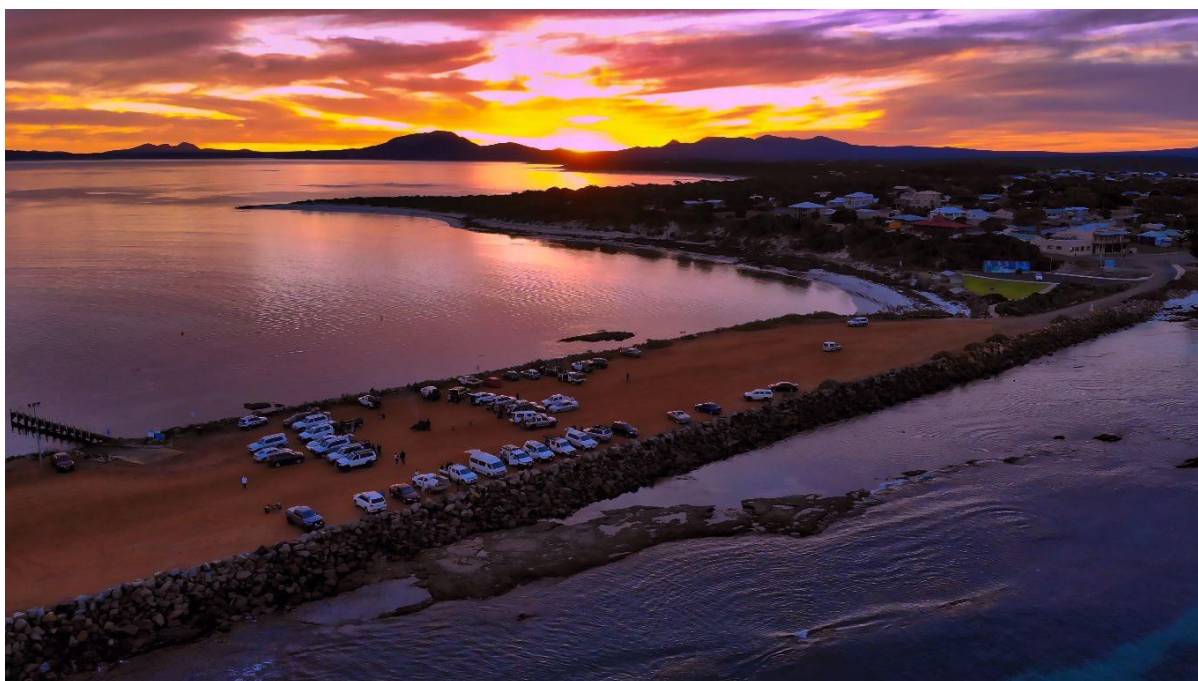




Shire of Ravensthorpe

Community Emergency Services Manager



Information Package

For information on the Shire of Ravensthorpe, please visit our website at

www.ravensthorpe.wa.gov.au

Prospective Applicants Information

Thank you for your interest in the position advertised by the Shire of Ravensthorpe. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity:

The Shire of Ravensthorpe is family friendly and equal opportunity employer.

Queries:

If you have queries about any aspect of the position or regarding your application, please contact the staff member nominated in the advertisement.

Completing your Application:

Your application should include the following:

1. **Covering letter:** Addressed to the Chief Executive Officer, stating why you are interested in applying for the position and giving details of how you may be contacted during office hours (Monday-Friday 9.00am to 4.00pm). It is recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.
2. **Resume or curriculum vitae:** Must be current and include your relevant personal details, qualifications, work history plus relevant work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions. The details of your academic qualifications should identify the institution, certificate number and date of issue. You should also include details of any ongoing professional development.
3. **Statement of claims against the selection criteria:** usually a 1-2-page document that demonstrates how your skills, experience and qualifications directly align with the selection criteria for a role. The selection criteria can be found under point 8 of the position description.
4. **Referees contact details:** Your Resume or Curriculum Vitae must include the names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. Please do not submit original references as these will not be able to be returned.
5. **Qualification(s):** Certified copies of your qualification(s) or academic records of current studies must be attached to your application. Please do not submit original certificates of your qualifications or academic records as these will not be able to be returned.
6. **Certification form:** Please ensure the certification form is signed and submitted with your application.



Lodging your Application

1. Your application must be marked “**Confidential – quoting the Position you are applying for**”.

Submitting Application: Applications must be emailed to recruitment@ravensthorpe.wa.gov.au.

2. Applications must reach the Shire of Ravensthorpe Office before the specified closing date and time.
3. Applications must have all the required documentation to be considered.
4. Please note all applications received will be acknowledged and all applications received will become the property of the Shire of Ravensthorpe and cannot be returned to unsuccessful applicants.

Interview Process

If you are shortlisted for an interview you will be contacted by telephone or email during office hours to arrange your participation in the process. The Interview Panel will generally consist of at least three people.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Initially, the reference checks will be limited to your nominated referees and you should ensure they are aware that contact may be made with them to confirm your employment history. The Shire of Ravensthorpe reserves the right to make reference checks of the preferred applicants but will not contact any current employer unless your prior approval has been obtained.

Preferred Applicant

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory Pre-employment Medical Report, Clear Drug and Alcohol Test results from the Shire of Ravensthorpe's nominated Medical Practitioner (at the Shire of Ravensthorpe's expense).
- Produce a National Police Clearance not more than 6 months old. A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of a current Western Australian motor driver's license.
- Documented evidence of legal entitlement to work unrestricted in Australia (if relevant).
- Produce original or certified copies of all relevant qualifications and licences.

Unsuccessful Applicant

All applicants will be notified of the outcome of the recruitment process once it has been finalised.



Certification Form

Applicants Declaration, Authorisation and Waiver

As the applicant I certify that:

The information contained in my application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail.

I understand that the Shire of Ravensthorpe reserves the right to verify all information in my application and if any material or statements are deemed false or misleading this will be sufficient reason for my rejection as an applicant, or my dismissal if employed.

I authorise the Shire of Ravensthorpe, or its appointed 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 the accuracy of any information contained within my application or supporting information.

I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

I acknowledge and understand that, if I'm successful in gaining employment with the Shire of Ravensthorpe, I'm required to sign and/or have witnessed the following documents:

- Acceptance of the Shire of Ravensthorpe Contract of Appointment.
- Shire of Ravensthorpe Code of Conduct.
- Position Description for the appointed position.
- Secondary Employment Declaration.
- Memorandum of Understanding in relation to current Drivers Licence (if relevant).

.....
Signature of Applicant

.....
Printed Name of Applicant

.....
Date

Please Note:

The Shire of Ravensthorpe 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 such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose of selecting the suitable Applicant.



Community Emergency Services Manager

3 Year Contract Position

About the role

This is an exciting opportunity for an enthusiastic person with a background in emergency services, to join the Shires of Ravensthorpe in providing valuable support and assistance to our local Emergency Service Groups and Volunteers.

You will primarily manage the delivery and implementation of preparedness, prevention, response and recovery services, for bush fire (and other hazard incidents) for the Shire of Ravensthorpe. You will develop and maintain effective partnerships that adopt a best practice approach to emergency management delivery between the Shire, Department of Fire and Emergency Services, volunteer Bush Fire Brigades, volunteer State Emergency Services, other external agencies, and the community.

Key components of this role include the provision of volunteer training and support, emergency management planning and recovery, assist in financial reporting, external funding management, community liaison, fire control, management of key committees, and attending to relevant administration duties. This position will have an operational component in emergency situations and as such, will be required to work regularly on weekend and evenings outside normal business hours, as well as participating in on call roster requirements.

The 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.

What's in it for you?

Dependent on qualifications, skills and experience an attractive remuneration package up to \$168,836 will be offered, which includes a negotiable cash component commensurate with qualifications and experience plus up to 17% superannuation (conditional), restricted private use of a vehicle, housing provisions, a relocation reimbursement and other non-cash benefits.

Conditions

Applicants must have or be willing to successfully obtain:

- Experience in emergency management and firefighting procedures.
- Well-developed leadership and management skills
- Pre-employment medical including a hearing and drug and alcohol test;
- "MR" class driver's license; and
- National police clearance no more than 3 months old.

Potential applicants are encouraged to contact Nicole O'Neill, Chief Executive Officer by calling (08) 9839 0000 to further discuss the opportunities and requirements for this position.

Location

The Shire of Ravensthorpe encompasses the settlements of Ravensthorpe, Hopetoun, Jerdacuttup, Munglinup and Fitzgerald and is located within the picturesque Fitzgerald Biosphere Coast region. Located five hours south east of Perth, two hours west of Esperance and three hours east of Albany, the Shire of Ravensthorpe is nestled amongst the spectacular Fitzgerald River National Park, the Ravensthorpe Range and stunning coastline.

A beautiful and family friendly place to settle that offers a healthy lifestyle, the Shire of Ravensthorpe is made up of strong communities, with locals who are passionate about agriculture, art, wildflowers, history, the environment, sport, fishing and recreation. The primary industries include mining, farming and tourism.

How to apply for this position

Applicants are encouraged to apply online and **must** provide:

1. A current resume outlining your employment history and professional learning summary relevant to this position.
2. A maximum three-page statement demonstrating your experiences that align with the essential and desirable section criteria in section 8 of the position description, this can be found in the application information package.
3. The contact details of two (2) work related referees who can attest to the claims made in your application. It is preferable for one of your referees to be your current Supervisor or Manager.

Applications can be emailed to, recruitment@ravensthorpe.wa.gov.au or posted to PO Box 43, Ravensthorpe WA 6346, addressed to the Chief Executive Officer, Shire of Ravensthorpe and marked Confidential – Community Emergency Service Manager **no later than 4pm Friday 7 August, 2026.**

Supporting a diverse workforce

The Shire of Ravensthorpe is a family friendly and equal opportunity employer committed to workplace equality and diversity. We value the unique diversity that Aboriginal and Torres Strait Islander people, people with disability, people from culturally diverse backgrounds, and members of our LGBTQIA+ community, women and youth bring to our workforce.

We strongly encourage people from diverse backgrounds to apply.

People with disability will be provided with reasonable adjustments in our recruitment processes and in the workplace.

Nicole O'Neill JP
Chief Executive Officer

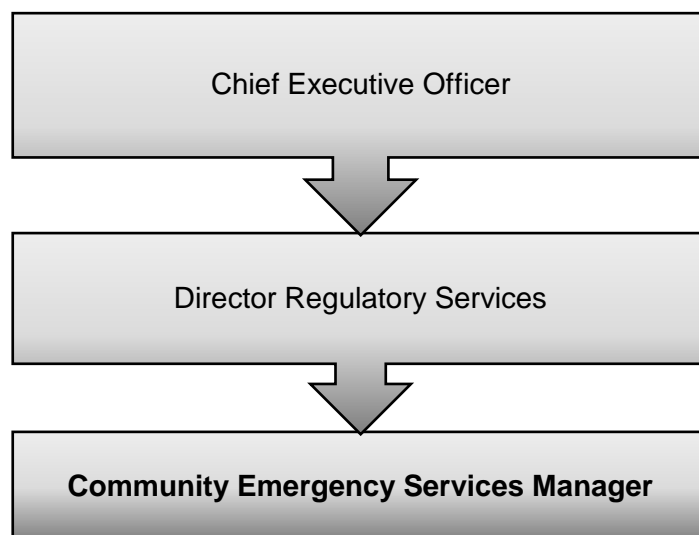
SHIRE OF RAVENSTHORPE

Position Description



Position Title:	Community Emergency Services Manager	No: 6
Directorate:	Regulatory Services	
Reporting to:	Director Regulatory Services	
Award:	Local Government Officers (Western Australia) Award 2021	
Award Level	Status	Hours per week
Contract	Fixed Term	38
Workplace Address:	(a) Shire Administration Office 65 Morgans Street, Ravensthorpe or (b) 46 Veal Street, Hopetoun (c) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.	
Probationary Period:	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).	
Performance Review:	Conducted annually or as determined by Shire policy/procedure.	

1. Reporting Organisational Structure



2. Organisational Values

Honesty-	We are upfront, sincere and open in all of our actions.
Communication-	We share information clearly so everyone knows what is happening.
Respect-	We treat everyone with fairness and value their contribution.
Integrity-	We do the right thing and stand by our commitments.

3. Position Purpose and Objectives

Efficiently and professionally plan, develop, manage, implement and review community emergency services within the Shire of Ravensthorpe. To encompass the areas of Prevention, Preparedness, Response and Recovery and Special Projects as required.

4. Principle Responsibilities and Duties

- Undertake appropriate pre-start processes in accordance with Occupational Health and Safety Regulations for any equipment allocated to this role.

Administrative Duties

- Oversee and effectively manage and support the Shire's Volunteer Bush Fire Brigade (Brigades) to ensure capability and readiness in areas such as membership, training, fleet management, funding arrangements, operations and response planning.
- Support fleet management and funding arrangements for the local State Emergency Service (SES) units.
- Meet the outcomes of the agreed Business Plan and positively engage and actively work with the Department of Fire and Emergency Services (DFES).
- Support the development, formal implementation and periodic review of policies and procedures that actively contribute towards the Shire's broad strategic direction for Brigades.
- Structure operational and support meetings with the Brigades to promote effective coordinated service emergency delivery and ensure inter-brigade cohesiveness and consistency.
- Strategies and programs to improve preparedness, prevention, response and recovery to support the community and Brigades.
- Assist with approved program's and plans, such as Bushfire Risk Management System/ Bushfire Risk Management Plan or maintain other programs to reduce hazards that may impact the community.
- Contribute to the Shires annual budget process and oversee and coordinate Local Government Grant Scheme (LGGs) applications and acquittals.
- Lead and manage LGGs operating grants and capital grant expenditure for all Brigades and the SES.
- Prepare reports for and oversee the effective functioning of the Bush Fire Advisory Committee and prepare report for, and participate at Local Emergency Management Committee meetings, including preparation of agendas and minutes.
- Represent the Shire at relevant Government and Industry forums, workshops or meetings.
- Being available for on call activities, as directed.

- 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.
- Undertake other duties, as directed.

Prevention

- Provide and implement a diverse range of preventative strategies to increase community awareness of hazards and to build community resilience.
- Support annual program to undertake bush fire prevention work on Shire managed and controlled land.
- Provide advice on Bushfire Risk Management Plans for subdivision proposals, in consultation with relevant stakeholders and undertake site inspections, as required.

Preparedness

- Actively engage with Brigades and the SES to support community education programs, such as Bushfire Ready Groups or pre-season awareness campaigns.
- Facilitate engagement with the community to actively promote bushfire planning.
- Actively engage with Brigades to ensure appropriate and adequate equipment, skilled personnel, plans and programs are provided in preparation for emergencies.
- Support Brigade meetings to ensure effective management, administration and compliance.
- Implement processes to inspect and maintain the Shires emergency water points.
- Monitor and administer LGGS operating grants and capital grants expenditure for Brigades and the SES.
- Actively lead and participate in the development, review and exercise of the Local Emergency Management Arrangements.
- Develop and maintain strategic emergency management plans such as Bushfire Management Arrangements and Bushfire Risk Managements Plans.

Response

- Support the community in its own response to emergencies and provide support when required.
- 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.
- Provide regional assistance to DFES for response activities, as directed.
- Assist with and promote a comprehensive response to emergencies, to contain and minimise.

Recovery

- Assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.
- Actively participate in Local Recovery Coordination Group and Incident Support Group meetings to aid and support effective and timely community recovery.

- Undertake After Action Reviews for bushfire incidents, as directed.

Special Projects

- Assist the Local Governments and DFES with special projects that may impact on the community.
- Coordinate and manage projects for LGs/DFES in alignment with *Emergency Management Act 2005* (Emergency Management Plan preparation and facilitation.)

General

- Manage and/or attend meetings of relevant organisations as required, including the Shires LEMC, BFAC, Brigade AGMs and any operational working groups.
- 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 Shire.

Other

- Any other duties consistent with the level of this position and the principles of multi-skilling within the statutory services.

1. General Accountabilities

Work Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Undertake appropriate pre-start processes in accordance with Occupational Health and Safety Regulations for any equipment allocated to this role.
- Follow all Work Health and Safety Policies, Procedures and Practices.
- Be a team player and maintain a realistic level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe national privacy principles and privacy legislation.
- Ensure all work is carried out in accordance with the Shire's safety and risk management framework.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Always be supportive of management policies and procedures with regards to the Shire's vision, goals, interpersonal relationships and the Shire's Codes of Conduct.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other shire services.
- Exercise a high level of interpersonal skills in dealing with the public and others.
- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers.
- Maintenance of confidentiality in performing the duties of the position and in liaising with internal officers, external organisations and customers.

Human Resources

- When required and/or directed, relieve positions within the Directorate during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure annual performance reviews are undertaken on time and within the scope of the Shires performance review policy's / procedures.

Compliance Adherence

- With all relevant legislation, policies, procedures, the Shire's Codes of Conduct and Guidelines.
- That all documentation is appropriately recorded and stored.
- With software licence requirements.
- To the *State Records Act 2000* and the Shire's record management systems.

6. Organisational Relationship

Reporting to:

- Director Regulatory Services

Internal Stakeholders

- Chief Executive Officer – Ravensthorpe;
- Executive Management;
- Senior Officers;
- Works Supervisor and employees; and
- Other relevant internal stakeholders.

External Stakeholders

- Council Elected Members; and
- Relevant external stakeholders, government authorities and departments.

7. Judgement and Delegation

Judgement

- This position reports directly to the Director Regulatory Services for the Shire of Ravensthorpe.
- This position has full autonomy within roles and responsibility, however it is expected that all information related to the operations of the local government are shared and approved by the respective line manager.
- Makes decisions relevant to areas of responsibility which are governed by clear guidelines.
- Demonstrates a level of judgement to ensure all work practices, standards, procedures and guidelines are adhered to.
- Demonstrates a high degree of judgement, initiative, confidentiality and sensitivity.

Delegation

- Administer Shire Policy as per Delegation.
- Adhere to Shire Local Laws as per Delegation.
- Purchase goods and services as directed as per Council Policy Delegation.

- The Shires will issue the CESM with a corporate credit card to manage catering and welfare whilst enroute to DFES approved task force deployments.
- Any other Delegations as per the Delegation Register.

8. Selection criteria

Qualifications

- Current National Police Clearance.
- Current Working with Children Check.
- Current Senior First Aid Certificate.

Knowledge and Experience

Essential Criteria:

- Experience in emergency management and firefighting procedures.
- Proven experience and knowledge of the fire and emergency services industry in the context of Local Government.
- Well developed leadership and management skills including financial, human, and physical resources.
- Current C class drivers' licence.

Desirable Criteria:

- Possession of recognised qualification in Training and Assessment
- Current MR licence
- Knowledge of relevant Local Government practices and procedures;
- The core procedures in relation to community preparedness activities; and
- Knowledge of the relevant legislation, statutory requirements, acts and local laws pertaining to emergency and bush fire management.

Skills

- Ability to assist in the management of fire and emergency operations.
- Ability to interpret, enforce and administer relevant acts, statutes, regulations and local laws.
- Well-developed analytical, numeracy and administration skills.
- Sound written, verbal, report and letter writing skills.
- Well-developed liaison, conflict resolution, negotiation and problem-solving skills.
- High level of computer proficiency including the use of Microsoft and internet applications.
- Effective time management skills, ability to work under pressure and be well organised.
- Excellent customer service skills.
- Well-developed decision making and problem-solving skills
- Good sense of initiative, with the ability to work autonomously or in a team environment, and accept accountability and responsibility of own actions.

Essential

- Undertake and pass a full medical including drug and alcohol testing.

9. Authorisation and Signature

This Position Description is indicative of the position at this point in time. This Position Description will be reviewed annually as part of the performance review cycle in accordance to the organisation's performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

Approved by:	Chief Executive Officer
Recommended by:	Chief Executive Officer
Prepared by:	Human Resources
Reviewed Date:	June 2026