

WE ARE HIRING



Community



Respect



Excellence

COMMUNITY EMERGENCY SERVICES MANAGER

Lead and strengthen emergency management and community resilience across the Shires of Bruce Rock, Merredin and Narembeen.

APPLY NOW



Selection Criteria and Job
Description available:
www.bruce-rock.wa.gov.au



For enquiries, contact:
Mark Furr
mark.furr@bruce-rock.wa.gov.au
(08) 9061 1377

CLOSING DATE: WEDNESDAY, 5TH AUGUST 2026



VACANCY

COMMUNITY EMERGENCY SERVICES MANAGER

An exciting opportunity exists for an enthusiastic and experienced person to join the Shires of Bruce Rock, Merredin and Narembeen in conjunction with the Department of Fire and Emergency Services (DFES) to become an integral part of our organisations and communities.

The successful application will be employed by the Shire of Bruce Rock as the Host Local Government under a shared services agreement with the Shires of Merredin and Narembeen, supported by the Department of Fire and Emergency Services (DFES).

This position reports administratively to the Chief Executive Officer of the Host Shire, with strategic oversight provided by the participating Chief Executive Officers through the shared services governance arrangements.

This role requires a high level of communication and interpersonal skills as well as a well-developed leadership, management and administrative ability. Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government would be advantageous.

You will primarily manage the delivery and implementation of preparedness, prevention, response and recovery services, for bush fire, in the Shires of Bruce Rock, Merredin and Narembeen. You will develop and maintain effective partnerships that adopt a best practice approach to emergency management delivery between the Shires, DFES, Volunteer Bush Fire Brigades and the community.

A recognised and current qualification in Training and Assessment and an accreditation as a Level 1 Incident Controller – Bushfire Hazard would be highly regarded.

A good knowledge of fire mitigation, an ability to develop fire management planning processes and undertake prescribed burning would need to be demonstrated for this role.

This position will have an operational component in emergency response and as such, will be required to work regularly on weekend and evenings outside normal business hours, as well as participating in an on call roster.

Please apply by sending your resume, complete with the name and contact details of two (2) Referees and a Cover Letter that addresses the selection criteria, marked attention to Chief Executive Officer at mark.furr@brucerock.wa.gov.au or by post to 54 Johnson Street Bruce Rock WA 6418 by 4:00pm Wednesday, 5th August 2026.

If you have any queries or would like more information about this position, please contact Mark Furr on 08 9061 1377

A Position Description can be obtained via the Shire of Bruce Rock's website at www.brucerock.wa.gov.au, by contacting the Shire Administration Centre on 08 9061 1377 or email mark.furr@brucerock.wa.gov.au.

The Shires values diversity in their workforce and encourages applications from all age groups and cultural backgrounds.

POSITION DESCRIPTION



COMMUNITY EMERGENCY SERVICES MANAGER

Location	Bruce Rock, Merredin and Narembeen
Department	Community Emergency Services
Salary	Local Government Industry Award 2020
Reports to	CEO, Shire of Bruce Rock (Host Shire)
Strategic Reporting	Shared Services Management Committee (CEOs)
Operational Liaison	DFES District Office
Supervision of	N/A
Date	13 July 2026

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Mark Furr	CEO	New Position	13 July 2026	

1. Organisational Relationships

1.1 Responsible to:

Administrative

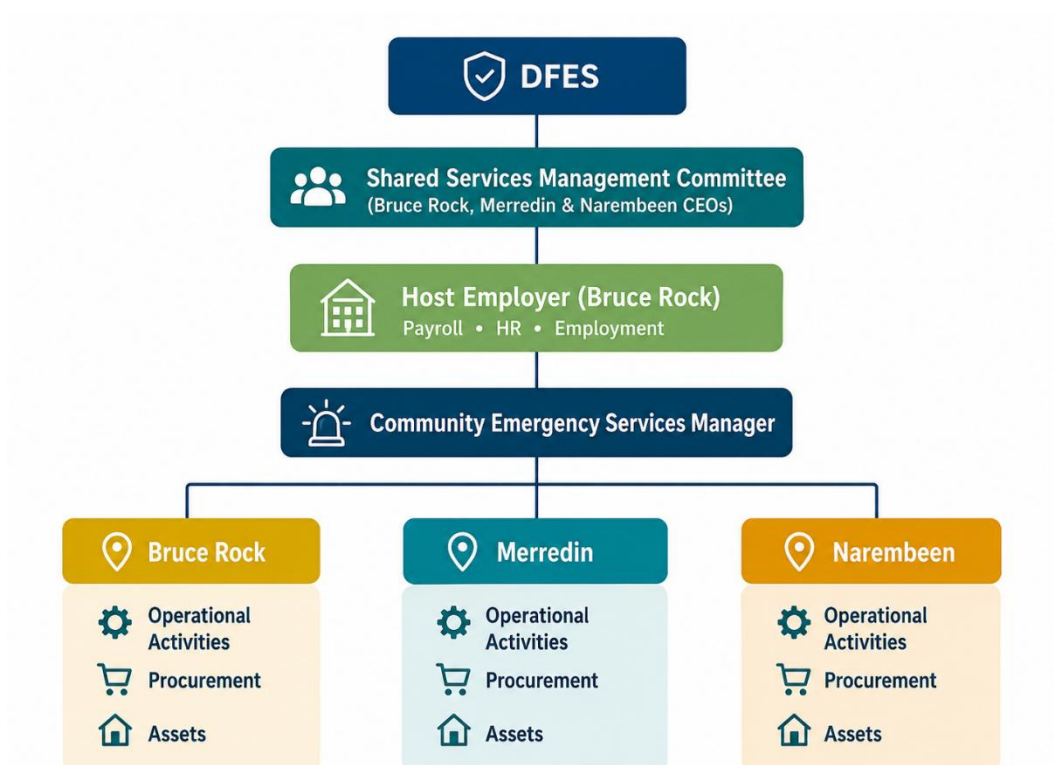
CEO – Shire of Bruce Rock (Host Employer)

Strategic

Shared Services Management Committee comprising the CEOs of Bruce Rock, Merredin and Narembeen

Operational

District Officer – DFES



1.2 Supervision of:

Nil

1.3 Internal & External Liaison: -

Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Employees

External

- Chief Bush Fire Control Officers
- Residents, ratepayers and the general public
- Community groups

- Culturally diverse people
- Government, non-government and private organisations
- Local Emergency Volunteers
- Contractors
- Product and service suppliers

1.4 Employment Arrangement:

The Community Emergency Services Manager is employed by the Host Shire under a shared services agreement with the Shires of Merredin and Narembeen.

The Host Shire is responsible for:

- Human resource management;
- Payroll and employment administration;
- Performance management;
- Financial administration associated with salary and employee entitlements; and
- General administrative support.

Each participating local government remains responsible for:

- Procurement associated with its own operational activities and projects;
- Approval of expenditure within its adopted budget;
- Management of its own assets, equipment and facilities; and
- Delivery of local operational priorities in consultation with the Community Emergency Services Manager.

The Community Emergency Services Manager will coordinate emergency management activities across the three local governments while supporting each council in the delivery of its individual emergency management responsibilities.

2. Extent of Authority

This position operates under the direction of the CEO's in accordance with:

- 2.1 Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
- 2.2 *Local Government Act 1995, Workplace Health & Safety Act 2020, National Employment Standards, Equal Opportunity Act 1984* and other workplace legislation.
- 2.3 Specific workplace law related to bullying behaviour in the workplace, equal opportunity and work health & safety.

3. Purpose of Position

- 3.1 Efficiently and professionally plan, develop, manage, implement and review community emergency services with the Shire's of Bruce Rock, Merredin and Narembeen in accordance with:
 - 3.1.1 The Bush Fires Act 1954 as amended, and Bush Fire Regulations
 - 3.1.2 State Emergency Management Committee:
 - 3.1.3 Fire and Emergency Services Legislation.

4. Roles & Responsibilities

Administrative Duties

- Ensure DFES Emergency Service Directory & contacts lists incorporates up to date LG details
- Maintain BFB Membership List including coordination of registration of new members
- Capability to Risk (C2R) Model established for LG to support LGGS applications
- Effectively manage the Bush Fire Brigade & State Emergency Service administration processes
- Prepare, submit and acquit the Shire's Local Government Grant Scheme BFB & SES Grants
- Prepare technical specifications and procurement documents for emergency management activities and projects.
- Manage the Bush Fire Brigade and State Emergency Service 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

Prevention

- Annual review of Councils Firebreak Notices and Bushfire Information Booklets.
- Bushfire Risk Management Plan developed and endorsed for LG as per State Hazard Plan - Fire
- Bushfire management/mitigation programs developed and implemented for 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 regarding development planning and fire management plans for new developments
- Brigade Response Plans developed for brigades with high value assets

Preparedness

- Coordinate and present Local Government BFB Training
- Training calendar established and Coordinated 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 and SES where applicable)
- Coordinate 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 Committees and
- Provide Local Government Incident Management Capacity/Capability

Response and Recovery

- Coordinate rapid and comprehensive response 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
- Ensure appropriate support and counselling available to LG volunteers and staff as required following incidents.
- Provide support to the LG Recovery team.
- Hold the position of Executive Officer of the LEMC, attend LEMC meetings, provide information on emergency management planning, and coordinate LEMC involvement.

Special Projects

- Assist the local government and DFES with special projects that may impact on the community
- Coordinate and manage projects for LG / DFES in alignment with Emergency Management Act 2005 (Emergency Management Plan preparation and facilitation)

General

- 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 Governments.
- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles.
- Work in accordance with the Shire's defined Work 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 action.
- Ensure all duties as directed by the Chief Executive Officers are fully undertaken.
- Any other duties consistent with the scope and level of this position as required and directed by the CEO's.

5. Selection Criteria

Qualification	Essential	Desirable
Hold a current unrestricted HR-class driver's licence	✓	
Possession of recognised qualification in Training and Assessment or willingness to obtain it.	✓	
Accredited Level 1 Incident Controller – Bushfire Hazard	✓	
Key Skills, Knowledge & Experience	Essential	Desirable
Availability to work afterhours including overtime and on-call as required (including weekends).	✓	
Demonstrated high level communication, interpersonal, facilitation and training skills.	✓	
Demonstrated ability to develop and undertake prescribed burning and fire management planning processes	✓	
Well-developed computer literacy and proficiency in Microsoft Office applications	✓	
Well-developed leadership and management skills including financial, human and physical resources	✓	
Sound knowledge of budget processes and monitoring		✓
Well-developed knowledge of the Shire's organisational structures and functions		✓
Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.		✓
Demonstrated ability to manage competing priorities across multiple organisations.		✓
Experience managing externally funded programs		✓

6. Compliance

6.1 This position will comply with all legal obligations, including by complying with:

- 6.1.1 *Workplace Health & Safety Act 2020;*
- 6.1.2 *Organisational workplace health and safety policies and procedures;*
- 6.1.3 *Local Government Industry Award 2020;*
- 6.1.4 *Local Government Act 1995;*
- 6.1.5 *National Employment Standards;*
- 6.1.6 *Equal Opportunity Act 1984;*
- 6.1.7 Code of Conduct;
- 6.1.8 Customer Charter; and
- 6.1.9 All other applicable workplace policy and legislation.

6.2 In accordance with organisational policy and procedures, the person in this position will report all hazards, incidents and near misses in the prescribed timeframe.

7. Position Prerequisites

7.1 No formal offer of employment will be made until the following employment prerequisites are met:

- 7.1.1 Pre-employment Medical examination; and
- 7.1.2 Current National Police clearance.

8. Terms of Employment

Award	<i>Local Government Industry Award 2020</i>	
Position Status	Full Time	Fixed Term Contract (3 Years)
Hours of Work	76 Hours per fortnight are to be in accordance with the Community Emergency Services Manager Project Funding Agreement between the Department of Fire and Emergency Services and the Shires of Bruce Rock, Merredin and Narembeen. Reasonable additional hours during emergencies may be required in accordance with the Award and employment contract.	
Overtime	Requires Prior authorisation	
Award Level	Level 5 - negotiated	
Probation	3 months from commencement date. The CEO reserves the right to extend the Probation Period by a further 3 months.	
Performance Review	Annually	
Annual Leave	Employee will be entitled to 4 weeks Annual Leave with 17.5% Loading on Entitled Annual Leave (Pro Rata)	
Salary (cash component)	\$96,493 - \$104,437 (including availability allowance of \$12,437)	
Superannuation	12% Employer Superannuation Guarantee Contribution.	
Housing	If required and upon availability, the Shire will provide accommodation at a subsidised staff rental rate of \$200 per fortnight for the term of employment. Utilities not included in Housing offer.	
Motor Vehicle	A motor vehicle & fuel allowance is provided for all business use including commuting between the Shires and home garaging.	
Telephone and Laptop	A mobile telephone and laptop will be provided for business use.	
Uniform/Clothing Allowance	\$800 per annum, upon successful completion of probation. Uniform standards prescribed in the CESM MOU.	
Job Location	Shires of Bruce Rock, Merredin and Narembeen, Western Australia.	

Name of Employee		Signature		Date
Chief Executive Officer		Signature		Date

APPLICANT NOTES

Thank you for your interest regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help evaluate your application.

Application:

Your application should include a covering letter explaining your interest in the position and addressing the selection criteria points plus a current resume detailing your contact details, qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Lodgement of Application:

Applications should be emailed to mark.furr@brucerock.wa.gov.au. Applications will close at 4:00pm AWST on Wednesday 5th August 2026. The Shire reserve the right to begin interviewing and shortlisting before this date. In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Referees:

Applicants should provide the names and contact details of at least two (2) current referees in their application. This will include two (2) managers or suitably senior colleagues that can comment on work outcomes, competencies and behaviours that are relevant to this position.

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.

Interviews

Interviews will be conducted face to face. However, if this is not possible an interview may be conducted by video link or electronic means e.g. Teams / Zoom.

Background Checks:

Third party background checks will be undertaken for the preferred applicants – this includes qualification, National Police Certificate, identify and employment history verifications.

Pre-employment Medical

The preferred applicants will be required to undertake a pre-employment medical to ascertain if they are fit and can safely perform the inherent requirements of the role.

Position Start Date

The position is for an immediate start, once appropriate onboarding has been completed.

Equal Opportunity:

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

Website:

The Shire maintains a website www.bruce-rock.wa.gov.au which contains substantial information.

Further Enquiries

For further information about the role please contact Mark Furr on (08) 9061 1377 or admin@brucerock.wa.gov.au