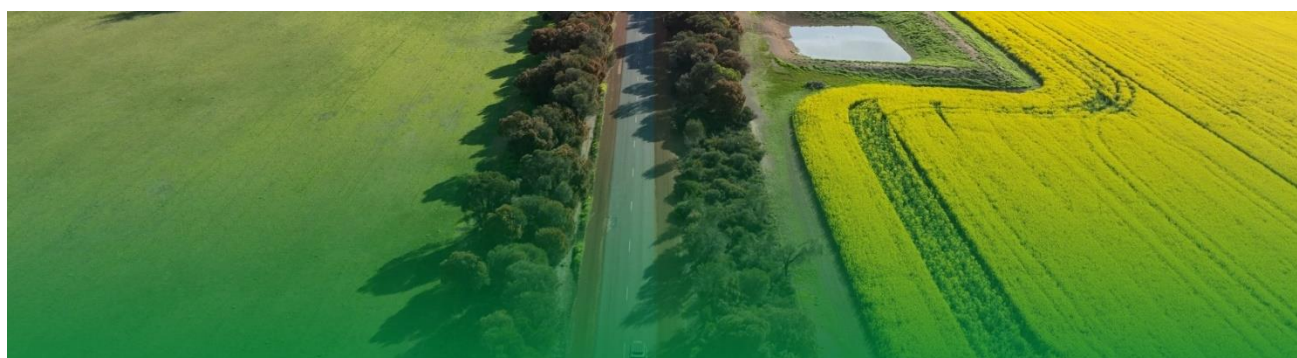




Community Emergency Services Manager

Shared Position
Shire of Broomehill-Tambellup
Shire of Woodanilling

Vacancy Information Package

Closing date: 4.00pm, 13 August 2026

Community Emergency Services Manager

Shared position – Shire of Broomehill-Tambellup and Shire of Woodanilling

Lead Emergency Preparedness Across Two Great Southern Communities

Lead bushfire preparedness, mitigation and response across two Great Southern communities, with subsidised housing, a vehicle and strong benefits.

Total package valued at up to approximately \$165,000 per annum

- Salary from \$90,000 to \$105,000 per annum
- Additional \$12,437 DFES availability allowance
- Subsidised modern Shire home plus commuter use vehicle

The Shires of Broomehill-Tambellup and Woodanilling are seeking an experienced emergency services professional to lead preparedness, prevention, response and recovery services across two neighbouring Great Southern communities.

This is a senior, practical role for someone who can work confidently across local government, DFES, volunteer Bush Fire Brigades and the broader community.

You will have the autonomy to shape local emergency management, strengthen brigade capability and coordinate risk-based mitigation programs that deliver visible results. The position includes an operational response component and participation in availability and on-call arrangements during high threat periods.

What you will lead

You will be responsible for coordinating the full emergency management cycle across both Shires.

Your work will include:

- Coordinating brigade training, fleet management, PPE and operational readiness
- Supporting Bush Fire Advisory Committees, Local Emergency Management Committees and brigade meetings
- Representing local government during emergency incidents
- Supporting volunteers, staff and communities through response and recovery
- Developing, implementing and reviewing Bushfire Risk Management Plans
- Planning and coordinating mitigation works, including planned burns, firebreaks, slashing and vegetation treatment
- Preparing and managing Mitigation Activity Fund and Bush Fire Brigade grant applications
- Providing clear advice and reports to the Chief Executives, Councils and DFES

The role works under limited direction and provides services across both Shires in partnership with DFES.

What you will bring

We are looking for a capable and credible emergency services leader with:

- Strong experience in fire and emergency services, particularly Bush Fire Brigades and local government
- Sound knowledge of emergency management and bushfire legislation
- The ability to interpret legislation and convert it into practical operational outcomes
- Strong leadership, negotiation and conflict resolution skills
- Experience managing projects, budgets, grants, meetings and competing priorities
- The judgement to operate independently while maintaining productive relationships with volunteers, elected members, staff and government agencies
- The willingness and capacity to work after hours on call and on weekends when operationally required

A current unrestricted C class driver's licence is required. An MR licence, Level 1 Incident Controller accreditation, training qualifications and local government experience will be highly regarded.

A package designed to support your move

The remuneration package includes:

- Salary from \$90,000 to \$105,000, based on skills and experience
- DFES availability allowance of \$12,437 per annum, paid in addition to salary and subject to the CESM arrangements
- Payment for approved DFES call outs
- 12% superannuation plus the option for up to an additional 5% matched superannuation
- A vehicle with commuter use
- Subsidised Shire housing in Broomehill
- 20 days annual leave plus 17.5% leave loading
- Uniforms and PPE
- Wellbeing and employee assistance programs

The available Shire home is a modern three-bedroom, two-bathroom property with a separate theatre, activity room and study, open plan living, a wood fire and wide verandas overlooking the surrounding countryside.

Live and work in the Great Southern

Broomehill, Tambellup and Woodanilling sit within the Great Southern's cropping and grazing region, approximately three hours southeast of Perth.

The role offers the opportunity to work closely with two established rural communities where relationships matter, and the results of your work are readily seen.

You will be based primarily within the Shire of Broomehill Tambellup and will work regularly across both Shires.

How to apply

For a confidential discussion, contact Karen Callaghan, Chief Executive Officer, Shire of Broomehill-Tambellup, on 0423 109 425 or ceo@shirebt.wa.gov.au

Applicants should submit:

- A covering letter or email of no more than three pages addressing the work-related requirements
- A current resume
- Contact details for two referees, including a current or recent supervisor

1. Mark your application: Private and Confidential - Community Emergency Services Manager

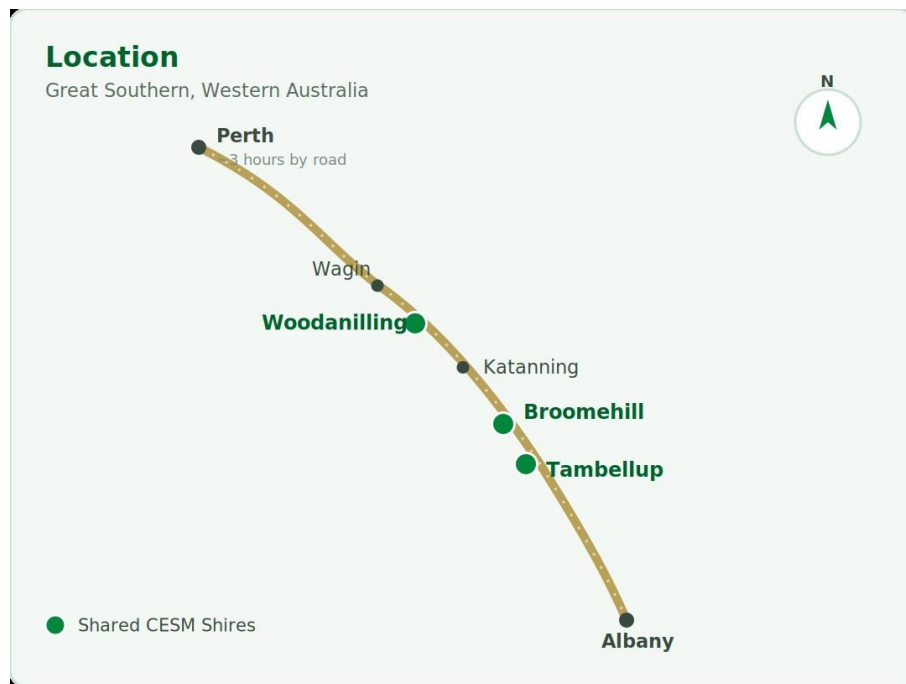
2. Submit it by **4.00pm, 13 August 2026** as follows:

- **By email:** projects@shirebt.wa.gov.au
- **By hand:** Shire of Broomehill-Tambellup, 46-48 Norrish Street, Tambellup WA 6320.

The Shires of Broomehill-Tambellup and Woodanilling are equal opportunity employers. Applications are welcomed from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

Shire profile

This is a shared position serving two neighbouring communities in Western Australia's Great Southern, cropping and grazing country roughly three hours south-east of Perth. The successful applicant will work across both Shires and be guided by the strategic direction of each.



Shire of Broomehill-Tambellup

The Shire of Broomehill-Tambellup lies in the heart of the Great Southern, around 320 kilometres south-east of Perth and about 140 kilometres north of Albany. It is a rural community of over 1,100 people across around 2,800 square kilometres, with two townsites, Broomehill and Tambellup, formed through the 2008 amalgamation of the former Shires of Broomehill and Tambellup.

Broadacre cropping and sheep grazing are the mainstay of the local economy, supported by health, education, government and recreation services.

Shire of Woodanilling

The Shire of Woodanilling sits in the north of the Great Southern, around 250 kilometres south-east of Perth and about 24 kilometres north-west of Katanning, on the Great Southern Highway. It is a close-knit rural community of around 484 people across approximately 1,130 square kilometres. Sheep and grain production are the economic mainstay.

Position description

Position title	Community Emergency Services Manager (shared position)
Classification	Level 7 – contract underpinned by the Local Government Officers' (Western Australia) Award 2021
Unit	Office of the CEO
Mode	Full-time, fixed-term contract
Work location	Locations within the Shires of Broomehill-Tambellup and Woodanilling
Reports to	Chief Executive Officer, Shire of Broomehill-Tambellup (primary employer) and the District Officer, Department of Fire and Emergency Services; works in partnership with the Chief Executive Officer, Shire of Woodanilling
Direct reports	Nil
Extent of authority	Works under limited direction of the Chief Executive Officer within established Shire policies, procedures, statutory provisions and the agreed business plan.

KEY RESPONSIBILITIES

The Community Emergency Services Manager fosters effective and professional working relationships between the Department of Fire and Emergency Services (DFES), local government, volunteer Bush Fire Brigades and other relevant stakeholders to ensure the effective implementation and delivery of preparedness, prevention, response and recovery services at an operational level.

The role also facilitates the mitigation of fire and other hazards by coordinating a range of strategies in partnership with the community, the Shires and volunteers.

SUMMARY OF DUTIES

Administration

- Ensure the DFES Emergency Services Directory and contact lists incorporate up-to-date local government details.
- Maintain Bush Fire Brigade (BFB) memberships, including registration of new members, and effectively manage BFB administration processes.
- Prepare, submit and acquit local government Grant Scheme (LGGS) Bush Fire Brigade grants.
- Manage the BFB fleet maintenance and replacement program, and coordinate brigade PPE orders and replacement.
- Provide reports to the CEO and Council as required.
- Support the DFES region in delivering training and attend DFES regional staff meetings and relevant emergency management forums.
- Carry out the duties outlined in the agreed business plan between the local government CEO and the DFES Regional Superintendent.

Prevention and bushfire mitigation

- Develop, implement and review the Bushfire Risk Management Plan (BRMP) for both Shires.
- Coordinate and deliver bushfire mitigation works on local government reserves, freehold land and townsite areas, including planned burns, firebreak installation, slashing, mulching and chemical treatment of invasive species.
- Prepare, justify and acquit Mitigation Activity Fund (MAF) applications in collaboration with DFES Bushfire Risk Management Officers, ensuring works are risk-based and compliant with program guidelines.
- Assist DFES with mitigation activities on Unallocated Crown Land and Unmanaged Reserves where requested.
- Record completed mitigation works and their effectiveness in the Bushfire Risk Management System (BRMS).
- Provide input to bushfire-related land use planning, including local bushfire-prone area reviews (noting that Bushfire Attack Level assessments and Fire Management Plans on private property are outside the role).
- Coordinate and deliver community engagement and preparedness programs to reduce the risk and impact of fire and other hazards and provide leadership and practical technical advice to emergency volunteer groups.

Preparedness

- Develop and coordinate the local government Bush Fire Brigade training calendar and deliver brigade training and maintain training records including updates to the DFES training database.
- Ensure welfare centres, Emergency Coordination Centres and Incident Control Centres are identified and maintained in a state of readiness.
- Provide support and CESM representation at key bushfire and emergency management meetings and committees, including the Bush Fire Advisory Committee (BFAC), Local Emergency Management Committee (LEMC) and brigade meetings.
- Assist with developing and delivering the annual LEMC exercise schedule, and support community preparedness through emergency education and awareness activities.

Response

- Coordinate a timely and effective response to emergency incidents affecting the community, infrastructure or assets within the Shires, and provide support at emergency incidents when requested.
- Act as the local government representative on the Incident Support Group, liaising between the Incident Management Team, Incident Support Group and DFES Regional Operations Centre.
- Respond to incidents in neighbouring local governments when requested by DFES.
- Support BFBs to ensure incident reports are completed accurately and submitted promptly.

Recovery

- Ensure appropriate support and counselling is available to local government volunteers and staff following incidents.
- Support the local government's Recovery Coordinator and the community during the recovery phase of an emergency.

Compliance and conduct

- Ensure the effective delivery of services promotes compliance with the *Bush Fires Act 1954* and other relevant legislation.
- Maintain a duty of care compliant with the *Work Health and Safety Act 2020* and the Shires' policies and procedures.
- Follow all safety processes, including reporting injuries, accidents and near misses.
- Exhibit accountability, professional integrity and respect consistent with the Shires' Codes of Conduct.
- Undertake other duties as required.

WORK RELATED REQUIREMENTS

Essential

Experience and knowledge

- Demonstrated experience and understanding of the fire and emergency services sector, particularly Bush Fire Brigades and local government operations.
- Sound working knowledge of emergency management legislation, regulations, policies and frameworks, including the *Emergency Management Act 2005*, *Fire and Emergency Services Act 1998* and *Bush Fires Act 1954*.
- Proven ability to interpret and apply relevant legislation, DFES procedures and local government operational response procedures in the planning and delivery of fire preparedness, prevention, response and recovery services and programs.

Communication and relationships

- Strong interpersonal, liaison, conflict resolution and negotiation skills, with the ability to engage effectively with diverse community groups and individuals, build trust, encourage cooperation and maintain positive working relationships.

Leadership and delivery

- Well-developed leadership, management, analytical and problem-solving skills, including the ability to work with minimal supervision, prioritise and coordinate workloads, monitor progress and meet agreed deadlines.
- Strong organisational and administrative skills, including experience in report writing, meeting coordination, financial management and budget management, supported by sound information technology skills in Microsoft Office and bushfire risk management systems.
- Willingness and ability to work after hours, including overtime, on call duties and weekends, as required and in accordance with fatigue management provisions.

Desirable

- Current unrestricted WA MR (Medium Rigid) class driver's licence or willingness and capacity to obtain one within an agreed period.
- Level 1 Incident Controller accreditation.
- Recognised qualification in Training and Assessment, with demonstrated ability to coordinate and deliver training.
- Proven project management experience.
- Experience in a similar role within local government.

Pre-employment screening

- Proof of Australian citizenship or permanent residency.
- Current unrestricted C class driver's licence.
- National Police Clearance.
- Pre-employment medical assessment.
- Drug and alcohol test.

Conditions of appointment

- The successful applicant will be appointed as a Bush Fire Control Officer (BFCO) as a minimum under the *Bush Fires Act 1954*, and may, by mutual agreement between the Shires and DFES, be appointed Chief or Deputy Chief Bush Fire Control Officer.
- Attendance at the annual DFES CESM Forum (typically mid to late July) is mandatory.
- Appointment is subject to a satisfactory National Police Clearance, pre-employment medical assessment and drug and alcohol screening.
- A six-month probation period applies.

This position description may be amended from time to time to meet the future needs of the Shire of Broomehill-Tambellup, the Shire of Woodanilling and/or the Department of Fire and Emergency Services.

Remuneration details

Location	Based at the Shire of Broomehill-Tambellup (primary employer), and the Shire of Woodanilling and providing services to both Shires.
Industrial instrument	Contract underpinned by the Local Government Officers' (Western Australia) Award 2021
Classification	Level 7 – contract underpinned by the Local Government Officers' (Western Australia) Award 2021
Salary	\$90,000 - \$105,000 per annum (\$45.55 - \$53.14 per hour), commensurate with skills and experience.
DFES availability allowance	In addition to salary, an Availability Allowance of \$12,437 per annum or approximately \$518.00 per fortnight is funded 100% by DFES under the CESM Memorandum of Understanding. It is not paid during periods of leave. Overtime for DFES-approved call-outs is paid by DFES in addition.
Tenure	Fixed-term contract, full-time.
Hours of work	76 hours per fortnight. Ordinary hours may be worked across the span required to meet operational needs, in accordance with the applicable agreement and fatigue-management provisions.
Superannuation	12% as legislated, with the option of up to an additional 5% matched by the Shire.
Annual leave	20 days per annum plus 17.5% leave loading.
Personal / carer's leave	10 days per annum.
Long service leave	<i>Local Government (Long Service Leave) Regulations 2024</i> and the applicable industrial instrument.
Housing	Access to subsidised Shire housing in Broomehill.
Vehicle	Provided, including commuter use.
Uniforms and PPE	Supplied by DFES under the Memorandum of Understanding.
Other benefits	Parental leave benefit, wellbeing program and employee assistance program.
Probation	Six months.
Closing date	4.00pm, 13 August 2026. In the interest of fairness and equity, late applications will not be accepted.

Your home in Broomehill

A key benefit of this role is access to a subsidised Shire home in Broomehill. It is a comfortable, modern three-bedroom, two-bathroom house with a separate theatre, activity and study, wood fire, open-plan living and kitchen, and wide verandas looking out over the surrounding countryside, making a move to the Great Southern straightforward for the successful applicant and their family.



Information for applicants

Applicants who meet the essential requirements and appear competitive from their application will be shortlisted for an interview. Your application should include the following:

Covering letter

A covering letter or email of no more than three pages introducing yourself and outlining your experience against the Work Related Requirements (experience and knowledge, communication and relationships, leadership and delivery) on Page 8 of this Application Pack.

Addressing the Work Related Requirements

Provide evidence of how you meet each requirement, with specific examples and, where possible, an indicator of success or result. A simple way to structure each example is the STAR method:

- **Situation** – a brief outline of the setting.
- **Task** – what needed to be done.
- **Approach** – what you did and how.
- **Result** – the outcome you achieved.

Resume or curriculum vitae

- Personal details, including name, address, phone number and email.
- A summary of work experience, including dates and details of duties performed in each position.
- Education and training relevant to the position.
- Any activities undertaken outside work that are relevant to your application.

Referees

Provide the names and contact details of two referees who can comment on your work experience. One referee should be your current or a recent supervisor or manager. Please seek your referees' approval before listing them.

Lodging your application

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2. Submit it by **4.00pm, 13 August 2026** as follows:
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