace health and safety policies and procedures;*
- 6.1.3 *Local Government Industry Award 2020;*
- 6.1.4 *Local Government Act 1995;*
- 6.1.5 *National Employment Standards;*
- 6.1.6 *Equal Opportunity Act 1984;*
- 6.1.7 Code of Conduct;
- 6.1.8 Customer Charter; and
- 6.1.9 All other applicable workplace policy and legislation.

6.2 In accordance with organisational policy and procedures, the person in this position will report all hazards, incidents and near misses in the prescribed timeframe.

### 7. Position Prerequisites

7.1 No formal offer of employment will be made until the following employment prerequisites are met:

- 7.1.1 Pre-employment examination; and
- 7.1.2 Current National Police clearance

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**8. Terms of Employment**

Award	<i>Local Government Industry Award 2020</i>	
Position Status	Full Time	Fixed Term Contract
Hours of Work	76 Hours per fortnight are to be in accordance with the Community Emergency Services Manager Project Funding Agreement between the Department of Fire and Emergency Services and the Shires of Cunderdin, Quairading and Tammin.	
Overtime	Requires Prior authorisation	
Award Level	Level 5 - negotiated	
Probation	3 months from commencement date. The CEO reserves the right to extend the Probation Period by a further 3 months.	
Performance Review	Annually	
Annual Leave	Employee will be entitled to 4 weeks Annual Leave with 17.5% Loading on Entitled Annual Leave (Pro Rata)	
Salary (cash component)	\$96,493 - \$104,437 (including availability allowance of \$12,437)	
Superannuation	12% Employer Superannuation Guarantee Contribution.	
Housing	If required and upon availability, accommodation will be provided, in the Cunderdin townsite, at a subsidised staff rental rate of \$200 per fortnight for the term of employment. Utilities not included in Housing offer.	
Motor Vehicle	A motor vehicle & fuel allowance is provided for all business use including commuting between the Shires and home garaging.	
Telephone and Laptop	A mobile telephone and laptop will be provided for business use.	
Uniform/Clothing Allowance	\$800 per annum, upon successful completion of probation. Uniform standards prescribed in the CESM MOU	
Job Location	Shires of Cunderdin, Quairading and Tammin, Western Australia	