

# COMMUNITY EMERGENCY SERVICE MANAGER (CESM)

(Resource Shared)



## Position Package

Closing date: 4.00pm 17 July 2026

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## ADVERTISEMENT

### Community Emergency Services Manager

(Shared Services - Shire of Katanning & Shire of Kojonup)

We are seeking to appoint a suitably qualified and experienced professional to fill the role of Community Emergency Services Manager (CESM).

This position provides effective and efficient shared Community Emergency Services across the Shires of Katanning and Kojonup. The successful candidate will play a key leadership role in the prevention, preparedness, response and recovery activities associated with bushfires and other emergencies, across the two local governments.

To discuss this role further please contact Moh Aeson on (08) 9821 9999 or email [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au).

**To be considered for this position applicants must address the Selection Criteria as detailed in the Position Package.**

Applications addressed to the undersigned should be sent to [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au) or mailed to PO Box 130 Katanning, WA 6317 by **4.00pm 17 July 2026**.

We are Equal Opportunity Employers and are committed to creating an equitable and diverse workplace.

We actively encourage people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for this available position.

Peter Klein  
**CHIEF EXECUTIVE OFFICER**  
SHIRE OF KATANNING

Grant Thompson  
**CHIEF EXECUTIVE OFFICER**  
SHIRE OF KOJONUP

## SHIRE PROFILE

Katanning is located 283kms south of Perth in the Great Southern Region of Western Australia. The Shire of Katanning has 7 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

The Shire of Kojonup is an idyllic location, nestled in the natural heartland of the Great Southern. With a population of approximately 2000 people and covering an area of 2,931km<sup>2</sup>, Kojonup is steeped in history and respects the past while promoting future growth. Located on Albany Highway, Kojonup is just a two-hour drive from Perth, and a short hour and a half from Albany.



## POSITION DESCRIPTION

### 1. Position Identification

<b>Title:</b>	Community Emergency Services Manager
<b>Classification:</b>	Local Government Industry Award 2020
<b>Base Level:</b>	Level 6
<b>Employment Basis:</b>	Fixed Term Contract/Negotiable
<b>Department</b>	Office of the CEO

### 2. Position Objectives

- To develop, implement and coordinate the delivery of Community Emergency Services functions within the Shires.

### 3. Key Responsibilities & Duties

#### 3.1 General

- Contribute to the strategic direction and management of volunteer operations services.
- Facilitating the mitigation of fire and other hazards impact on the community by coordinating a range of strategies in partnership with the community, Local Government and volunteers.
- Ensures the implementation and delivery of fire preparedness, prevention, response and recovery services within designated Local Government.
- Provides leadership and expert technical and professional advice to the emergency volunteer groups.
- Consults with stakeholders to facilitate the development and review of fire and emergency planning within designated Local Government.
- In partnership with Local Government and the community, continuously seeks to improve the mitigation of risk to the community from fire and other hazards.
- Recognises the community and volunteers as customers and facilitates their needs within the corporate objectives of the organisation and Local Government.
- Reports monthly on the Council Management Information System of progress on tasks allocated to the position in accordance with the agreed Business Plan.
- Assist with managing the budget requirements relevant to Fire and Emergency Services.
- Provide monthly reports and annual budget submissions.
- Develop and maintaining Emergency Services programs and systems.
- Liaise with contractors, consultants and service providers.
- Manage systems compliance and ensure legislative requirements are adhered to.
- Provide information and advice on matters pertaining to the role.
- Represent Council at relevant Government and Industry forums or meetings.
- Represent Council's interests in a clear concise and informative manner.
- Assist with operational policy development as relevant.

### **3.2 Prevention**

- Provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.
- Support shires in fire mitigation planning for vested reserves.
- Review & identify suitable awareness programs for the community, prepare a calendar for the programs, and evaluate the effectiveness of programs.
- Coordinate relevant school program and engage BFBs to provide assistance in delivery of programs
- Assist in determining the origin, cause of accidental & suspicious fires
- Coordinate a strategic firebreak network for the Shire
- Advise on fire protection standards.
- Review and comment on subdivision plans in consultation with relevant stakeholders and undertake site inspections as required

### **3.3 Preparedness**

- Develop and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies.
- Support the community in its own preparations for emergencies.
- Coordinate pre-season information for social media to meet community needs.
- Assists in development of programs of appropriate courses for Bush Fire Brigades.
- Develop and implement a Shire contact emergency service directory within the LEMA.
- Liaise with key stakeholders regularly eg. Police, DFES, SES, BFBs.
- Develop Bush Fire Ready Action Groups, and program and attend meetings.
- Attend and provide reports for Bush Fire Advisory Committee and BFB meetings.
- Assist in the management of Bushfire Brigade administration.
- Undertake Incident Report evaluations.
- Assist when required in Inspection & maintenance of water supplies pre and post fire season.
- Program & coordinate BFB vehicle fleet servicing schedules.
- Ensure the development and maintenance of a list of all communications equipment & maintenance records.
- Monitor Emergency Services levy Operating Grants and capital grants expenditure for all BFBs & SES.

### **3.4 Response**

- Ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of hazards.
- Support the community in its own response to emergencies.
- Attend incidents within the Shire or neighbouring shires as required.

### **3.5 Recovery**

- Assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.
- Liaise with Counselling services and Peer Support groups for Bush Fire Brigades.
- Provide advice on the development of a recovery plan and monitor & review plan with LEMC.
- Hold the position of Executive Officer of the LEMC, attend LEMC meetings, provide information on emergency management planning, and coordinate LEMC involvement

### **4. Behaviour and Conduct:**

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the team and support team efforts.
- Ensure that you maintain and enhance the reputation of all Shires at all times.

### **5. Work Health and Safety and Risk Management Responsibilities**

- Perform work in a safe and healthy manner and abide by the Shire's and legislated safe work procedures, instructions and safety management practices.

- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc.) in a manner in which he/she has been properly instructed.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
- Confirm the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- Participate in activities associated with the management of workplace health and safety.
- Use appropriate personal protective equipment as directed.
- Comply with the Shire's Risk Management Policy Procedures.
- Must comply with the Council Work Injury Management Program.
- Actively participate in ensuring compliance with requirements of the Work Health & Safety and other Acts.

## **6. Organisational Relationships**

### **Responsible to**

- Chief Executive Officer

## **7. Internal and External Liaison**

### **Internal**

- Chief Executive Officer
- Bushfire Brigade volunteers
- Relevant shire staff, as appropriate
- Council as appropriate

### **External**

- Other Local Governments
- Department of Fire and Emergency Services
- Members of the Community
- Contractors and suppliers

## **8. Selection Criteria**

- Ability to take command and successfully manage bush fire and emergency operations.
- Experience in project management of significant complexity within a political environment with varying stakeholders.
- Well-developed administration, written, verbal and report writing skills.
- Well-developed conflict resolution, negotiation and problem-solving skills.
- Demonstrated extensive experience and knowledge of fire and emergency services industry, including understanding of the role of volunteers, Local Government and other stakeholders in an emergency services environment.
- Sound interpersonal and customer service skills, with the ability to work both autonomously and in a team environment.
- Good level of computer proficiency including the use of Microsoft Word, Excel, email and internet applications.
- Hold a current unrestricted Western Australian HR-class national driver's licence.
- Provision of a National Police Clearance not more than three months old is required to support eligibility for this position.

## **9. Extent of Authority**

- Works under limited direction of the CEO for Katanning and Kojonup within established guidelines, policies and procedures of Council as well as statutory provisions and relevant legislations.

## REMUNERATION DETAILS

<b>Location</b>	The position is based at the Shire of Katanning as primary employer
<b>Industrial agreement</b>	Local Government Industry Award 2020, Level 6
<b>Salary</b>	Up to \$49.00 per hour depending on qualifications and experience plus, an Availability Allowance, payable by DFES of \$493.96 per fortnight.
<b>Employment basis</b>	Fixed term contract – 3 years
<b>Hours of work</b>	Ordinary hours are 76 hours per fortnight and can be worked between 5.00am and 10.00pm Monday to Sunday.
<b>Superannuation</b>	12% superannuation guarantee
<b>Annual leave</b>	4 weeks leave paid annually.
<b>Personal/carer's leave (recognised as sick leave)</b>	Paid personal leave is available to employees for illness or injury. Caring for immediate family or household members who are ill and require care.
<b>Compassionate Leave</b>	2 days paid leave per occasion for: Spending time with a member if an immediate family or household who has a serious illness or injury. Death of a member of immediate family.
<b>Long Service Leave</b>	Thirteen (13) weeks after ten (10) years of continuous Local Government service, transferable between Local Authorities in Western Australia.
<b>Housing allowance</b>	Subsidised housing
<b>Motor vehicle</b>	Use of Shire vehicle
<b>Clothing allowance</b>	\$360.00 per financial year
<b>Probationary Period</b>	A three (3) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.
<b>Pre-Employment Medical</b>	All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Katanning. Existing medical conditions will not preclude an appointment.
<b>Police Clearance</b>	The successful applicant will be required to provide a National Police Clearance.
<b>Closing date</b>	<b>4.00pm, 17 July 2026</b> <b>In the interest of fairness and equity, late applications will not be accepted.</b>

## SELECTION CRITERIA

### Community Emergency Services Manager (CESM)

#### Selection Criteria

- Ability to take command and successfully manage bush fire and emergency operations.
- Experience in project management of significant complexity within a political environment with varying stakeholders.
- Well-developed administration, written, verbal and report writing skills.
- Well-developed conflict resolution, negotiation and problem-solving skills.
- Demonstrated extensive experience and knowledge of fire and emergency services industry, including understanding of the role of volunteers, Local Government and other stakeholders in an emergency services environment.
- Sound interpersonal and customer service skills, with the ability to work both autonomously and in a team environment.
- Good level of computer proficiency including the use of Microsoft Word, Excel, email and internet applications.
- Hold a current unrestricted Western Australian HR-class national driver's licence.
- Provision of a National Police Clearance not more than three months old is required to support eligibility for this position.

**\*To be considered for this position applicants must address the Selection Criteria.**



## INFORMATION FOR APPLICANTS

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for an interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

### **Covering letter:**

A covering letter introducing yourself and explaining why you are applying for this position.

### **Selection Criteria Responses:**

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model - that is:

**Situation:** provide a brief outline of situation /setting

**Task:** outline what you did

**Approach:** outline how you did it

**Result:** describe what the outcomes were

### **Resume (curriculum Vitae) which includes:**

- Personal details – name, address and telephone number
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

### **Other Documents (optional):**

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 Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

### **Referees:**

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.

Provide names, work addresses and current contact telephone numbers for each referee.

Only referees that can comment on your work experience (preferably against the selection criteria) should be included.

### **Contact Details:**

Please provide a convenient telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

### **Lodging your Application:**

The closing date is **4.00pm 17 July 2026**.

**Email:** [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au)

**By Hand:** Shire of Katanning Administration and Civic Centre, 52 Austral Terrace, KATANNING

**Attention:** Human Resources

**Post:** PO Box 130, KATANNING WA 6317