



Community Emergency Services Manager

Position Number:	37	Department:	Community Planning & Sustainability
Level:	8 (Negotiated as per MOU)	Award:	May be covered by Local Government Officers' Award
Remuneration:	\$87,500 - \$97,500 Base Salary	Depending on skills, experience and qualifications is available to the successful candidate, PLUS superannuation, regional district allowance and availability allowance.	
Reports to:	Executive Manager Community Planning & Sustainability	Direct Reports:	N/A
Last Reviewed:	Manager People, Culture & Wellbeing	Date:	20/08/2025
Approved:	Manager People, Culture & Wellbeing	Date:	21/08/2025

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 Shires of Carnarvon, Shark Bay and Upper Gascoyne, in partnership with the Department of Fire and Emergency Services (DFES), are seeking an experienced and motivated Community Emergency Services Manager (CESM) to lead and coordinate emergency management activities across the region.

This multifaceted role is responsible for enhancing community safety and resilience through the strategic planning, coordination, and delivery of emergency services. The CESM works across all four phases of emergency management - Prevention, Preparedness, Response, and Recovery (PPRR), and plays a key leadership role in supporting volunteer Bush Fire Brigades and State Emergency Services Units.

As the central link between the Shires, DFES, emergency service volunteers, and the broader community, the CESM fosters collaborative partnerships to improve emergency response capacity and hazard mitigation. The position ensures compliance with relevant legislation, manages emergency service resources, and contributes to the development of safer, more resilient communities.

This is a highly dynamic and impactful role, ideal for a professional with strong operational knowledge of emergency services, exceptional interpersonal skills, and a passion for supporting both volunteers and regional communities.

REGIONAL SCOPE

This position is based at the Shire of Carnarvon, while also contributing to the achievement of outcomes for the Shire of Shark Bay, the Shire of Upper Gascoyne, and DFES. The role plays an important part in supporting positive outcomes across these organisations and requires regular travel throughout the regions. As such, the position is expected to uphold and adhere to the Code of Conduct of all four organisations, ensuring professionalism and integrity in every aspect of the role.



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.

EMERGENCY MANAGEMENT PLANNING & DELIVERY

- ★ Develop, implement, review and maintain Local Emergency Management Arrangements (LEMA), Bushfire Risk Management Plans (BRMP), Recovery and preparedness frameworks, Hazard-specific sub-plans.
- ★ Ensure compliance with the Emergency Management Act 2005, Bush Fires Act 1954, and DFES/state requirements.
- ★ Coordinate across the four phases: Prevention, Preparedness, Response, Recovery (PPRR).

VOLUNTEER BRIGADE & SES SUPPORT

- ★ Provide leadership, advice, and operational support to Volunteer Bush Fire Brigades and SES Units.
- ★ Support volunteer recruitment, retention, development, and recognition, ensuring that volunteers are trained, resourced and prepared for incidents.
- ★ Act as a liaison between volunteers, DFES, and local government.

TRAINING & CAPABILITY DEVELOPMENT

- ★ Coordinate or deliver annual training calendars in line with DFES standards.
- ★ Provide technical guidance and instruction in emergency management best practices.
- ★ Organise or facilitate simulations, training exercises, and debriefs.
- ★ Develop education and engagement programs for internal staff and community stakeholders.

INCIDENT RESPONSE & OPERATIONAL SUPPORT

- ★ Represent local government in emergency incidents as part of the Incident Management Team (IMT) or Incident Support Group (ISG).
- ★ Provide 24/7 response support and attend emergency events where necessary.
- ★ Lead or support operational response efforts during natural disasters (e.g. bushfire, storm, flood).
- ★ Assist with post-incident recovery and debrief activities.

MITIGATION & RISK REDUCTION

- ★ Coordinate fire mitigation activities.
- ★ Manage or assist with the Mitigation Activity Fund (MAF).
- ★ Collaborate with stakeholders to reduce community vulnerability to hazards.
- ★ Provide expert advice on planning applications, hazard mapping, and land use related to bushfire risk.

STAKEHOLDER ENGAGEMENT & INTERAGENCY COLLABORATION

- ★ Coordinate and support Local Emergency Management Committees (LEMC), Bush Fire Advisory Committees (BFAC), and inter-agency groups.
- ★ Develop and maintain partnerships with DFES, other hazard management agencies, government departments, and local stakeholders.
- ★ Support community engagement and resilience-building initiatives.

GRANTS, BUDGETS & REPORTING

- ★ Manage funding submissions and acquittals (e.g. Local Government Grants Scheme, NDRRA).
- ★ Track operational and capital expenditure related to emergency management.
- ★ Provide performance reporting against business plans, KPIs, or grant conditions.

GOVERNANCE, POLICY & COMPLIANCE

- ★ Review and develop local policies, procedures, and practices related to emergency services.
- ★ Maintain and update plans in accordance with changes in state legislation or regional frameworks.
- ★ Maintain accurate emergency records and ensure compliance with the State Records Act.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Provide a representative to WHS Committee meetings either as a member and/or as the Chairman of WHS Committee. Make determination (individually or at “ELT” meetings) in relation to relevant recommendations at or from the WHS Committee.
- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Provide sufficient resources and ensure managers and supervisors reporting to them fully comply with their WHS responsibilities.
- ★ Ensure their directorate and department WHS procedures and guidelines are reviewed and updated at appropriate intervals.
- ★ Assist in the maintenance of an effective ‘Safety Management System’, through effective leadership and consultation with all staff and stakeholders and providing the necessary time and resources.
- ★ Lead 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 MR Western Australia Driver's License.
- ★ Tertiary qualifications in Emergency Management, Community Safety, Fire Services, or a related discipline; or substantial experience in lieu.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Possession of recognised qualification in Training and Assessment.
- ★ Accreditation as a Level 1 Incident Controller – Bushfire Hazard.
- ★ Demonstrated high-level communication, interpersonal, facilitation, and training skills.
- ★ Proven ability to develop, implement, and oversee prescribed burning and fire management planning processes.
- ★ Well-developed leadership and management skills, including the effective coordination of financial, human, and physical resources.
- ★ Significant experience and knowledge of the fire and emergency services industry, particularly in relation to Bush Fire Brigades and Local Government operations.
- ★ Flexibility and willingness to work outside standard hours, including evenings and weekends, during emergencies or in support of volunteer activities.

DESIRABLE CRITERIA

- ★ Previous experience with Local Government.
- ★ Qualifications in Leadership & Management.

POSITION COMPETENCIES

Experience	
Focus of Role	Key Specialist / Management
Experience Level	Specialist knowledge in a number of advanced skill areas
Tasks	

Context Method	Range of activities in a complex, specialised environment.
Skill Level	Knowledge of particular procedures is supported by sound appreciation of theory or policy framework.
Judgement and problem Solving	
Problem Solving	Solve diverse problems which require assessment of a range of options having elements of complexity.
Judgement	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes.
Supervision and Independence	
Level of Supervision	Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control.
Organisational Relationships and Impact	
Work Area Relationships	Adapt, interpret or modify procedures to achieve objectives, where changes are within policy and either their impact is largely restricted to the work unit(s) concerned or authorised at higher levels.
Public/Other Staff Relationships	Use technical or specialist skills to brief and liaise with stakeholders to define requirements, including writing detailed and non-standard reports and external correspondence.
Impact	Decisions made directly impact organisation
Interpersonal Skills	Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles.
Job Competencies	
Time Management	Highly Proficient: Develop and implement short, mid and long term outcomes for the work area(s).
Conflict Resolution	Highly Proficient: Able to identify potential conflict ahead of time and put strategies in place to prevent conflict occurring between stakeholders, or to resolve conflict where there is seemingly little common ground.
Planning & Organisation Skills	Highly Proficient: Has scope to reset priorities or resources within overall program objectives or between positions or sections for which the position has line management responsibility.
Safety Procedures	Highly Proficient: Ensures that safety procedures are in alignment with overall safety framework. Reviews, audits and trains other in safety procedures on and off the job. Instrumental in leading safety compliance and ensuring a culture of safety first.
Administration Skills	Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes.
Equipment Operation	Highly Proficient: Holds specialised certificates, licences or experience in order to be able to operate highly specialised plant and equipment such as Final Trim Grader / Excavator operation or equivalent.
Supervision Skills	Intermediate: Supervise various functions within a work area or activities of a complex nature or lead large groups at the work face.
Project Management	Advanced: Accountable for the quality, effectiveness, cost, timeliness of programs, projects or work plans. Prepares budget for projects.
Policy and Procedure Development	Highly Proficient: Have substantial influence on policy development for policy which impacts the community, organisation, business or other stakeholders within the region.
Policy or Legislative Interpretation	Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of theoretical, policy or technical complexity.
Report Writing	Proficient: Research, develop, write, review and finalise reports to Council and external regulatory authorities. May be reviewed by more senior manager with only minor amendments.

Budgeting Skills	Advanced: Develop or assist in the development of budgets for a function or work area. Line Management responsibility for parts of the Department budget that apply to work area.
Customer Service Skills	Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis.
Decision Making Skills	Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options.
Management Skills	Intermediate: Manage a functional area, department or work area including managing people and resources.

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the Community Planning & Sustainability Team with a starting salary from \$87,500 - \$97,500 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

- \$ 6,000.00 p/a Regional District Allowance*
- \$ 12,437.00 p/a Availability Allowance (DFES)*
- \$ 1,640.63 p/a Annual Leave Loading 17.5%
- \$ 11,220.00 p/a Superannuation (Statutory)
- \$ 2,070.00 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
- \$ 5,000.00 Retention bonus upon completion of 3 years of service*
- \$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

- 5 Weeks Annual Leave
- 2 Local Government Public Holidays
- 10 Days of Paid Personal Leave
- 10 Days of Paid Pandemic Leave
- 38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

- Salary Sacrificing for a range of benefits
- Annual Leave Travel Assistance Payment
- Local Club Membership Subsidies
- Gym Membership Subsidy
- Relocation Assistance
- Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

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.

