



INFORMATION PACKAGE

COMMUNITY EMERGENCY SERVICES MANAGER SHIRE OF BEVERLEY AND SHIRE OF YORK

Reference: CESM/2018



Dear Applicant

Thank you for your interest regarding the position of **Community Emergency Services Manager** with the Shires of Beverley and York.

The following information is provided to assist in the preparation of your application:

- Advertisement
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;
- Application form;
- Selection Criteria pro forma form;
- General Conditions of Employment information; and
- Checklist for you to use prior to submitting your application

This information is provided to you so that you fully understand the expectations of the organisations in relation to the information you need to include as well as the format and content of your application.

Please read these guidelines carefully and follow all instructions.

Should you have any further queries, please contact me on 96461200.

Yours faithfully

Stephen Gollan
CHIEF EXECUTIVE OFFICER

27 April 2018



COMMUNITY EMERGENCY SERVICES MANAGER

An opportunity exists for an enthusiastic and experienced person to join the Shire of Beverley (as the host Shire), and become an integral part of two organisations and communities.

Applicants will ideally have previous emergency management experience, with the ability to provide an effective and efficient delivery of Community Emergency Services for the **Shire of Beverley and Shire of York**.

Key components of this role include the provision of volunteer support, emergency management planning, supervision of financial reporting, professional and courteous community liaison, maintaining fire control, undertaking general inspection patrols, and attending to relevant administration requirements.

This is a full time position based at Beverley, on a three year contract basis, with a negotiated salary of up to \$96,000 (plus allowances) depending on experience plus superannuation, commuting use of a vehicle.

Interested candidates must obtain an Information Package, available via our website at www.beverley.wa.gov.au or by contacting the Shire on 9646 1200 to submit a completed application form, selection criteria and current resume detailing relevant experience. Applications for this position close at 4pm on Friday 18 May 2018.

Stephen Gollan
Chief Executive Officer

Community Emergency Services Manager Position Description



LOCAL GOVERNMENT

This position will support the **Shire of Beverley's** mission, vision and values:

Mission To sustain and build the population
To ensure the delivery of sustainable services to our community

Vision A place where our community values its past and history, is safe, welcoming and friendly; a place where people can live, work or visit and experience a relaxed and peaceful environment.

Values Maintain our heritage and past.

This position will support the **Shire of York's** mission, vision and values:

Mission To Build on our History
To Create our Future

Vision Community, Councillors and Council staff all contributed to the vision and stated that they wanted the Shire of York to be:

- A proud community, which values and preserves its history, heritage, rural character and country lifestyle.
- A cohesive and vibrant community, respecting diversity and working together with a strategic vision.
- A friendly and safe place with strong community spirit.
- An economically strong community, with growth in employment, businesses, agriculture and tourism.
- A place with easy access to a full range of social services, including medical, education, and law and order.
- A unique and beautiful place, attractive to residents, businesses and visitors – a town where people can come to learn and experience different things, away from the City.
- A place with hope for the next generation, where heritage, the natural environment, farming and new developments are in balance.
- A place of opportunity where our young people have a sense of what it means to belong to a community and be included.
- A community recognised locally, nationally and internationally for its heritage, arts and crafts, and approach to tourism.
- A Council, which provides leadership and vision, and is committed to working with all the diverse elements of the community to create a future of promise.

Values The following values characterise the style, beliefs and guiding principles of the councillors and staff of the Shire of York:

- Commitment to providing good government for the people of York, in an open and accountable way.
- Leadership and partnership in achieving the strategic direction for York, and encouragement of leadership and empowerment within the community.
- Cooperation, consultation, communication and cohesiveness between council and community.
- Mutual respect between councillors, council staff and community.
- Acknowledgement of the views of others.
- Recognition of initiative and achievement.
- Determination to succeed.
- Willingness to change.
- Customer focus in all we do.
- Fostering responsibility, responsiveness, teamwork, caring and compassion.
- Passion for the Shire of York.
- Appreciating a sense of humour.

This position will support the **DFES's** mission, vision and values:

Mission To improve community safety practices and provide timely, quality and effective emergency services, in partnership with local communities and emergency management partners.

Vision Resilient Western Australian communities that work together to build capability and capacity to prevent, prepare for, respond to and recover from emergencies.

Values Put the community first;
Work together as a committed team;
Respect and value each other;
Continuously improve our service;
Act with integrity and honesty;
Have open and honest two-way communications;
Strive to keep ourselves and others safe

OHS Policy:

- Ensure employees, volunteers and contractors have a safe place of work in which to work.
- Actively promote safety and lead by example.
- Consult with workers on all safety related activities.
- Ensure all hazards are identified, assessed and eliminated or controlled.
- Ensure employees are provided Personal Protective Equipment (PPE) and use it.
- Ensure employees have safe methods of performing the required tasks and those methods are documented.
- Ensure employees are adequately trained and assessed as competent.
- Ensure employees are adequately supervised.
- Investigate incidents and ensure action is taken to control the cause(s).
- Actively promote and participate in the Work Injury Management Program.

Position Title:	Community Emergency Services Manager
Directorate:	Infrastructure and Development
Reports to:	Beverley's CEO and York's Shire Executive Manager
Date effective:	
Agreement Level:	Negotiated
Position no:	

1. Purpose

1.1 Primary functions

Efficiently and professionally plan, develop, manage, implement and review community emergency services within the Shire of Beverley and York in accordance with:

- The Bush Fires Act 1954 as amended, and Bush Fire Regulations
- State Emergency Management Committee:
 - Policy Statements
- Fire and Emergency Services Legislation, and
- Council policies and local laws.

To encompass the areas of Prevention, Preparedness, Response and Recovery and Special Projects as required.

1.2 Key functions and duties – CESM

Key functions	Specific duties	% Time
Administrative Duties	<ul style="list-style-type: none"> • Ensure DFES Emergency Service Directory & contacts lists incorporates up to date LG details • Maintain BFB Membership List including coordination of registration of new members • Resources to Risk (R2R) Model established for LG to support LGGs applications • Effectively manage the Bush Fire Brigade administration processes • Prepare, submit and acquit the Shire's Local Government Grant Scheme BFB • Manage the Bush Fire Brigade 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 	20
Prevention	<ul style="list-style-type: none"> • Bushfire Risk Management Plan developed and endorsed for LG as per Westplan Fire • Bushfire management/mitigation programs developed and implemented for Unallocated Crown Land & Unmanaged 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 in regard to development planning and fire management plans for new developments • Brigade Response Plans developed for brigades with high value assets 	20

Key functions	Specific duties	% Time
Preparedness	<ul style="list-style-type: none"> • 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) • Ensure Emergency water supplies owned by LG maintained. Hydrants outside GFDs are inspected annually and faults reported. • 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 	20
Response	<ul style="list-style-type: none"> • Respond 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 	10
Recovery	<ul style="list-style-type: none"> • Ensure appropriate support and counselling available to LG volunteers and staff as required following incidents • Provide support to the LG Recovery team 	10
Special Projects	<ul style="list-style-type: none"> • Assist the local government and DFES with special projects that may impact on the community • Coordinate and manage projects for DFES in alignment with Emergency Management Act 2005 (Emergency Management Plan preparation and facilitation) 	10

Key functions	Specific duties	% Time
General	<ul style="list-style-type: none"> • 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 actions; and • Ensure all duties as directed by the Chief Executive Officer are fully undertaken. 	10

1. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

2. Relationships

3.1 Responsible to

Beverley CEO and York CEO
District Officer Northam (DFES)

3.2 Responsible for Nil

3.3 Internal Stakeholders

Executive Team
Directors
Managers
Staff
Elected Council Members

3.4 External Stakeholders

Western Australian Government Departments.
Department of Fire and Emergency Services
Volunteer Fire and Rescue Service
Bush Fire Service
State Emergency Service
Volunteer Marine Rescue
Emergency Management Services
Police Service
Department of Biodiversity, Conservation and Attractions
Department of Child Protection and Family Support
WA Country Health Service
Agriculture WA
Local Emergency Management Committee
Local Emergency Volunteers and Paid Staff
Community members

4. Position Selection Criteria

4.1 Position essential pre requisites

1. Current Western Australian HR class driver's licence

4.2 Essential Criteria

1. Demonstrated high level communication, interpersonal, facilitation and training skills.

2. Demonstrated ability to develop and undertake fire management planning processes.

3. Well-developed leadership and management skills including financial, human and physical resources.

4. Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.

5. Demonstrated roll in an Incident Management Team.

5. Parties

CEO Beverley:

NAME	SIGNATURE	DATE
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CEO York:

NAME	SIGNATURE	DATE
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Supervisor:

NAME	SIGNATURE	DATE
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Guidance Notes for Prospective Applicants

Community Emergency Services Manager

Thank you for your interest in this position with the Shires of Beverley and York.

The following notes are provided to assist in the preparation of your application and to help the Selection Panel assess your suitability for the position and prospective interview. Also attached is a copy of the respective Advertisement and Position Description, which includes the Selection Criteria, and a flowchart of where this position is situated within the organisation.

APPLICATIONS	<p>The Shire is pleased to accept all applications whether hand written or typed, providing they are neat and legible in presentation.</p> <p>All information, <u>including a completed Application Form</u>, should be stapled/secured in the top left hand corner. Please do not submit your application bound or in folders. Only <i>copies</i> of supporting documentation should be enclosed so as to avoid loss or damage to originals. Originals of supporting documents must be made available at interview including National Police Clearance, motor vehicle licences and tertiary qualifications where applicable.</p> <p><u>All submissions must be received by the nominated closing date.</u> Emailed or faxed applications are accepted, however in the event that all documents are unable to be included at that time, you MUST still include your main details and your address to the Selection Criteria, to ensure acceptance of your application. Your complete, signed original should then be forwarded as soon as possible. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from this office under restricted circumstances.</p>	
APPLICATION FORM	<p>All applicants are required to complete and sign the Application Form for each relevant position. If attaching a CV/Resume, you do not again list relevant work history etc on this form. Please provide a convenient <u>daytime contact number</u> so that we may contact you should you be invited for an interview or if there are any queries regarding your application.</p>	
CURRICULUM VITAE / RESUME	<p>A CV / Resume outlining current contact details, previous employment history and qualifications should be provided.</p>	
ASSESSMENT	<p>The Selection Panel will assess your suitability to and understanding of the requirements of the position, and whether you possess the knowledge, experience and qualifications required to successfully carry out the duties of the position. It is impractical to interview all applicants and therefore only those who best meet the criteria will be considered for interview.</p>	
REFERENCES	<p>You are required to nominate at least two contactable employment referees within your application. These referees should be able to comment on your recent work experience, skills and knowledge in relation to the selection criteria. Please provide names, relationship to you (eg. Supervisor), company name and daytime telephone numbers. If you do not wish current work referees to be contacted initially, please advise of this.</p>	
SENDING IN YOUR APPLICATION	<p>Applications should be clearly marked:</p> <p>“CONFIDENTIAL - Application Community Emergency Services Manager”</p>	<p>Applications should be addressed to:</p> <p>Stephen Gollan Chief Executive Officer SHIRE OF BEVERLEY PO Box 20 BEVERLEY WA 6304 Facsimile: (08) 9646 1200 Email: admin@beverley.wa.gov.au</p>
INTERVIEWS / FINAL RECRUITMENT PROCESS	<p>Applicants nominated for interview will be <u>personally contacted</u> as soon as practical after the advertised closing date. Those unsuccessful in progressing their applications further will be advised in writing at the conclusion of the recruitment process.</p>	
EQUAL OPPORTUNITY	<p>Council maintains an equal opportunity policy in assessing all applications for any advertised position.</p>	

Should you have any queries regarding this position or your application, please contact Shire of Beverley Chief Executive Officer, Stephen Gollan on 9646 1200.

Application Form

Community Emergency Services Manager Shires of Beverley • Shire of York

Shire of Beverley • PO Box 20 Beverley WA 6304 • Telephone (08) 9646 1200 • email: admin@beverley.wa.gov.au

POSITION DETAILS

Position Advertised:	Community Emergency Services Manager for the Shires of Beverley & York	
Location:	<input checked="" type="checkbox"/> Shire Administration <input type="checkbox"/> Depot	Ref No: CESM/2018

PERSONAL DETAILS

Surname:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:	Date of Birth:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	<i>Are you a permanent resident of Australia, or have you been granted permanent residence?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please attach copy of a Visa validating permission to work in Australia.
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:	
Licence Class (<i>circle</i>): C / R / RE / LR / MR / HR / HC / MC	

EMPLOYMENT HISTORY

Refer to attached CV / Resume for complete details (*please tick if attached*).

Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES

Please provide details of at least two contactable work-related referees— ie. your present or most recent employers/supervisors.

(Referee 1) Name:	(Referee 2) Name:
Position Held:	Position Held:
Company:	Company:
Contact No:	Contact No:

How soon would you be able to commence work?	If currently employed, what is the minimum period of notice required:
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EDUCATION / TRADE DETAILS

Refer to attached Resume for complete details (*please tick if attached*).

Highest Level attained (eg. Year 10, 11, 12, TAFE, University):

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year Commenced	Name of School / Institution	Details

Other Qualifications / Training (eg. Trade details, Certificates/Licences held, or other relevant information):

SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: Excellent Good Average Fair

Are there any reasons you may be unable to carry out the full requirements of this position? No Yes

Please give details:

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Are you currently receiving or have you made claim for and received Workers Compensation or Insurance benefits for any reason?

No Yes Please provide details (eg. *Year of Injury, Company worked for, Period of time off work*)

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SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (*You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988*).

No Yes Please provide details:

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A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

CHECKLIST

- | | |
|--|--|
| <input type="checkbox"/> Application Form Completed | <input type="checkbox"/> Covering Letter (recommended but not essential) |
| <input type="checkbox"/> Position Selection Criteria Addressed | <input type="checkbox"/> Current CV / Resume Attached |
| <input type="checkbox"/> Required Documentation Attached | <input type="checkbox"/> Original/s will be provided at Interview (<i>eg. Police Clearance, Licences, etc</i>) |
- AND / OR

APPLICANT DECLARATION

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation.

Signature of applicant: **Date:**

Proven experience in, and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.

Demonstrated roll in an Incident Management Team.

Hold a current unrestricted Western Australian HR-class national driver's licence.

Provision of a National Police Clearance not more than three months old is required to support eligibility for this position.

I have attached a current copy of my National Police Clearance - OR -

I am willing to obtain a National Police Clearance at the request of the Shire to support eligibility for this position should I become a shortlisted candidate.

GENERAL CONDITIONS OF EMPLOYMENT

CONTRACT	This position is a contract position and has resulted from a joint funding arrangement between DFES and the Shires of Beverley and York. The funding and the contract is for a period of three (3) years with the possibility of an extension beyond that date. The successful applicant will be required to sign an employment contract.
PROBATIONARY PERIOD	A standard probationary period of three (3) months applies to all new appointments within the Shire, primarily to give time to assess the incumbent's knowledge of, and suitability to, the role employed. The probation period may also be extended if necessary.
SALARY	This position attracts a salary of up to \$96,000 per annum dependent on qualifications and experience, with relevant conditions of employment as per the contract and the Local Government Industry Award 2010 (LGIA 2010). As well as an availability allowance.
SUPERANNUATION	Council currently contributes 9% to the Statutory Occupational/Guarantee Fund.
VEHICLE	There is a vehicle provided for commuting and work use.
TELEPHONE	A mobile telephone will be provided for the business use.
HOURS	The officer is to work such reasonable hours as are necessary to carry out the responsibilities of the position. The officer will be required to manage his/her time and will be required to work some weekends and nights, as required. The agreed salary takes into account the requirement to attend Council meetings as required or work in excess of the standard number of ordinary hours. The officer will be entitled to access executive leave in the form of a 19 day month as arranged with the supervisor. Any variation to standard arrangements shall be at the supervisor's discretion. There will be an additional allowance paid for after hour call-outs and overtime for some DFES emergencies. The nature of the position is such that the officer shall be contactable and available at short notice.
REPORTING	The CESM will be an employee of the Shire of Beverley and as such will report to the Chief Executive Officer of that Shire and liaise with the Chief Executive Officer of the Shire of York. The CESM will also receive and respond to advice and requests from the designated DFES District Manager.
ANNUAL LEAVE	4 weeks pro rata, in accordance with the contract and the LGIA 2010.
LONG SERVICE LEAVE	In accordance with the Local Government (Long Service leave) Regulations.
SICK LEAVE	In accordance with the contract and the LGIA 2010.
UNIFORM ALLOWANCE	An annual uniform allowance of \$495 applies to this position.
EMPLOYMENT MEDICAL	Short-listed applicants will be requested to undertake a pre-employment medical, paid for by the Shire. Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.
POLICE CLEARANCE	Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position.
SUPPORTING DOCUMENTATION	Originals of supporting documents must be made available on request (eg. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
STUDY ASSISTANCE	Employees who have enrolled for technical education relevant to their position may have portion of enrolment fees paid upon successfully completing each nominated subject (subject to Council approval)

Checklist

Community Emergency Services Manager

- Application Form**
- Covering Letter**
- Statement addressing the Selection Criteria**
- Curriculum Vitae**
- Copies (not originals) of supporting documentation**
- Full application has been proof read prior to submitting**
- Application has been photocopied for personal reference**