



# Information for Applicants

## COMMUNITY EMERGENCY SERVICES MANAGER (CESM)



**Applications close**  
4:00 pm, Monday 4 August 2025

**For more information contact:**  
Adam Majid  
[emps@narrogin.wa.gov.au](mailto:emps@narrogin.wa.gov.au)  
Tel: 08 9890 0900

# Newspaper Advertisement



## COMMUNITY EMERGENCY SERVICES MANAGER (CESM)

### Regional Emergency Management Leadership Opportunity

The Shires of Narrogin, Cuballing and West Arthur, in collaboration with the Department of Fire and Emergency Services (DFES), are seeking a skilled, community-focused and collaborative individual to lead regional emergency management efforts as our Community Emergency Services Manager (CESM).

Based in Narrogin, this unique and rewarding position serves three vibrant local governments, supporting emergency management activities including bushfire mitigation, preparedness, response, recovery, and volunteer brigade support. This is a full-time opportunity offered under a collaborative Memorandum of Understanding with DFES.

The role involves:

- Leading bushfire risk reduction and resilience initiatives
- Supporting volunteer brigades and local training programs
- Coordinating emergency planning and response efforts across the region

The ideal candidate will bring strong leadership, relevant emergency services experience, and excellent planning and communication skills. A current "C" class driver's licence and relevant qualifications are essential.

To be considered for this role you must submit a written application addressing the selection criteria listed in the position description and provide a copy of your current resume.

An application package is available on the Shire's website or by contacting Adam Majid on 9890 0900.

Applications should be marked '*Private & Confidential – Community Emergency Services Manager (CESM)*', addressed to the undersigned.

Applications close **4:00 pm, Monday 4 August 2025.**

The Shire of Narrogin is an equal opportunity employer.

Dale Stewart

**Chief Executive Officer**

Shire of Narrogin

PO Box 1145 Narrogin WA 6312

[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

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# The Package

Position:	Community Emergency Services Manager (CESM)
Department:	Planning & Sustainability
Section:	Planning & Sustainability
Position classification:	LGIA Award: Level 7 (indicative only; to be negotiated based on qualifications and experience)
Employment type:	Full Time – Contract based for length of MOU with DFES or as extended
Location:	Shire of Narrogin & other Local Government Districts as required.

Per annum	\$ Minimum	\$ Maximum
Salary*	\$86,000	\$95,000
Over Award Payment	\$11,000	\$10,000
Total Salary Payable	\$97,000	\$105,000
Superannuation @ 12%	\$11,640	\$12,600
Matching Superannuation @ 3%	\$2,910	\$3,150
Leave Loading 17.5% (not payable to contract or casual employees)	\$16,975	\$18,375
Availability Allowance (On Call)	\$12,000	\$12,000
Vehicle Provision**	\$15,000	\$15,000
Housing Allowance	Negotiable	Negotiable
Telephone Allowance	Mobile telephone supplied	Mobile telephone supplied
Uniform Allowance	Supplied	Supplied
Gym Membership (full) (50% discount)	\$520	\$520
Rostered Day Off	19 day month	19 day month
TOTAL	\$156,045	\$166,645

\* The package is calculated on a full time wage of 76 per fortnight for a full year. Wages will be paid on actual hours worked.

\*\* Vehicle provision includes commuting access, home garaging rights, and unrestricted private use within the DFES Region while on call, excluding periods of leave.

# About Your Application

## Preparing Your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications to [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au) is preferred, if mailing or delivering the application, it should be stapled in the top left hand corner. Note: Please do not submit applications in plastic folders or include original documents.

## Covering Letter

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

## Addressing Selection Criteria

If the advertisement requires you to address selection criteria, you will need to set out in a separate document entitled "Selection Criteria" and provide evidence of your ability to meet the criteria.

## Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g., name, address, contact number) relevant work history, education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

## Qualifications

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

## Referees

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

*It is courteous to contact your referees for approval prior to nominating them in the application.*

## Closing Dates for Applications

Vacant positions with the Shire of Narrogin are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Narrogin offices.

### **Late Applications Will Not Be Accepted**

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Narrogin by telephone to organise a convenient time to conduct the interview.

### **Preparing for the Interview**

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

### **The Interview Process**

The interview panel will generally consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

### **After the Interview**

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and completing a pre-employment medical and drug & alcohol test, the costs of which will be reimbursed upon commencement.

***All unsuccessful applicants will be notified in writing.***

# Working for the Shire of Narrogin

Located in a picturesque valley surrounded by woodlands, farming country and rolling hills, Narrogin is just a two hour drive south east of Perth and is a major service centre for the region's rich agricultural industry.

The vibrant town is home to about 5,200 residents and is the regional centre for nearby communities including Cuballing, Wickepin, Wagin, and Williams, all of which provide a feeder population of more than 10,500 people.

The town's significant infrastructure, health and education facilities and specialty retail outlets also regularly attract more than 9,000 residents from the other outlying shires of Brookton, Corrigin, Dumbleyung, Kulin, Kondinin, Lake Grace and Pingelly.

The Shire of Narrogin is an Equal Opportunity Employer that has a team-oriented and highly motivated workforce which provides quality services and facilities to residents and visitors to the Shire.

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#) and Council's adopted [Code of Conduct](#).

All or some of the following benefits may apply to your position at the Shire of Narrogin:

## **Local Government Career**

There are currently 138 Local Governments in Western Australia (and two Territories). Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference.

## **Hours of Work**

Varies depending on the position held, most office employees work Monday to Friday, minimum 152 hours per month. Most 'outside' employees work Monday to Friday, from 6.30am to 4.00pm during the summer months and from 7.00am to 4.30pm during the winter months.

## **Rostered Day Off (RDO)**

A RDO system is in place for eligible Shire employees. One day off per month for full-time Administration, Library, Caravan Park, Narrogin Regional Homecare and Narrogin Regional Leisure Centre employees (other than Executive staff) and one day off per fortnight for employees that work in the Works and Services Division.

## **Up to 15% Superannuation (combined contribution)**

As well as the required 12.00% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation Plan will be matched by the Shire up to a maximum of 3.00%.

## **Annual Leave - 17.5% Leave Loading**

For employees not defined as casual, four weeks annual leave is payable after 12 months' service. Leave Loading of 17.5% is paid on annual leave for permanent staff not on contract.

### **13 Weeks' Long Service Leave**

All permanent employees of the Shire are entitled to 13 weeks long service leave after completing 10 continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia.

### **Personal Leave**

Personal/carers and bereavement leave is as per the National Employment Standards.

### **Employees Training and Development Opportunities**

To maximise the potential and skills of its employees, the Shire is committed to supporting employees' training and education and providing professional development opportunities to employees as appropriate and encourages senior employees' attendance at State Conferences.

### **Probationary Period**

A position may be subject to a probationary period.

### **Study Leave and Funding**

Study leave assistance may be extended at the discretion of the CEO.

### **Competitive Salary**

A competitive salary will be offered relevant to the position level within the Shire.

### **Salary Packaging**

Salary packaging is available for permanent employees (e.g., package car and/or laptop).

### **Employee Incentive Scheme**

Employees are able to participate in a reward scheme which enables employees to receive an amount not exceeding \$200 in cases where they have put forward good suggestions which have been adopted and resulted in savings and improved efficiency to the Shire.

### **Annual Performance Reviews**

All employees are entitled to an annual performance review. The reviews are linked to possible salary review and highlights training requirements for the relevant position.

### **Internal Promotion and Acting Opportunities**

The Shire encourages all employees to fulfil acting positions where available and endeavours to promote existing employees when a vacancy arises.

### **Subsidised Corporate Uniform – Office Employees**

All permanent employees are entitled to a subsidised annual allowance toward the Local Government uniform.

### **Personal Protective Equipment**

All necessary protective clothing and equipment is supplied by the Council to ensure your safety.

### **Smoke Free Working Environment**

The Shire Administration office, Depot, Library, Homecare, Narrogin Regional Leisure Centre and all workplaces including vehicles are smoke-free working environments.

### **Health and Wellbeing Programme**

Various programmes are regularly conducted for Shire employees such as Flu vaccines and sunscreen checks and full health assessments. These programmes are free to employees.

## **Vaccinations**

Vaccinations from time to time, such as COVID-19, may be compulsory under Government of WA mandates and Health Directions for certain classes of employees including environmental health officers, frontline employees that have regular and close direct contact with aged and vulnerable clients and customers. This is also due to Commonwealth funding requirements, with respect to all Narrogin Regional Homecare employees, whether permanent or casual.

In addition, in the event of a lock down or similar restrictions, all employees at the following work locations may be required to be fully vaccinated, to continue to attend work:

- Narrogin Regional Homecare
- Caravan Park
- Refuse Site
- Works Depot (Mechanical, Parks & Gardens, Construction & Maintenance, Depot Admin)
- Library
- Ranger Services
- Shire Administration Office.

Exemptions may be available through a General Practitioner, that confirms that to receive a vaccination, would compromise their health, due to an existing underlying health condition.

In limited circumstances, those that are not fully vaccinated, may receive temporary approval to work from home, on a case by case basis.

## **Equal Opportunity Employer**

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

## **Job Share and Part Time Opportunities**

The Shire supports the principle of job sharing and part time employment, with various part time positions currently occupied within the Shire.

## **Modern Office Facilities**

The Narrogin Shire Administration Office, Library, Narrogin Regional Leisure Centre, Narrogin Regional Homecare, and Works Depot Office are all modern, spacious, air-conditioned buildings.

## **Kitchen Facilities**

The Shire Administration Office and Works Depot has a modern kitchen/lunchroom for employees use.

## **Employee Corporate Functions (e.g., Farewell & Christmas Functions)**

The Shire provides an annual Christmas Function for all Elected Members, employees and their families as well as other occasional functions throughout the year.

## **Friendly Work Environment**

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects / career advancement within the Shire and in local government in general.

## **Work Experience Programme**

The Shire is dedicated to giving young people the opportunity to utilise the work experience programmes through their School, enabling them to work in their area of interest.

**RRR – Reduce Reuse Recycle**

The Shire of Narrogin is committed to promoting environmentally conscious development and to creating a more sustainable community.

**Gymnasium or Swimming at lunchtime – Discounted Membership**

The Shire Administration Office is located within close proximity to the Narrogin Regional Leisure Centre. A 25-metre heated pool and fully equipped gymnasium is available to all staff who wish to visit as an occasional patron or take advantage of 50% discount to membership packages at the Centre.

**Family Friendly Environment**

The Shire Administration Office is a family friendly environment and recognises the importance of a working/family life balance.

**Voluntary Employee Involvement in Community Events**

Employees are able to be involved in various events which the Shire organises and/or supports within the community.

**Close to Early Education, Schools, and the Agricultural College**

For those with children, all work locations are within close proximity to the Narrogin Regional Childcare Centre, three choices of Primary Schools, the Senior High School (to year 12) and the Agricultural College (years 10 – 12).

**Counselling Services**

The Shire offers support on a range of work-related issues. Short term counselling aims to provide local government workers, elected members and bushfire volunteers with support for a wide variety of work-related issues such as work relationships, conflicts at work and other work-related issues. To access this service an individual must be referred to LGIS by the local government by using the approved referral form, which will entitle the individual up to 6 sessions.

**Free Parking**

The Shire has free on-site parking facilities for all employees.

**Electric Vehicle Charging Stations**

Six (6) dedicated Hybrid or Electric Vehicle car parking / charging stations free for employees to park and use if based at the Administration Office.

For further information please contact the Payroll Officer on telephone 9890 0900 or email [payroll@narrogin.wa.gov.au](mailto:payroll@narrogin.wa.gov.au)

# Organisational Structure





## COMMUNITY EMERGENCY SERVICES MANAGER

**Position Number: Various Level: Station Officer**

**ANZSCO: 139112**

### JOB DESCRIPTION FORM

#### THE ROLE

Community Emergency Services Managers foster effective and professional working relationships between DFES, Local Government, and other relevant stakeholders to ensure the effective implementation and delivery of preparedness, prevention, response and recovery services at an operational level within Local Government.

They also facilitate the mitigation of fire and other hazards on the community by coordinating a range of strategies in partnership with the community, Local Government, and volunteers.

#### REPORTING RELATIONSHIPS

##### ORG STRUCTURE:

Operations

##### THIS ROLE REPORTS TO

District Officers - Various

##### POSITIONS THAT REPORT TO THIS ROLE

Nil

#### POSITION INFORMATION

##### LOCATION:

Various

##### SPECIAL CONDITIONS:

The Department is an emergency services organisation and employees in this position will be required to work regular weekends and evenings out of normal business hours.

2. Employees in this position participate in an on call roster.
3. Employees in this position will be required to attend emergency incidents.

## SPECIFIC RESPONSIBILITIES

*DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.*

### Responsibilities

- Ensures the effective implementation and delivery of fire preparedness, prevention, response, and recovery services within Local Government and promotes strategies for public compliance with the requirements of the *Bush Fires Act 1954*.
- Contributes to the strategic direction and management of emergency services as part of the District Management Team and implements agreed programs within Local Government.
- Provides liaison services, and expert technical and professional advice to Volunteer Bush Fire Brigades, emergency volunteer groups and Local Government.
- Supports, coordinates, and delivers quality training for Volunteer Bush Firefighters in accordance with DFES Professional Pathways.
- In partnership with Local Government and the community:
  - develops and maintains professional relationships with stakeholders to ensure the delivery of services as specified in any Memorandum of Understanding, or other agreements, between DFES and the designated Local Government.
  - continuously seeks to improve the mitigation of risk to the community from bush fire and other hazards.
  - consults widely in the development, implementation, and maintenance of fire management planning.
  - manages the physical and financial resources of the designated Volunteer Bush Fire Brigades.
  - measures and map fuel loads.
  - maintains fuel load databases; and
  - draws up prescriptions for, and oversees, controlled burns.
- Recognises the community and volunteers as stakeholders and facilitates their needs within the corporate objectives of DFES and the Local Government.
- Undertakes the role of Chief Bush Fire Control Officer both operationally and administratively as required.

### Other

- Play a key leadership role in promoting, creating and maintaining a healthy and safe work environment, including psychological wellbeing.
- Applying DFES health and safety policy and procedures and the risk management framework; including consultation and participation with personnel to resolve safety issues.
- Undertake other duties as required.

## SELECTION CRITERIA

*Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.*

### ESSENTIAL CRITERIA

1. Possession of recognised qualification in Training and Assessment.
2. Accredited Level 1 Incident Controller- Bushfire Hazard.
3. Current 'C' Class licence.
4. Demonstrated high level communication, interpersonal, facilitation and training skills.
5. Demonstrated ability to develop and undertake prescribed burning and fire management planning processes.
6. Well-developed leadership and management skills including financial, human and physical resources.
7. Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.

### CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	14/06/2013	14/06/2013	Sue Eccles
Vs 2.0	Template update only		10/01/2024	Tasha McMenamin



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