



Emergency Management & Community Safety Officer

Position Number:	TBC	Department	Community Planning & Sustainability
Level:	Level 5	Award:	Municipal Employees' WA Award
Remuneration:	\$92,499.52 Base Salary	plus superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications.	
Reports to:	Community Safety Team Lead	Direct Reports:	Nil
Last Reviewed:	Senior People & Culture Officer	Date:	17/09/2026
Approved:	Executive Manager Community Planning & Sustainability	Date:	17/09/2026

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.

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Courage

Authenticity

Respect

Excellence

Cohesion

Humility

Inclusion

Passion

POSITION OVERVIEW

The Emergency Management & Community Safety Officer is a position within the Shire's Ranger Services team responsible for coordinating the Shire's emergency management preparedness, bushfire risk mitigation and Volunteer Bush Fire Brigade support functions, while undertaking targeted Ranger activities focused on bushfire prevention and community safety.

The position provides a dedicated resource to strengthen the Shire's capacity to prepare for emergencies, reduce bushfire risk and improve community and organisational resilience.

The position acts as a key operational link between the Shire, Department of Fire and Emergency Services (DFES), the Shire's Volunteer Bush Fire Brigade, Local Emergency Management Committee (LEMC), State Government agencies, contractors, community organisations and the broader community.

The role focuses on coordination, preparedness, prevention, mitigation, community resilience and capability development rather than assuming responsibility for the operational functions of emergency service agencies or the operational command of the Shire's Volunteer Bush Fire Brigade.

The position also contributes to the Shire's broader Ranger Services function; however, its Ranger responsibilities are primarily targeted toward bushfire prevention, emergency preparedness and higher-risk community safety matters rather than maintaining a routine general Ranger caseload.

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.

Emergency Management and Preparedness

- ★ Coordinate the review, maintenance and implementation of the Shire's Local Emergency Management Arrangements (LEMA) and supporting emergency management documentation.
- ★ Provide coordination and administrative support to the Local Emergency Management Committee and assist with progressing agreed actions and priorities.
- ★ Coordinate an annual program of emergency management exercises, training and capability improvement activities.
- ★ Maintain key emergency management contacts, resource information and operational readiness documentation.
- ★ Identify emergency management capability gaps and coordinate practical improvement initiatives.
- ★ Maintain effective working relationships with DFES, WA Police, State Emergency Service, Department of Biodiversity, Conservation and Attractions, Department of Communities, health services, neighbouring local governments and other relevant agencies.
- ★ Provide specialist advice to the Ranger Team Leader, Executive Manager and other Shire officers on emergency management preparedness, risks and improvement priorities.
- ★ Ensure relevant lessons arising from exercises and emergency events are considered in future emergency planning and preparedness activities.

Emergency Response and Recovery

During an emergency event, the position will:

- ★ Support the Shire's emergency response and recovery arrangements in accordance with established emergency management plans, delegations and incident management structures.
- ★ Assist with coordination of Shire resources, local information, community information and other emergency management functions where required.
- ★ Perform other appropriate emergency management duties when activated or assigned under the Shire's emergency management arrangements.

Bushfire Risk & Mitigation

- ★ Develop and coordinate an annual risk-based bushfire mitigation program in consultation with Community Safety Team Lead.
- ★ Identify and prioritise high-risk areas, properties and strategic locations requiring mitigation or further assessment.
- ★ Coordinate bushfire hazard inspections and risk assessments where required.
- ★ Coordinate mitigation works undertaken by Shire teams, contractors, landowners or other agencies.
- ★ Work with the Shire's Works and Infrastructure teams regarding roadside vegetation management, firebreaks and other fuel reduction activities.
- ★ Support implementation of the Shire's Bushfire Risk Management Plan and other relevant bushfire risk management initiatives.
- ★ Liaise with DFES, DBCA, landowners and other relevant stakeholders regarding bushfire risk and mitigation priorities.
- ★ Ensure relevant environmental, cultural heritage and regulatory requirements are identified and considered when planning mitigation activities.
- ★ Monitor and report on completed mitigation works, emerging bushfire risks and future mitigation priorities.
- ★ Develop annual and longer-term mitigation priorities to inform the Shire's budget and works planning processes in consultation with Community Safety Team Lead.

Bushfire Compliance & Community Safety

- ★ Undertake proactive bushfire hazard and firebreak inspections.
- ★ Investigate complaints relating to bushfire hazards and significant community safety risks.
- ★ Work with landowners and occupiers to identify and resolve bushfire hazards.
- ★ Provide education and compliance advice to encourage voluntary compliance and early risk reduction.
- ★ Issue notices, infringements or undertake other enforcement action where authorised and appropriate.
- ★ Conduct follow-up inspections and maintain appropriate compliance records.
- ★ Support implementation of the Shire's annual firebreak and bushfire preparedness requirements.
- ★ Provide specialist bushfire advice and assistance to other Rangers where required.
- ★ Undertake targeted community safety patrols and respond to significant public safety matters.
- ★ Assist the Ranger Team with higher-risk or complex compliance matters where operationally required.

Volunteer Bush Fire Brigade Support

- ★ Act as a principal Shire liaison with the Brigade Captain and Brigade officers.
- ★ Support the Brigade Captain and officers in maintaining an effective and prepared volunteer brigade.
- ★ Coordinate Shire administrative and governance requirements associated with the Brigade.
- ★ Maintain appropriate volunteer and Brigade records in conjunction with relevant Shire officers.
- ★ Issue notices, infringements or undertake other enforcement action where authorised and appropriate.
- ★ Support volunteer recruitment, retention and engagement initiatives.
- ★ Coordinate access to relevant DFES training and development opportunities in consultation with Brigade officers.
- ★ Assist in identifying Brigade equipment, appliance, PPE, facility and infrastructure requirements.
- ★ Assist with annual Brigade budget, resource and forward planning.
- ★ Coordinate relevant requirements with Finance, procurement, asset management and other Shire teams rather than independently undertaking those corporate functions.
- ★ Support Brigade exercises and inter-agency preparedness activities where appropriate.
- ★ Identify significant Brigade capability gaps, safety issues and resource requirements and report these to management.
- ★ Assist with relevant Brigade grant applications and externally funded projects.

Projects, Funding & Reporting

- ★ Identify relevant State and Commonwealth funding opportunities relating to bushfire mitigation, emergency management and Brigade capability.
- ★ Prepare or coordinate priority grant applications and supporting information.
- ★ Coordinate approved grant-funded projects falling within the position's portfolio.
- ★ Monitor project milestones and provide information required for progress reporting and grant acquittals.
- ★ Work with Finance and relevant Shire officers regarding project budgets, expenditure and financial acquittal requirements.
- ★ Identify opportunities for partnerships and external contributions where these support Shire priorities.

- ★ Prepare periodic reports to management regarding emergency preparedness, bushfire mitigation activities, Brigade capability, significant risks and project outcomes.

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.
- ★ ROCS 1 & 2 (Regulatory Officer Compliance Skills, or ability to work towards)
- ★ Firearm's License or ability to acquire
- ★ First Aid and relevant safety certifications

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Relevant qualification and/or demonstrated experience in emergency management, bushfire management, Ranger services, community safety, local government or a related field.
- ★ Demonstrated experience or practical knowledge of emergency management planning and preparedness.
- ★ Demonstrated experience or knowledge of bushfire prevention, mitigation, compliance or emergency response.
- ★ Demonstrated ability to work within time constraints and assist the team in achieving the completion of projects.
- ★ Experience in regulatory compliance, community safety, project coordination or a related operational environment.
- ★ Ability to obtain and maintain appointment as a Bush Fire Control Officer where required.
- ★ Ability and willingness to undertake relevant emergency management, bushfire and DFES training.

DESIRABLE CRITERIA

- ★ Previous experience as a Bush Fire Control Officer.
- ★ DFES bushfire or emergency management training.
- ★ Incident management training.
- ★ Emergency management qualification or relevant professional development.
- ★ Bushfire risk management or mitigation experience.
- ★ Grant or project administration experience.
- ★ Local government experience.
- ★ Experience supporting volunteer emergency services.
- ★ Community resilience or community engagement experience.
- ★ Knowledge of the Carnarvon, Coral Bay and broader Gascoyne operating environment.

POSITION COMPETENCIES

Experience

Focus of Role	Professional / Specialist Technical
Experience Level	Specialist knowledge in the context of the organisational or professional requirements with elements of complexity and uncertainty .
Tasks	
Context Method	Range of tasks guided by policy, objectives or professional standards.
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	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	Sound knowledge of the impact on other work areas, seek approval from senior staff on changes to procedure, schedule or routines.
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 own work area and related work areas
Interpersonal Skills	Effective communication with members of the public, clients and other staff and the resolution of routine and usual matters.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Planning & Organisation Skills	Intermediate: Applies discretion in own task sequencing, may develop job specific systems to assist in the completion of allocated tasks.
Safety Procedures	Advanced: Develops JSAs. SWMS and other safety procedures for own work area and related work areas. Train and coach others in safety procedures.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
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	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.

Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.
Report Writing	Intermediate: Undertake initial or straightforward drafting of reports, submissions or non-standard correspondence.
Budgeting Skills	N/A
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	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
- ★ Audiometric Test
- ★ Commitment to the Shire's values and Code of Conduct

REMUNERATION AND BENEFITS

The successful applicant will join the Community Planning & Sustainability Team with a starting salary from \$ 92,499.52 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

- \$ 1,243.15 p/a District Allowance*
- \$ 4,753.22 p/a Housing Allowance*
- \$ 1,556.48 p/a Annual Leave Loading 17.5%
- \$ 11,819.51 p/a Superannuation (Statutory)
- \$ 1,969.92 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
- \$ 3,500.00 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
- 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.