

Candidate Information Package



The Shire of Irwin

Spanning 2,232 square kilometres, the Shire is located along the picturesque Batavia Coast of Western Australia, just 60 km from Geraldton and 350 km north of Perth. Dongara and Port Denison, the historic twin towns, are part of the Shire of Irwin, with Dongara serving as the administrative centre and the Irwin River offering a scenic landmark between the two.

Traditionally known for its lobster fishing industry and acre farming, the area has evolved into a vibrant coastal community. It is now celebrated for its welcoming atmosphere, rich heritage, and strong opportunities in employment and tourism, all contributing to its authentic coastal village charm.

The Shire of Irwin is truly an enviable lifestyle choice.



Find out more at www.irwin.wa.gov.au/

our vision - a safe place to live, an exciting place to visit and a progressive place to work
our mission - delivering excellence in service, driving growth and building strong relationships

Community



The Community is well equipped with a range of essential facilities including a public hospital facility which includes emergency services, a domiciliary care unit and a nurse home care unit, St John Irwin Ambulance, pathology, GP medical centre, district high school, transfer station and various local businesses.

There is an abundance of community and sporting groups that offer great opportunities for people of all ages to get involved and actively participate. The Shire has a modern recreation centre which offers multiple health and fitness options, plus boasts a newly refurbished skate park and pump track for people of all ages to enjoy. In the warmer months, the Dongara Denison Drive-Ins offers hours of fun and entertainment for local and visiting families.

Events

A variety of events are held throughout the year including monthly town markets, Easter Races, Hanging of the Quilts, Port Denison Race Car Sprint and the Mid-West Show and Shine.

Tourism

With a wide range of caravan parks and camping grounds, the Shire of Irwin caters for tourist and locals alike with a brilliant blend of beautiful beaches and agriculture; there is a variety of activities including surfing; fishing; nature and heritage trails and a host of events from Easter and monthly markets; Easter Races; Mixed Lawn Bowls Carnival; Hanging of the Quilts; Moreton Bay Fig trees, Irwin River; Fishermen's Lookout; historic museum; marina and WA's premier annual kitesurfing event, Kitestock. The Shire provides many other attractions in the region.

Industry

Known historically for its lobster fishing industry and broad acre farming, the area has developed to include oil and gas production/exploration and mineral sands extraction industries offering a range of employment opportunities.

Development

The Shire of Irwin is becoming a highly active environment due to the vested interest from the diverse industries with 'green' energy a primary focus. This is an exciting time to join the Shire, as it is positioned for growth in a sustainable environment.

Dongara | Western Australia
3 Year Employment Contract

Shire of Irwin

Community Emergency Services Manager (CESM)

The Position

The Shire of Irwin is seeking an enthusiastic and experienced Community Emergency Services Manager (CESM) to join our team. Working with the Shire of Irwin, Coorow and Carnamah and within our respective local communities, emergency services groups (State Emergency Services), volunteers (Bushfire Brigades) and the Department of Fire and Emergency Services (DEFS) this position will develop and maintain effective partnerships that adopt a best practice approach to emergency management delivery.

About You

The perfect candidate will possess strong communication and interpersonal skills, alongside proven leadership, management, and administrative expertise. You will lead the development of resilient communities, working closely with both the community and volunteers, while acting as the vital link between Local Government and DFES to drive the principles of Prevention, Preparedness, Response & Recovery (PPRR).

You will be required to work:

- regular weekends and evenings out of normal business hours
- participate in an on-call roster
- attend emergency incidents.

Interested? Confidential enquiries can be made to Davina Sandhu on email: hr@irwin.wa.gov.au

Benefits

An attractive salary package includes a cash component commencing at \$90,000 - \$124,000 per annum (negotiable depending on skills and experience) plus superannuation, availability allowance, commuting use of a vehicle, mobile phone, uniform and housing allowance, free gym membership plus well-being initiatives.

How to apply

Applicants are required to submit a cover letter, resume and a statement outlining their suitability for the position by addressing each of the essential role requirements detailed within the Position Description which can be viewed on our website www.irwin.wa.gov.au. **Applications can be emailed to hr@irwin.wa.gov.au.**

The successful candidate will be required to provide proof of eligibility of working rights in Australia; hold a National Police Clearance (no older than 6 months) and willing to undergo a pre-employment screening to include a medical and drug and alcohol testing. The Shire of Irwin reserves the right to commence short-listing prior to the closing date.

Shane Ivers
Chief Executive Officer

Applications close at 5:00 pm on Monday 31st March 2025

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Position Details

| 1.0 Position Details | |
|------------------------|---|
| Position Title | Community Emergency Services Manager (CESM) |
| Employment Type | Full Time Contract – 3 Years |
| Work Schedule | 76 hours per fortnight |
| Reporting to | Chief Executive Officer |
| Department | Office of the CEO |
| Location | Shire Administration Offices – 11-13 Waldeck Street, Dongara, WA, 6525 |
| Supervision | N/A |
| Internal Relationships | Chief Executive Officer, Department of Fire and Emergency Services (DFES) Regional Officers and staff Councillors, Management and employees |
| External Relationships | Volunteer Emergency Services Groups including Bush Fire Brigades and State Emergency Services units, Residents, rate payers and the general public; Community groups, Government agencies Private Industries Contractors, Service suppliers. |
| Extent of Authority | Authorisation(s) is issued by the Chief Executive Officer. Authorisations are made in accordance with the <i>Bush Fires Act 1954</i> ; Bush Fire Regulations; Fire and Emergency Services legislation and State Emergency Management Committee and compliance with all other written laws applicable to the authorisations. |

| 2.0 Position Objective | |
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| <ul style="list-style-type: none"> ▪ Support and promote DFES's Strategic Plan of Vision: <i>All Western Australian working together for a safer State</i> Purpose: <i>To achieve a safer Western Australia by enabling and protecting the community before, during and after emergencies</i> ▪ Professionally manage the efficient and effective delivery and implementation of preparedness, prevention, response and recovery services between the Department of Fire & Emergency Services (DFES), the Shire of Irwin and Shires of Coorow and Carnamah (Shires') as per MOU Agreement conforming with the <i>Bush Fires Act 1954</i> (Act) and associated legislation and written laws. ▪ Promote effective partnerships that adopt a best practice approach to emergency management between the Shires', DFES, Volunteer Bushfire Brigades and communities. | |

3.0 Position Specific Tasks and Activities

| KEY AREA | DUTIES AND RESPONSIBILITIES | KEY PERFORMANCE INDICATORS |
|---------------------------|---|---|
| Strategic Planning | <ul style="list-style-type: none"> ▪ Assist the Chief Executive Officers' in developing and attaining the strategic objectives of the Shires' to include public compliance with the Act. ▪ Coordinate and manage projects for the Shires' and DFES in accordance with the <i>Emergency Management Act 2005</i> (Emergency Management Plan preparation and facilitation). ▪ Contributes to the development of appropriate policies and strategies for emergency management on an area basis with implementation as required. ▪ Contributes to the Operational Portfolio as part of the region's management team and implements initiatives to achieve organisational objectives. ▪ Provide and implement a diverse range of preventative strategies to increase community awareness of hazards and to build community resilience. | <ul style="list-style-type: none"> ▪ Objectives of the Shires' have been achieved in accordance with the Act. ▪ Plans and policies have been developed and implemented which includes strategies to increase community resilience and awareness. ▪ Effective Emergency Services management documents are developed, reviewed and maintained. ▪ Gazetted Fire District proposed changes reviewed and endorsed. |
| Prevention | <ul style="list-style-type: none"> ▪ Actively engage with Brigades to ensure appropriate and adequate equipment, skilled personnel, plans and programs are provided in preparation for emergencies. ▪ Coordinate and deliver training to Bush Fire Volunteers and Shire employees. ▪ Facilitate engagement with the community to actively promote bushfire planning. ▪ Undertake annual review of Firebreak Notices and Bushfire Information Booklets. ▪ Development of Unallocated Crown Land (UCL) & Unmanaged Reserves (UMR) within town boundaries of Shires. | <ul style="list-style-type: none"> ▪ The Bushfire Risk Management Plan (BRMP) is developed, endorsed and maintained as per State (WA) Hazard Plan – Fire. ▪ All prevention requirements have been fulfilled prior to each bush fire season. ▪ Bushfire Mitigating Plans and mitigation program is endorsed and in place. |

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| Preparedness | <ul style="list-style-type: none"> Facilitate engagement with the community to actively promote bushfire planning. | <ul style="list-style-type: none"> Activities have been undertaken to achieve a state of preparedness across all Shires' regions. |
| | <ul style="list-style-type: none"> Implement processes to inspect and maintain the Shire's emergency water points. | <ul style="list-style-type: none"> Training calendar established to support the operational requirements of brigade members and |
| | <ul style="list-style-type: none"> Develop Bushfire management/mitigation programs implemented for Reserves within town boundaries for the Shires. | <ul style="list-style-type: none"> Develop and support network of local trainers and assessors. |
| | <ul style="list-style-type: none"> Maintain Emergency Centres in state of readiness. | <ul style="list-style-type: none"> Register and Audit of Relocation/Welfare Centres are developed and maintained and inspections are conducted annually prior to commencement of heightened threat period. |
| | <ul style="list-style-type: none"> Ensure the Shire's emergency service assets are effectively monitored and managed by creating systems to support reliable and efficient response protocols. | |
| | <ul style="list-style-type: none"> Actively participate in the development, review and exercise of the Local Emergency Management Arrangement. | <ul style="list-style-type: none"> Develop calendar of exercises for LEMC annually. |
| | <ul style="list-style-type: none"> Act as Shire representative on Local Emergency Management Committee. | <ul style="list-style-type: none"> Attend and schedule annual LEMC meetings. |
| | <ul style="list-style-type: none"> Coordination and administration of the Local Emergency Management Committee (LEMC) and Bushfire Advisory Committee (BFAC) meetings. | |
| | <ul style="list-style-type: none"> Maintain emergency service plans, policies and procedures in line with Emergency Management responsibilities, relevant Acts and Local Laws, whilst adhering to all legislative requirements. | <ul style="list-style-type: none"> Provide reports to Shires. |
| Response | <ul style="list-style-type: none"> Respond to incidents when requested by DFES Regional Duty Coordinator | <ul style="list-style-type: none"> Response to incidents are rapid effective and efficient. |
| <ul style="list-style-type: none"> Coordinate rapid and comprehensive response to emergency incidents that impact on the communities within the Shires. | | |
| <ul style="list-style-type: none"> Assist Brigades and participate within Incident Management Teams during bushfire incidents or other emergencies within the Shire' to ensure effective management and appropriate reporting, as directed. | | |

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| Recovery | <ul style="list-style-type: none"> ▪ Undertake After Action Reviews for bushfire incidents, as directed ▪ Ensure appropriate support and counselling available to volunteers and employees as required following incidents. ▪ Hold the position of Executive Officer of the LEMC, attend LEMC meetings, provide information on emergency management planning, and coordinate LEMC involvement. | <ul style="list-style-type: none"> ▪ Recovery phase is undertaken immediately and managed appropriately. ▪ Counselling and support services are made available to volunteers and staff post incidents. |
| Customer Service | <ul style="list-style-type: none"> ▪ Develops and maintains professional working relationships with all stakeholders, including local government and volunteers to continuously improve and ensure optimum service delivery. ▪ In partnership with the Shire of Irwin 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 Shires of Coorow and Carnamah. ▪ Provides professional advice regarding development planning and fire management plans to a range of audiences including Council, volunteers, community members and other stakeholders. | <ul style="list-style-type: none"> ▪ Customer Service Charter is adhered to with optimum service delivery achieved. ▪ Initiate the implementation of Annual Community Engagement / Education / Awareness programs in place. |
| Administrative | <ul style="list-style-type: none"> ▪ Contributes to the human, physical and financial resources of the area to ensure that appropriate operations standards are achieved; ▪ Ensure Department of Emergency Services (DFES) Emergency Services Directory and Contact List incorporates up to date details. ▪ Maintain Bush Fire Brigade (BFB) membership list including coordination of new members ▪ Support Brigade meetings to ensure effective management, administration and compliance. ▪ Maintain and administer all training records and supports the Brigades to build capacity for data entry for all reporting (including incident reports) ▪ Effectively manage the BFB and State Emergency Services (SES) administration processes ▪ Source funding opportunities, either directly, or through supporting others, to achieve strategic outcomes for emergency services. | <ul style="list-style-type: none"> ▪ Annual budget identified and approved. ▪ Mitigation Activity Fund submission approved and granted. ▪ Administration of relevant Regulations, Local By Laws, Policies and Procedures. ▪ Firebreak Notice and Bush Fire Information Booklet reviewed and updated as required. ▪ Maintain training records to required standards of State Government. ▪ Bushfire Brigade membership list accuracy is maintained. |

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| | <ul style="list-style-type: none"> ▪ Prepare, submit and acquit grants | |
| | <ul style="list-style-type: none"> ▪ Attend DFES and other emergency management forums for personal and Shire development opportunities | |
| | <ul style="list-style-type: none"> ▪ Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing. | |
| | <ul style="list-style-type: none"> ▪ Manage the BFB and SES fleet maintenance and replacement system. | |
| WHS | <ul style="list-style-type: none"> ▪ Establish BFB Personal Protective Equipment (PPE) monitoring and replacement system | <ul style="list-style-type: none"> ▪ Safety is promoted as a key focus in accordance with the WHS Act 2020 and Shires' Policies and Procedures. ▪ PPE database established and maintained. ▪ Vehicle is maintained |
| | <ul style="list-style-type: none"> ▪ Safety incidents involving volunteers are reported and investigated as per Shire SOPs. | |
| | <ul style="list-style-type: none"> ▪ Maintain vehicle servicing and records in conjunction with Shire's Fleet policy. | |
| Other | <ul style="list-style-type: none"> ▪ Ensure all duties as directed by the Chief Executive Officer are fully undertaken | <ul style="list-style-type: none"> ▪ All duties are undertaken in the required time frame to the expected level. ▪ Personal training and development plan developed, approved and implemented. |
| | <ul style="list-style-type: none"> ▪ Undertake other duties and special projects as directed by the Chief Executive Officer within known skills, knowledge and capabilities | |

| 4.0 General Position Requirements | |
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| Ethical Behaviour | Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies. |
| Work Health and Safety | Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses. |
| Risk Management | Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements. |
| Human Resource and Leadership | Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning. |
| Records Management | Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times. |
| Strategic Vision | Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required. |
| Values we are committed to | <p>Creates and maintains a positive working environment while upholding the Shire's values of:</p>  <p>The logo consists of four stacked words: 'innovation' in blue, 'accountability' in orange, 'integrity' in red, and 'respect' in green. Each word has a stylized circular graphic element integrated into its letters.</p> |

5.0 Behavioural Competencies

| VALUE DESCRIPTION | EXEPECTED BEHAVIOURS |
|------------------------------|---|
| <p>Innovation</p> | <p>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</p> <ul style="list-style-type: none"> ▪ I look for better ways of doing things. ▪ I am open to feedback and change ▪ I encourage and embrace new ideas ▪ I foster creativity and think outside of the box ▪ I am solution focused. |
| <p>Accountability</p> | <p>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</p> <ul style="list-style-type: none"> ▪ I lead by example ▪ I learn from my mistakes ▪ I am responsible for my actions ▪ I am committed to achieving my goals ▪ I acknowledge positive behaviour and successes |
| <p>Integrity</p> | <p>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</p> <ul style="list-style-type: none"> ▪ I am fair and consistent ▪ I am honest, trustworthy and reliable ▪ I effectively and actively communicate ▪ I conduct myself in a professional manner ▪ I am loyal and committed to the organisation |
| <p>Respect</p> | <p>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</p> <ul style="list-style-type: none"> ▪ I am considerate of the needs of others ▪ I genuinely listen when others communicate ▪ I respect the roles and opinions of others ▪ I treat others how I wish to be treated ▪ I support, help and encourage my colleagues |

6.0 Skills, Experience and Qualifications

SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

Mandatory Pre-Requisite

- 1 Australian citizenship (birth certificate or current passport) or Permanent Residency for Australia as defined in the *Migration Act 1958* or a Special Category Visa Holder (New Zealand citizen)
- 2 Hold or able to obtain a National Police Clearance (less than 6 months old).
- 3 Current unrestricted C class Western Australia drivers' licence.
- 4 Availability to work after hours including overtime and on-call as required (including weekends).

Qualifications and experience

- Accredited Level 1 Incident Controller or Endorsed DFES Level 1 Incident Controller in hazards relevant to fire.
- Relevant qualifications, training and experience gained within a similar profession (Station Officer, CISM or equivalent).

Knowledge and skills

Essential

- Exceptional communication skills, highly developed interpersonal, presentation and training skills.
- Well-developed leadership and management skills of financial, human and physical resources.
- Well-developed conflict resolution, negotiation and problem solving skills
- Demonstrated abilities and competency in respect of community-based values in bushfire firefighting.
- Demonstrated abilities to develop and undertake prescribed burning and fire management planning processes.
- Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.
- Experience in project management of significant complexity within a political environment with varying stakeholders
- Well developed administration and report writing skills.

Special conditions

- Work regular weekends and evenings outside of the span of normal business hours.
- Attend emergency incidents
- Flexibility to participate in an on-call roster

Desirable

- Proven experience in the application of the risk management as it applies to community risk, particularly in relation to community vulnerability planning.
- Extensive experience and knowledge of fire and emergency services industry, including understanding of the role of volunteers, local government and other stakeholders in an emergency services environment.
- Qualifications in Training and Assessment or commitment to obtain Certificate IV in Training and Assessment within six (6) months of employment
- MR Class Driver's Licence
- First Aid Certificate
- Working with Children Check

Note: This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

7.0 Selection Criteria

- Accredited Level 1 Incident Controller or Endorsed DFES Level 1 Incident Controller in hazards relevant to fire.
- Exceptional communication skills, highly developed interpersonal, presentation and training skills.
- Well-developed leadership and management skills of financial, human and physical resources.
- Well-developed conflict resolution, negotiation and problem solving skills
- Demonstrated abilities and competency in respect of community-based values in bushfire firefighting.
- Demonstrated abilities to develop and undertake prescribed burning and fire management planning processes.
- Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.
- Experience in project management of significant complexity within a political environment with varying stakeholders
- Well-developed administration and report writing skills

8.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, the undersigned have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

| | |
|--------------|------------|
| Date: | |
| Name: | |
| Signature: | |
| Review Date: | March 2025 |

Your application

The Shire of Irwin has a variety of employment types including full and part time, casual, temporary (fixed term) contract, maximum term contract, apprentice, and trainee. All Shire's job opportunities are posted on our website.

Selection Process

The principles of merit and equity in our recruitment processes are applied to all applications. After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel of the required skills, experience and qualifications for the job advertised.

Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job you're applying for.

Be thorough in your research before making application and be sure to read through all the attachments so you have a clear understanding of the job requirements.

Your application will need to contain the following documents:

| | |
|---------------------------|--|
| Covering Letter | This is an opportunity to introduce yourself and highlight your capabilities and your interest in this position. |
| Resume | Your current Resume is to include your name, address and contact details, your work history, education, training achievements and most recent referees. |
| Essential Criteria | Address each essential selection criteria set out in the Position Description providing relevant examples using the STAR method below. This is an important part of your application. Situation Describe a work situation that you were faced with Task Describe the task that you had to complete Action Describe the action that you took to complete the task Result Describe the result of your action |
| Closing Date | Your application is to be received prior to the closing date in fairness to all applicants |

Interview

If you are selected for an interview, you will be notified by telephone and a confirmation email will be sent after the call. Unsuccessful candidates who were interviewed will be notified by telephone.

Good Luck in your Application.