

SHIRES OF KENT & LAKE GRACE



APPLICATION PACKAGE

FOR THE POSITION OF

Community Emergency Services Manager

↳ Applications for this position must be received by

4:00pm on Tuesday 18 May 2021

POSITION ADVERTISEMENT

COMMUNITY EMERGENCY SERVICES MANAGER

Full Time 3 Year Contract

(Package Circa \$122,000)

An opportunity exists for an enthusiastic and experienced person to join the Shires of Kent and Lake Grace. You will work with the shires respective local communities, Emergency Service Groups, Volunteers and the Department of Fire and Emergency Services (DFES) to lead and deliver emergency services. This is a support and liaison role and is a local government employed position that is jointly funded by DFES and the Shires.

Applicants for the position of Community Emergency Services Manager will ideally have relevant qualifications and previous emergency management and local government experience, with the ability to provide an effective and efficient delivery of Community Emergency Services.

The position, currently based in Lake Grace will be located in one of the shires (subject to negotiation), with subsidised rental accommodation available.

Key components of this role includes the provision of volunteer support, emergency management planning, budgeting, financial reporting, community liaison, maintaining fire control, undertaking general inspections, and attending to relevant administration requirements.

An attractive package is offered inclusive of a cash component of \$86,025 to \$93,025 (includes availability allowance) depending on skills and experience with other benefits provided, together with superannuation and restricted private use of a vehicle.

A position information package, **must** be obtained by either downloading from <https://www.kent.wa.gov.au/council/employment/>, emailing admin@kent.wa.gov.au, or calling Nathanael Taekema on 9829 1051.

For more information contact CEO Rick Miller, on 0429 993 986.

Applications to be received via email to ceo@kent.wa.gov.au or post to the Shire of Kent, 24-26 Richmond Street NYABING WA 6341 **by 4pm Tuesday 18 May 2021.**

Rick Miller
CHIEF EXECUTIVE OFFICER

The Shire of Kent and Lake Grace are equal opportunity employer's.

Employment Application Package

Shire of Kent 24-26 Richmond Street NYABING WA 6341 Telephone: (08) 9829 1051
email: ceo@kent.wa.gov.au

APPLICATION FOR EMPLOYMENT FORM

Position Details

Position you are applying for: **COMMUNITY EMERGENCY SERVICES MANAGER(CESM)** {Shared Position between Shire of Lake Grace And Shire of Kent}

Personal Details

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (optional):		
Surname:	Given Name:			
Postal Address:				
Email Address:				
Mobile Phone:		Home Phone:		

Drivers Licence

Driver's Licence Class:	Expiry Date:
Driver's Licence Class:	Expiry Date

Nationality / Citizenships

Are you an Australian Citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'NO' do you have a current visa?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Note: If successful you will be required to provide details.		

Education - University/TAFE/ Qualifications / Trade Certificates/Tickets / Short Courses etc

Qualification:	Graduation Date:	Expiry Date: (if applic)

Police Clearance: (only applicable if a requirement of Position)

Do you possess a Police Clearance:	<input type="checkbox"/> Yes	<input type="checkbox"/> No (if No please see below)
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Date of Receipt (must be within 3 months)	
If 'NO' would you be willing to obtain prior to commencement? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Health: Please advise if you have ever suffered or currently suffering from the below

High / Low Blood Pressure:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Depression / Anxiety:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Allergies:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Dermatitis:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Arthritis:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Diabetes:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Epilepsy:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Eye/Ear defects:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
Alcohol/Drug condition:	<input type="checkbox"/>	Currently	<input type="checkbox"/>	Previously
You may expand on any of the above: (Optional)				

Do you have any concerns or restrictions that may limit your performance to the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If 'YES' please give details:				

Workers Compensation

Section 79 of the Workers Compensation and Rehabilitation Act 1981 gives the Worker's Compensation and Rehabilitation commission discretion to refuse to award compensation which would otherwise be payable, where it is proved that the worker has, at the time of seeking or entering employment in respect of which he/she claims compensation for a disability, wilfully and falsely represented himself/herself as not previously suffered from the disability.

Have you made a workers compensation claim? Yes No

If yes, please give details:

Any information provided will not preclude you from obtaining employment, but will assist the employer to manage any existing injuries/conditions.

References: Please provide two relevant work referee's

1. Referee Name:	_____
Position Title:	_____
Referee Workplace:	_____
Referee daytime contact No:	_____
Position you held:	_____
Dates:	_____

2. Referee Name:	_____
Position Title:	_____
Referee Workplace:	_____
Referee daytime contact No:	_____
Position you held:	_____
Dates:	_____

Disclaimer and Signature:

<p>I declare that all information given is to be true and correct to the best of my knowledge. I have not withheld any information nor made any false or misleading representation required by this application. I understand that proof of identity and any other relevant information will be supplied should I be a successful candidate for the Shire of Kent.</p>	
Signature:_____	Date:_____

***We would like to thank you for taking the time to complete this form.
Please submit with your resume and application.***

GENERAL CONDITIONS OF EMPLOYMENT

Community Emergency Services Manager

Thank you for your interest in this position with the Shires of Kent and Lake Grace.

These guidelines are to assist you in preparing a written application. Also enclosed is a copy of the advertisement and position description, which includes the selection criteria.

If you would like further information about the position, please contact the Shire of Kent Chief Executive officer, Rick Miller, ph: 9829 1051, or email at ceo@kent.wa.gov.au

General Information

Prior to any offer of employment, the applicant will be required to obtain a police clearance. A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record you will be given the opportunity to discuss the matter fully before a final decision is made.

Preparing Your Application

Applicants are not required to separately address selection criteria. Applications should include a cover letter, resume and information about previous employment and volunteer roles that relate to this position, including duties and achievements, and at least two recent relevant referees. Along with the name of your referee, please include the relationship to you (eg. Supervisor), company name and daytime telephone numbers. Written references are not required. Referees may be contacted by the selection panel as part of the selection process for this position.

Applications can be lodged electronically to ceo@kent.wa.gov.au or delivered to Chief Executive Officer, Shire of Kent, 24-26 Richmond Street, Nyabing WA 6341,

Short listing will take place as soon as possible after the closing date.

Contract

This position is a contract position and has resulted from a joint funding arrangement between Department of Fire and Emergency Services and the Shires of Kent and Lake Grace. The funding and the contract are 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, 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.

Award

This position is a contract position underpinned by the Local Government Industry Award 2020, National Employment Standards, Council's Policy Manual, Delegations Register, organisation wide Procedure Manual and Council's adopted Code of Conduct.

Level/Salary

The position is a three year contract position that is jointly funded by Department of Fire and Emergency Services (DFES).

The participating Shires pay over and above the Award provisions, with the cash component being offered for this position from \$75,000 and commensurate with skills and experience.

Package per annum (negotiated)		\$
Cash	up to	82,000
Availability Allowance		11,025
Vehicle		14,087
Superannuation (9.5% + 5%*)	up to	11,890
Training		2,000
Uniform Allowance / PPE		<u>2,000</u>
	\$	123,002

*- Lake Grace

Salary

This position attracts a cash component of \$75,000 to \$82,000 per annum dependant on the qualifications and experience, with relevant conditions of employment as per the contract and the Local Government Industry Award 2020 (LGIA 2020).

Superannuation

Automatic membership (compulsory): Council (LG) currently contributes 9.5% of fortnightly salary plus 1 for 1 up to 5% matching (up to 14%). The matching amount may be salary sacrificed. This applies through payroll at Lake Grace.

Availability Allowance

An availability allowance is paid at a rate of \$11,025 per annum distributed in equal portions over the entire year's pay periods. The allowance is paid to carry the CESM mobile phone and answer 000 and urgent DFES and Bushfire Brigade, DBCA, SES and Shire Emergency Service calls with the overtime from any resultant call outs being paid by DFES and or the Shire or taken as TOIL.

Vehicle

A vehicle provided for business use and has restricted private use (including fuel) within 400km of Lake Grace, WA(except during period of annual leave, unpaid leave, long service leave, or sick leave exceeding 5 days).With written CEO approval it may be used outside the 400km radius or for short term annual leave. A co-contribution will be required (Currently \$30/week).

Telephone

A mobile telephone will be provided for the Officer's business and incidental private 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. Any variation to standard arrangements shall be at the supervisor's discretion including time in lieu. The nature of the position is such that the officer shall be contactable and available at short notice.

Administration/Manager

The administration of the employment of the CESM will be determined by where the position is based (Currently Lake Grace). The employment conditions and policies from the host Council will apply. CESM will report to the both Chief Executive 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 2020. Given the nature of the Emergency support position, taking of leave during seasonal high risk (November – February) will be restricted.

Long Service Leave

In accordance with the Local Government (Long Service) Regulations, ie. 13 weeks after 10 years continuous Local Government Service, transferable between local authorities with Western Australia.

Personal Leave

Sick, carers and bereavement leave is as per National Employment Standards.

Uniform Allowance

An annual uniform allowance applies to this position.

Housing

Location, rent and subsidised housing will be negotiated as part of the salary package.

Employment Medical

The successful applicant will be required to undergo a full medical examination prior to an offer of employment.

Police Clearance

Provision of a National Police Clearance not more than three months old will be required by the person chosen as the preferred applicant.

Supporting Documents

Originals of supporting documents must be made available on request (eg. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).

Relocation Expenses

Relocation expenses to a maximum of \$5,000. Repayable in full if resignation occurs within one year and 50% if within two years of appointment.

Study Assistance

Employees who have enrolled for technical education relevant to their position may have a portion of enrolments fees paid upon successfully completing each nominated subject.

Location Amenities

The two shires are well serviced with various recreation and amenities including supermarkets, specialty stores, schools, swimming pool, post office, licencing centre, playgrounds, district hospital, medical centre, restaurants, hotels, fast food outlets, cafes and sporting facilities.

Further information is available from their websites or the CEO or Manager as shown below:

Kent	Rick Miller	Ph: 9829 1051	www.kent.wa.gov.au
Lake Grace	Alan George	Ph: 9890 2500	www.lakegrace.wa.gov.au

Position Title:	Community Emergency Services Manager
Status:	Full time (3 year contract)
Department:	Regulatory Services / Executive Services
Award:	Contract
Position Classification Level:	Contract
Reports To:	Chief Executive Officers of the Shires of Kent and Lake Grace
Supervises:	Nil
Location:	Shire of Lake Grace, 1 Bishop Street Lake Grace and; Shire of Kent Administration Office, 24-26 Richmond Street Nyabing;
Hours of Employment:	Ordinary hours of work are based on an average 76hr/ftnight. Host council conditions will apply in regards to lunch and RDO's. Overtime payments is not paid and forms part of the salary package, <i>except</i> for special circumstances

	authorised by the shire or authorised attendance at DFES controlled operational incidents.
Position Summary and Objectives:	To contribute to the effective strategic direction and management of emergency services as part of the Shires of Kent and Lake Grace and the Department of Fire and Emergency Services (DFES) District Management Team.
Position Relationships:	Internal – Shire Administration, Infrastructure and Executive Staff. Relevant Government Agencies, DFES, BRB, SES, Police, Ratepayers and Community Groups.
Manager:	Chief Executive Officer
Supervisor:	The CESM position is a partnership between the Shires of Kent and Lake Grace and DFES. The CESM will be an employee of the Shires and as such will report to the CEOs and will also respond to advice and requests from the designated DFES District Manager.
Position(s) Under Direct/Indirect Supervision	Nil
Key Responsibilities:	Ensure the implementation and delivery of fire preparedness, prevention, response and recovery services and promote strategies for public compliance with the requirements of the Bush Fires Act 1954.
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2	Provide leadership and expert technical and professional advice to Volunteer Bush Fire Brigades and emergency volunteer groups.
3	Support, coordinate and deliver approved quality training for volunteer bush fire fighters.
4	Implement and supervise the delivery of preparedness, prevention, response and recovery strategies in accordance with the relevant legislation.
5	Facilitate the mitigation of fire and other hazards in the community by coordinating a range of strategies in partnerships with the community, Shire of Kent and Lake Grace and volunteers.
6	Foster effective and professional working relationships between the Shires of Kent and Lake Grace, DFES, other Hazard Management Agencies and stakeholders.
7	Develop and maintain professional relationships with stakeholders to ensure the delivery of services as specified in any Memorandum of Understanding, Business Plan or other agreements, between the Shires of Kent and Lake Grace, DFES Department of Parks and Wildlife and/or other agencies as appropriate.
8	In partnership with the community, continuously seek to improve the mitigation of risk to the community from fire and other hazards.
9	Consult and engage with Bush Fire Brigade and Community in the development, implementation and maintenance of fire management plans, local emergency management arrangements and other plans as necessary.
10	Manage the physical and financial resources (ESL Budgets and returns etc) of designated Volunteer Bush Fire Brigades and State Emergency Service Unit and work closely with the Chief Bushfire Control Officers.
11	Report quarterly each year on the agreed performance indicators.
12	Prepare reports, Council agenda items and review/implement local laws as required. Assist with Fire Hazard inspections and processing of correspondence and infringements.

13	Perform other duties within the employee's skills, qualifications and Council policy and/or as directed by the CEO's and DFES District Manager.
14	Strive for the achievement of the Shire's vision in line with the mission and values of the Shires of Kent and Lake Grace Community Strategic Plans.
Selection Criteria: Essential	<ul style="list-style-type: none"> • Certificate IV in Training and Assessment or equivalent (or ability to attain within 18 months). • Demonstrated excellent written and verbal communication skills, • Highly developed public relations and interpersonal skills, self-motivation and reliability in completing tasks and achieving outcomes. • Demonstrated ability to take command and successfully manage fire and emergency operations under the Australian Inter-Service Incident Management Systems (AIIMS) or its equivalent. • Demonstrated ability to develop, implement and coordinate emergency management plans such as fire planning processes, local emergency management arrangements and community recovery plans. • Well-developed leadership and management skills and ability to work collaboratively with volunteer groups (Bush Fire Brigade). . • Previous experience working with community organisations and developing strong networks. • Demonstrated ability to manage financial, human and physical resources. • Proven experience and knowledge of the fire and emergency services industry, in particular bush fire brigades. • Developed computer skills (microsoft office suite,word and excel etc). • Current Western Australian 'HR' Class Drivers Licence.
Desirable	<ul style="list-style-type: none"> • Previous experience in a similar position(Local Government and/or DFES). • Understanding of emergency related legislation. • Experience in risk management and emergency management frameworks. • Previous experience working in remote rural areas.
Decision Making Authority / Level of Responsibility:	<p>Works under limited supervision from the Chief Executive Officers and the DFES District Manager. Provides support and supervision for the various volunteer emergency service groups. Problems at this level may be of a complex nature. Degree of control of activity is governed by:</p> <ul style="list-style-type: none"> ▪ Work practices ▪ Standards ▪ Procedures ▪ Policies ▪ Regulations and Acts
Workplace Health and Safety:	<ul style="list-style-type: none"> • Staff will assist the Shires to create and maintain a safe and healthy work environment by working safely, complying with the Shires Risk Management and Occupational Safety and Health policies and procedures using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures. • All supervising staff are required to implement and maintain the Shire's OSH Management System in their control areas, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide appropriate information, instruction, training and supervision. • Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.