

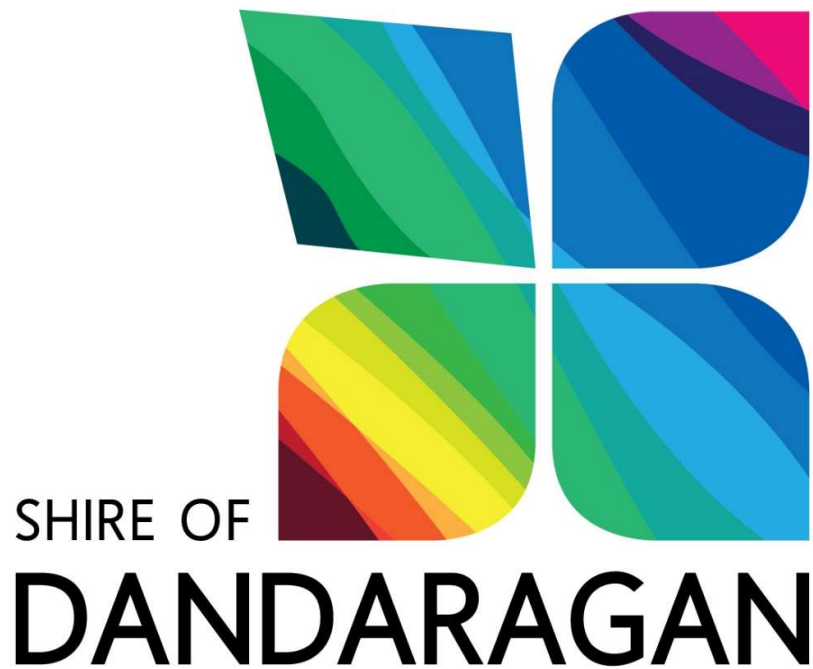
APPLICATION FORM

(Ensure to complete this form and attach to your application)



POSITION DETAILS			
Position Advertised:	Emergency Management Coordinator		
Location:	Jurien Bay		
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:	Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach copy of a Visa validating permission to work in Australia.</i>		
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 (circle): C / R / RE / LR / MR / HR / HC / MC			
EMPLOYMENT HISTORY			
<input type="checkbox"/> 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			
<i>Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.</i>			
(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:	

EDUCATION / TRADE DETAILS		
<input type="checkbox"/> Refer to attached Resume for complete details (<i>please tick if attached</i>)		
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: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Fair Are there any reasons you may be unable to carry out the full requirements of this position? <input type="checkbox"/> No <input type="checkbox"/> Yes, please give details:		
Are you currently receiving or have you made claim for and received Workers Compensation or insurance benefits for any reason? <input type="checkbox"/> No <input type="checkbox"/> Yes Please provide details (eg year of injury, company worked for, period of time off work)		
SUPPLEMENTARY DETAILS - CONVICTIONS		
Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (<i>You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988</i>). <input type="checkbox"/> No <input type="checkbox"/> Yes Please provide details:		
<i>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.</i>		
HOW DID YOU FIND OUT ABOUT THIS POSITION		
How did you find out about this position? (ie Facebook, newspaper, Shire website, local paper etc)		
CHECKLIST		
<input type="checkbox"/> Application Form Completed <input type="checkbox"/> Covering Letter <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>)		
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. 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:



EMERGENCY MANAGEMENT COORDINATOR

INFORMATION PACKAGE

October 2021



EMERGENCY MANAGEMENT COORDINATOR

(Based in Jurien Bay)

If you want to live in an iconic coastal location and develop your career in emergency management the Shire of Dandaragan has a prime opportunity.

Working in a progressive organisation we are seeking a capable and committed individual to support and prepare our community in emergencies. Key components of this role include the support and training of volunteer bush fire brigades, emergency management and recovery planning, providing logistical support during fire and emergency incidents and providing effective administration of the Shire's emergency systems. The role presents a great opportunity for those looking to turn their passion for emergency services volunteering into a career and the successful applicant will be provided with the necessary training and support to perform the role to a high level.

An information package including the Position Description can be obtained via email to hr@dandaragan.wa.gov.au or via the Shire's website www.dandaragan.wa.gov.au/employment. Further information about the position is available by contacting the Shire's HR Coordinator, Gemma Richardson, on 9652 0800.

Applications close at 4:00pm on Friday 29 October 2021.

The Shire of Dandaragan is an equal opportunity employer.

Brent Bailey
CHIEF EXECUTIVE OFFICER

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, and to provide evidence of all claimed qualifications prior to commencing employment.

Shire of Dandaragan
Position Description - Emergency Management Coordinator

POSITION DESCRIPTION

Position Title	Emergency Management Coordinator
Tenure	Permanent full-time
Primary Place of Employment	Administration Centre, 69 Bashford Street, Jurien Bay
Award	Level 8 of the Local Government Industry Award 2020
Department	Office of the CEO
Accountable to	Chief Executive Officer
Direct Reports	Nil
Internal Liaison	Chief Executive Officer Executive Management Team Other staff and employees
External Liaison	Chief Bushfire Control Officer Fire Control Officers Local Bushfire brigades Jurien Bay Fire and Rescue Service Cervantes Fire and Rescue Service Department of Biodiversity Conservation and Attractions Local Emergency Management Committee Department of Fire and Emergency Services Department of Defence Main Roads Western Australia Western Power Department of Education Residents / ratepayers / community groups Relevant government departments and regional emergency management committees Consultants Contractors / suppliers Industry and business

POSITION OBJECTIVES:

To develop, implement and coordinate the delivery of community emergency services functions within the Shire.

Shire of Dandaragan
Position Description - Emergency Management Coordinator

REQUIREMENTS OF THE POSITION:

Experience and knowledge	Essential	Desirable
Sound knowledge of core procedures in relation to community emergency services activities.	✓	
Proven experience in the application of safety and risk management standards and policies as it applies to community risk.	✓	
Experience in project management of significant complexity with varying stakeholders.	✓	
Sound understanding and experience relating to bushfire fighting activities and brigade structures.		✓
Proven experience in the development and application of safe systems of work as it applies to a volunteer emergency services environment.		✓
Experience and knowledge	Essential	Desirable
Sound knowledge of relevant legislation, statutory requirements, Acts and Local Laws.		✓
Demonstrated knowledge of relevant local government practices and procedures.		✓
Experience in emergency management and / or firefighting procedures.		✓
Skills and attributes	Essential	Desirable
High level of customer service skills and the ability to communicate effectively with a broad range of stakeholders.	✓	
Well-developed analytical, numeracy and administration skills.	✓	
High level of report and letter writing skills.	✓	
Well-developed liaison, conflict resolution, negotiation and problem solving skills.	✓	
High level of computer proficiency including the use of document and spreadsheet applications and GIS programs.	✓	
Good sense of initiative, with the ability to work autonomously or in a team environment, and accept accountability and responsibility for own actions.	✓	

Shire of Dandaragan
Position Description - Emergency Management Coordinator

Skills and attributes	Essential	Desirable
Sound time management skills, with the ability to work under pressure, and be well organised.	✓	
Ability to interpret, enforce and administer relevant Acts, statutes, regulations and Local Laws.	✓	
Ability to take command and successfully manage fire and emergency operations in the absence of a Fire Control Officer or other authorised officer.		✓
Qualifications and / or training	Essential	Desirable
Provision of a current National Police Clearance not more than three months old is required to support eligibility for this position.	✓	
Certificate IV in Training and Assessment.		✓
HR class motor vehicle license (minimum C class).		✓

KEY DUTIES / RESPONSIBILITIES:

General:

- Facilitate the mitigation of fire and other hazards impact on the community by coordinating a range of strategies in partnership with the community, Shire of Dandaragan (the Shire), State Government agencies and volunteers.
- Respond to initial calls from the Department of Fire & Emergency Services (DFES) communications centre advising of a reported fire or emergency response requirement and assess level of response required.
- Ensure the implementation and delivery of fire preparedness, prevention, response and recovery services within the Shire.
- Provide leadership and expert technical and professional advice to the emergency volunteer groups.
- Provide safety leadership and develop a culture of proactive safety compliance among brigades and volunteers.
- Play a key role in ensuring that volunteers are complying with safe systems of work on the fire ground.
- Identify, support and deliver quality training for emergency volunteer groups.
- Consult with stakeholders to facilitate the development and review of fire and emergency planning within the Shire.

Shire of Dandaragan
Position Description - Emergency Management Coordinator

- In partnership with the community, continuously seek to improve the mitigation of risk to the community from fire and other hazards.
- Manage and take responsibility for the physical and financial resourcing of the Shire's volunteer Bush fire brigades.
- Ensure that systems and processes are implemented within the Shire's bushfire brigades to meet the requirements of the Workplace Health and Safety Act 2020.
- Recognise the community and volunteers as customers and facilitate their needs within the corporate objectives of the Shire.
- Complete all required Emergency Service Levy (ESL) reporting and annual budget submissions.

Prevention:

- Develop and implement mitigation plans for all council vested reserves in conjunction with the DFES Bushfire Risk Management Officer.
- In accordance with the Shire's Bushfire Risk Management Plan, engage Bush Fire Brigades (BFBs), Department of Biodiversity Conservation and Attractions and others to assist with hazard reduction burns / other treatment options including preparation of prescribed burn notices.
- Assist in the development of an interagency mitigation planning group to effectively plan and implement bushfire mitigation activities.
- Review and identify suitable education programs for the community eg Bush Fire Ready and smoke alarm program.
- Coordinate the provision of public information and develop media contacts.
- Provide fire protection standards advice to developers, Shire and consultants regarding subdivisions and undertake site inspections when required.

Preparedness:

- In consultation with BFBs, develop a program of appropriate training courses for BFBs and Council staff.
- Coordinate records of training courses and attendees and provide information to DFES for inclusion on their training data base.
- Ensure BFBs have the appropriate level of training to be operationally effective.
- Liaise with the Local Emergency Management Committee (LEMC) to assist in identifying relocation centres and maintaining their readiness.
- Coordinate and assist the Shire to establish and maintain emergency coordination centres and develop standard operating procedures.

Shire of Dandaragan
Position Description - Emergency Management Coordinator

- Provide reports to and attend Bushfire Advisory Committee, District Operations Advisory Committee, BFBs and Council meetings where applicable.
- Liaise with and ensure the Shire inspects and maintains emergency water supplies throughout the year.
- Liaise with LEMC on major exercises and provide support.
- Attend LEMC meetings, prepare agendas, take minutes and assign action items to appropriate members.
- Update LEMC arrangements as and when required.
- Provide advice to the Shire for the development and / updates to the Shire's Recovery Plan.
- Provide advice to the Shire on the establishment of relocation plans capable of removing people at risk where identified.
- Attend District Emergency Management Committee meetings where required by the Shire.
- Develop and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies.
- Support the communities in their own preparations for emergencies through education and awareness campaigns.
- Liaise with key stakeholders regularly eg Police, DFES, BFBs.
- Assist in the management of BFBs administration.
- Undertake incident report evaluations.
- Program and coordinate BFBs vehicle fleet servicing schedules.
- Ensure the development and maintenance of a list of all communications equipment and maintenance records.
- Monitor the Shire's grants scheme - apply for and monitor operating and capital grants expenditure for all BFBs.
- Assist other Shire staff to undertake firebreak notice inspections and work with landowners to promote high standards of private property preparedness.

Response:

- Provide logistical support at incidents to the incident controller (management team) to facilitate all statutory requirements and operational response needs.
- Maintain and review mobilisation procedures for BFBs to ensure their effectiveness.

Shire of Dandaragan
Position Description - Emergency Management Coordinator

- Provide support to the Incident Management Team in neighbouring shires as required.
- Provide and source adequate training for BFB Captains / Fire Control Officers to ensure they can manage incidents.
- Respond to incidents in a logistical and operations support role.
- Facilitate rapid and comprehensive response to emergencies, to contain and minimise the impact of hazards as directed.
- Support the communities in their own response to emergencies.
- Assist in determining the origin, cause of accidental and suspicious fires.

Recovery:

- Encourage BFBs to utilise counselling services and peer support as required.
- Assist the communities, employees and volunteers affected by major emergencies to recover effectively and efficiently.
- Monitor and review the Shire's recovery plan with LEMC.
- Provide advice on the activation and implementation of the Shire's recovery plan.
- Undertake incident reporting functions to document events occurring at incidents including injuries, plant damage and structure damage.

Organisational:

- Develop and maintain a directory for emergency service contacts in liaison with DFES region.
- Audit and update existing BFBs memberships and call out lists.
- Review and analyse the R2R model against current resource inventory.
- Coordinate and play a lead role in drafting the ESL budget on behalf of the Shire.
- Ensure compliance with ESL requirements and provide accurate advice of eligible purchases under ESL funding.
- Assist the Shire with the co-ordination of maintenance for vehicles and equipment including communication systems.
- Develop and coordinate the maintenance of a data base system for BFBs PPE / equipment.
- Undertake further duties as directed and as relevant to the position.

Shire of Dandaragan
Position Description - Emergency Management Coordinator

Applications and Reporting:

- Carry out investigations, risk management assessments, prepare written reports, funding submissions, cost estimates and correspondence on technical and safety matters to Council, stakeholders and the CEO.

Occupational Safety & Health:

- Coordinate in partnership with the Shire's bushfire brigades, continual improvement in safety and risk management and meeting the requirements of the Workplace Health and Safety Act 2020.
- To be responsible for ensuring own safety and health and that of other people in the workplace.
- Report all accidents, incidents and hazardous situations arising in the course of work.
- Provide and source adequate safety training for Brigade Volunteers to ensure that they can operate safely and effectively at incidents.
- Advise the CEO of any notifiable incidents as defined in the Work Health and Safety Act 2020.
- Use personal protective clothing and equipment as and when required.
- To comply with Workplace Health and Safety legislation and the Shire's Occupational Safety and Health policies and procedures.

EXTENT OF AUTHORITY:

Operates under the general direction of the Chief Executive Officer in accordance with policies and procedures.

Exercises a significant degree of autonomy and responsible for prioritising own work.

Able to make purchases up to level 7 as per *Delegation 103 Purchase Order Authorisation and Authority for Payment* which are relevant to the requirements of operations.

TRAINING, CONFERENCES, SEMINARS:

The Council actively promotes professional development within its workforce and membership of appropriate institutes.

Attendance at conferences, seminars and workshops is encouraged subject to a planned approach and budgetary constraints.

AWARD:

General conditions of employment are offered on the basis of the Local Government Industry Award 2020.

CONDITIONS OF EMPLOYMENT

EMPLOYMENT TITLE

This position will have employment as the Emergency Management Coordinator commencing as soon as possible on a permanent full time basis.

PRIMARY PLACE OF EMPLOYMENT

This position's primary place of employment is the Shire of Dandaragan's Administration Centre, 69 Bashford Street, Jurien Bay.

ORDINARY HOURS OF WORK

Your ordinary hours of work will be 76 hours per fortnight. Any variables to standard arrangements shall be at the manager's discretion.

ADDITIONAL HOURS OF WORK

Additional hours, outside of your ordinary hours of work, may be required to respond to emergencies.

CLASSIFICATION LEVEL

The position is classified Level 8 based on the Local Government Industry Award 2020.

REMUNERATION PACKAGE

The following annual salary range is applicable to the position and a suitable offer will be made based on skills, qualifications and experience.

Description	Salary Range	
Salary (cash component)	\$80,000	\$95,000
Annual leave loading	\$1,077	\$1,279
Superannuation (compulsory 10%)	\$8,000	\$9,500
Superannuation (additional 3%)	\$2,400	\$2,850
Uniform subsidy	\$450	\$450
TOTAL	\$91,927	\$109,079

SUPERANNUATION CO-CONTRIBUTION SCHEME

The Shire of Dandaragan contribution to employee's superannuation will be to a maximum of the Superannuation Guarantee Contribution plus 3%. Employees are eligible for an additional superannuation contribution through a co-contribution scheme. The Shire will match, dollar for dollar, any contribution up to a maximum of

Shire of Dandaragan
Conditions of Employment - Emergency Management Coordinator

3% of an employee's salary, that the employee makes to their superannuation either by an after tax contribution, salary sacrifice or combination of both.

MOTOR VEHICLE

The Shire shall provide restricted private use of a motor vehicle, for the use of the employee. Restricted Private Use entitles the employee to use of the motor vehicle for both business and private purposes within the Shire of Dandaragan. Use outside the Shire will need to be authorised by the Chief Executive Officer.

PSYCHOMETRIC TESTING

As part of our selection process, we will require short listed applicants to complete a workstyle psychometric testing.

ANNUAL LEAVE

You will be entitled to four weeks per annum in accordance with the Local Government Industry Award 2020 and the National Employment Standards. Leave loading of 17.5% will be paid at the time of taking annual leave.

PERSONAL / CARER'S LEAVE

You will be entitled to 10 days per annum in accordance with the Local Government Industry Award 2020 and the National Employment Standards.

EMPLOYMENT BENEFITS

The Shire offers a range of benefits which as an employee of the Shire you may avail yourself subject to any eligibility criteria being met. Some of the current benefits available to staff include:

- flexible work practices
- salary packaging
- study assistance
- health and wellbeing programme
- monthly rostered days off as per the Shire's internal policy
- 2 additional public service days off per annum as per the Shire's internal policy

MEDICAL EXAMINATION

Short-listed applicants or the preferred applicant will be requested to undertake a pre-employment medical including a substance and alcohol screening, 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 police clearance not more than three months old will be required to support eligibility for this position. Applications can be submitted via online at:

<https://smarteform.auspost.com.au/aponlineforms/servlet/SmartForm.html?formCode=auspost-npc-avk>

PROBATION

A standard probationary period of three or six months will apply to this position primarily to give time to assess the incumbent's knowledge of, and suitability to, the role employed.

POLICIES AND PROCEDURES

You are required to comply with all policies and procedures of the Shire of Dandaragan including policies, practices, standards, specifications, instructions and procedures as amended from time to time. Such policies and procedures operate independently of this document and are not incorporated into this document.

HEALTH AND SAFETY

You must take appropriate steps during the course of your employment to ensure that your own safety and the safety of your colleagues and the general public are not compromised. This includes complying with safety legislation and Council policy.

RELIANCE ON QUALIFICATIONS

The preferred applicant(s) acknowledges:

- that the Shire has relied on the qualifications and experience set out in your application for employment and related documents; and
- warrant the correctness of all information contained in that application and those documents.

IDENTITY CHECK

The preferred applicant's identity will be verified using a 100 point identity check. The relevant identification documents which can be used for a 100 point identity check are set out on the website of the WA Police Force. The original proof of identity documents from the applicant will be viewed, copied and placed on the successful applicant's personnel file.

ELIGIBILITY TO WORK IN AUSTRALIA

The preferred applicant's right to work in Australia will be confirmed by:

- viewing and taking a copy of the preferred applicant's original Australian passport or birth certificate; or
- using the Australian Government's Visa Entitlement Verification Online system to check the applicant's visa conditions, if the applicant is not an Australian citizen.

OTHER CONDITIONS OF EMPLOYMENT

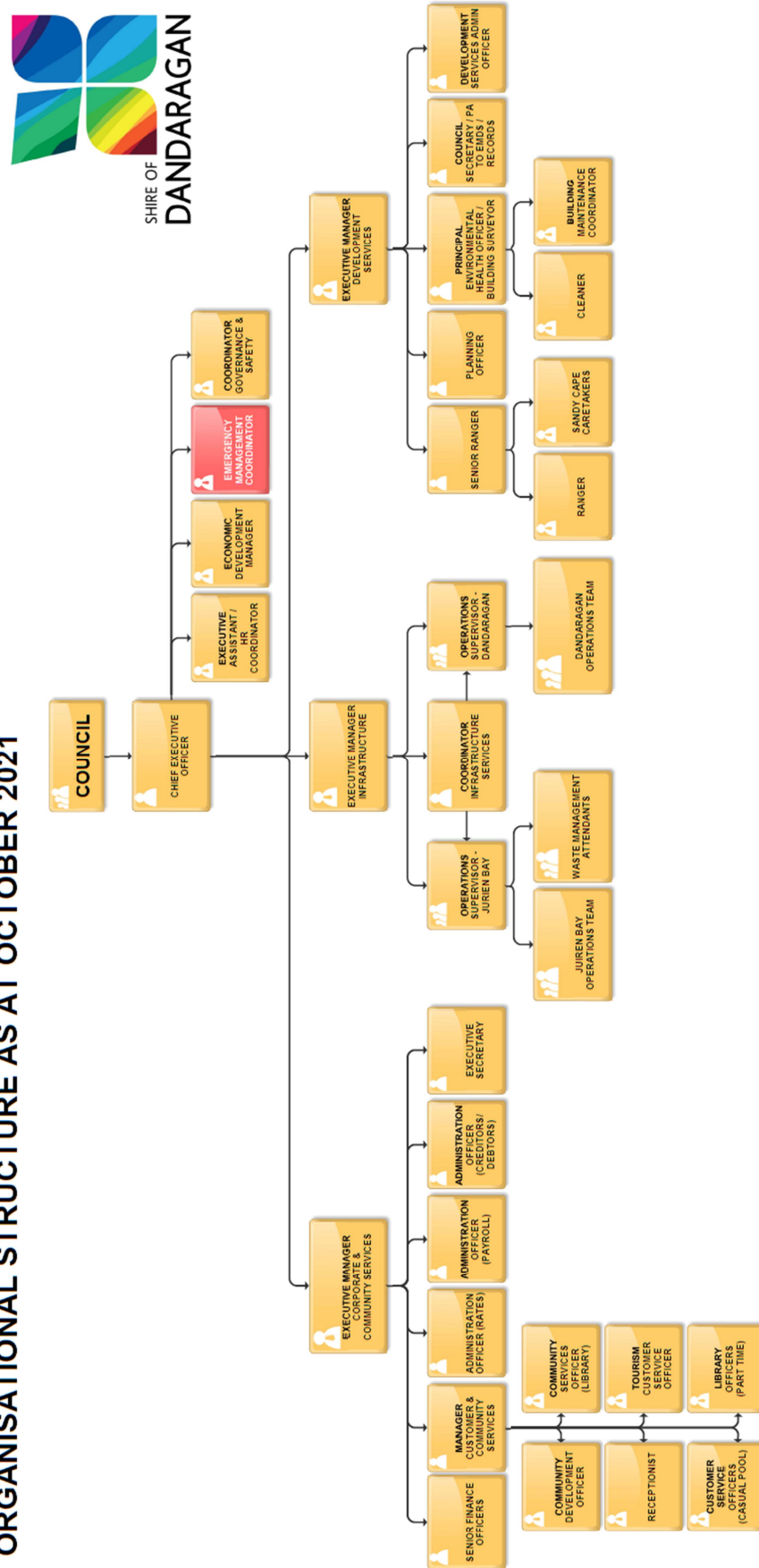
All other conditions of employment are in accordance with the Local Government Industry Award 2020.

EQUAL OPPORTUNITY

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Shire of Dandaragan Organisational Structure - Emergency Management Coordinator

ORGANISATIONAL STRUCTURE AS AT OCTOBER 2021



INFORMATION FOR JOB APPLICANTS

Thank you for your inquiry regarding the position. These notes are provided to assist you in the preparation of your application and to help the selection committee judge your application amongst the many others that will be received for the position.

SELECTION CRITERIA

This is the most important part of your application. It is essential that the information you provide is clear, concise and most importantly relevant, so that the selection committee can readily assess your claim for the position. It is up to you to demonstrate to the committee that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties of the position. Here, it must be noted that it is impossible to interview all applicants and therefore, only those who best meet the criteria and outcomes will be short-listed for interview.

Essential Criteria
1. Sound knowledge of core procedures in relation to community emergency services activities.
2. Proven experience in the application of the risk management standard as it applies to community risk, particularly in relation to community vulnerability planning.
3. Sound understanding and experience relating to bushfire fighting activities and brigade structures.
4. Well-developed liaison, conflict resolution, negotiation and problem solving skills.

WHAT TO INCLUDE IN YOUR APPLICATION

Your application should include:

1. A covering letter introducing yourself and explaining why you are applying for this position.
2. A current resume with the details of your past employment experience, and other information including skills, experiences etc which you feel are relevant to the position.
3. Also the resume should include names and contact details of at least two employment references. It is recommended that you advise your referees that you have nominated them as the selection committee may wish to contact them at a later date. The referees you nominate should be able to comment on your recent work experience
4. Other information about you as an applicant eg address, email address, contact numbers.
5. Any other information about your skills, experiences etc which you feel are relevant.
6. Do not include original documents eg references, certificates etc.
7. Statement addressing the above selection criteria.
8. Completed Application Form located at the front of this Information Package.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

CONTACT NUMBER

It is strongly recommended that you provide a convenient telephone number should you be invited for an interview or if there be any queries regarding your application.

WRITTEN APPLICATIONS

The Council is pleased to accept all applications for the position and does not favour hand written applications over typed applications or vice versa. However, all applications should be neat and legible for ease of reading by the selection committee.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received.

APPLICATIONS

Applicants must address the selection criteria (as outlined above) and provide details on previous work experience, relevant personal details together with the name and phone numbers of two recent referees. Applications are to be addressed and marked "PRIVATE AND CONFIDENTIAL - EMERGENCY MANAGEMENT COORDINATOR" to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, Jurien Bay WA 6516.

Closing date is 4:00pm on Friday 29 October 2021.

Emailed applications to hr@dandaragan.wa.gov.au will be accepted as long as they are received prior to the closing date.

FURTHER INFORMATION

If you require any further information in relation to this position please feel free to call Gemma Richardson, HR Coordinator, on 08 9652 0800 or email hr@dandaragan.wa.gov.au.

WEBSITE

The Shire maintains a website www.dandaragan.wa.gov.au which contains substantial information about the Shire and communities within it.