



POSITION DESCRIPTION

Emergency Services Officer

Position no:		Date effective	02 April 2024
Level:	Level 5	Agreement/Award:	LGIA2020 (Transitional)
Division:	Emergency Services		
Responsible to:	CEO		

1 Position Objectives

- 1.1. The Emergency Services Officer (ESO) will efficiently and professionally plan, develop, manage, implement and review community emergency management and bushfire mitigation within the Shire of Boyup Brook, encompassing the areas of Prevention, Preparedness, Response and Recovery as required.
- 1.2. Responsible for identification, development and coordination of the Shire's bushfire treatment programs through the DFES Mitigation Activity Fund Grants Program (MAFGP) to reduce the hazard or exposure to identified assets that are at risk from the occurrence of bushfire on Local Government managed Crown Land.
- 1.3. Provide support to the administration of the Shire's Emergency Services, including Volunteer Bush Fire Brigades (VBFB) and carry out Special Projects as identified through the Brigades, local SES, Local Emergency Management Committee and Council.
- 1.4. Manage and coordinate DFES Local Government Grants Scheme (LGGS) Capital and Operating Grants and requirements.
- 1.5. Support the Shire's Volunteer Bush Fire Brigades to ensure capability and readiness in areas such as membership, training, fleet management, funding arrangements, preparations and response planning.
- 1.6. Assist the appointed VBFB Training Officer to encourage and co-ordinate training to Volunteer Bush Fire Brigades
- 1.7. Prepare reports for and oversee the effective functioning of the Bush Fire Advisory Committee
- 1.8. Coordinate and manage Local Emergency Management Committee meetings, including report preparation and correspondence.
- 1.9. Assist Chief Bushfire Control Officer to conduct accurate inspections of vacant properties and any other land for breaches of the Bush Fires Act 1954.
- 1.10. Serve as a Bush Fire Control Officer under the Bush Fires Act 1954 as required and issue infringements as required.

2. Key Responsibilities

Administrative Duties	<ul style="list-style-type: none">• The ESO will liaise with the DFES shared Bushfire Risk Mitigation Coordinator (BRMC) and work closely with relevant stakeholders to identify and prioritise mitigation activities within the Shire and assist in the MAFGP funding application.• Coordinate successful completion of the MAFGP funded mitigation activities.• Oversee and effectively manage and support the Shire's Volunteer Bush Fire Brigades (Brigades) to ensure capability and readiness in areas such as membership, training, fleet management, funding arrangements, operations and response planning.• Support the development, formal implementation and periodic review of policies and procedures that actively contribute towards the Shire's broad strategic direction for Brigades and emergency management.• Coordinate structured operational and support meetings with the Brigades to promote effective coordinated emergency service delivery and ensure inter-brigade cohesiveness and consistency.• Develop strategies and programs to improve preparedness, prevention, response and recovery to support the community and the Brigades.• Assist with approved programs and plans, such as the Bushfire Risk Management System/ Bushfire Risk Management Plan or maintain other programs to reduce hazards that may impact the community.• Contribute to the Shire's annual budget process and oversee and coordinate Local Government Grant Scheme (LGGS) applications and acquittals.• Monitor LGGS operating grants and capital grant expenditure for all Brigades.• Prepare reports for and oversee the effective functioning of the Bush Fire Advisory Committee and prepare reports for, and participate at Local Emergency Management Committee meetings.• Represent the Shire at relevant Government and Industry forums, workshops or meetings.• Be available for on call activities, as directed.• Provide assistance 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.
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Prevention	<ul style="list-style-type: none"> • Provide and implement a diverse range of preventative strategies to increase community awareness of hazards and to build community resilience. • Actively manage/assist with the Bushfire Risk Management System to ensure bushfire risk data is accurate and current, and develop and submit schedules to treat identified bushfire risk. • Review Shire bushfire risks, as captured in the BRM Plan, to determine treatment priorities. • Liaise with DFES' BRMC, and other relevant stakeholders, to confirm and document appropriate treatment strategies for all bushfire risks within the BRM Plan • Support annual program to undertake bush fire prevention work on Shire managed and controlled land. • Prepare and obtain approval of planned burning prescriptions, and other necessary applications, that are required to implement mitigation activities. • Manage contractors to ensure the agreed mitigation works are performed on time, within budget and to the required standards. • Perform risk re-assessments following the completion of treatment activities. • Inform relevant stakeholders of the status of treatment activities and escalate, to DFES' BRMC, all risks and issues that may prevent the successful completion of mitigation works • Provide advice on Bushfire Risk Management Plans for subdivision proposals, in consultation with relevant stakeholders and undertake site inspections, as required. • Support the Shire's Ranger in the area of fire prevention and control.
Preparedness	<ul style="list-style-type: none"> • 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 Shire's emergency water points. • Actively 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 Management Plans.
Response	<ul style="list-style-type: none"> • Support the community in its own response to emergencies and provide support when required.

	<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. • Provide regional assistance to DFES for response activities, as directed. • Assist with and promote a comprehensive response to emergencies, to contain and minimise.
Recovery	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Assist the Shire and DFES with special projects that may impact on the community. • Coordinate and manage projects for Shire / DFES in alignment with Emergency Management Act 2005 (Emergency Management Plan preparation and facilitation).
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 Shire.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Police Clearance. • Current "C" Class Drivers Licence
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal. • 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.

3. PERFORMANCE OF DUTIES

- 3.1. Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shire of Boyup Brook.
- 3.2. Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
- 3.3. Comply with all Shire policies and procedures including but not limited to Code of Conduct, Shire of Boyup Brook Policy, Local Government Act 1955 and other relevant Legislation.
- 3.4. Comply with DFES LGGS and MAFGP Guidelines and legislative responsibilities including, (but not limited to) the following:
 - *Aboriginal Cultural Heritage Act 1972*
 - *Biodiversity Conservation Act 2016*
 - *Bush Fires Act 1954,*
 - *Land Administration Act 1997,*
 - *Local Government Act 1995.*
 - *Native Title Act 1993 (Cwlth).*

4. KEY PERFORMANCE INDICATORS

The Chief Executive Officer will conduct an evaluation of the Emergency Service Officer's performance. The annual review will include an assessment of achievement against the Objectives of the Role in line with the Role Responsibilities outlined above.

5. SAFETY AND DUTY OF CARE

The Shire is committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

6. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be

appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment including drug & alcohol testing.
- Current National Police Certificate (<3 months).
- Reference checks

7. REQUIRED SKILLS AND QUALIFICATIONS

The Shire of Boyup Brook recognises its legal obligations under the Equal Opportunity Act 1984 and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions

To be appointed to a position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

Essential

- 7.1. Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
- 7.2. Demonstrated experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity.
- 7.3. Demonstrated conceptual, analytical and problem solving skills.
- 7.4. Understanding and experience in the application of risk management principles.
- 7.5. Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including contractors, government officers, industry and private landowners.
- 7.6. Ability to interpret, enforce and administer relevant Acts, regulations and Local Laws together with the application, investigation and prosecution of such.
- 7.7. Excellent time management and organisational skills with the ability to work in both a team environment and autonomously as required.
- 7.8. Demonstrated team development / leadership skills.
- 7.9. Proven relationship management skills that meet the needs of internal and external clients.
- 7.10. Analytical and problem-solving skills and the ability to resolve difficult situations.
- 7.11. Ability to work as part of a team to achieve best outcomes throughout Shire of Boyup Brook.
- 7.12. Good level of computer proficiency including the use of Microsoft Word, Excel, email and internet applications
- 7.13. Sound knowledge of core procedures in relation to Emergency Service activities.
- 7.14. Sound working knowledge of administrative procedures.
- 7.15. Good knowledge of relevant Local Government practices and procedures

- 7.16. Current C Class drivers' licence.
- 7.17. Current White Card – Construction WA

Desirable

- 7.18. At least five (5) years practical works experience within a Local Government.

8. LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS

Reports to:

- Chief Executive Officer

Internal Liaisons:

- Chief Executive Officer
- Executive Manager Operation Services
- Projects Officer
- Works Leading Hand
- Executive Manager Corporate & Community Services
- Finance Officer
- Grants Coordinator
- Other Shire staff

External Liaisons:

- Councillors
- Emergency Services Organisations including DFES, LEMC
- Members of the public and community groups
- Funding and other Government agencies

8. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

9. NORMAL WORKING HOURS

As agreed.

10. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the Officer's performance. The annual review will include an assessment of

achievement against position objectives, within the context of the Shire's strategic planning.

11. CERTIFICATION

As Chief Executive Officer, I confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

	Signature
Employee	
Date	
Chief Executive Officer	
Date	