



## **Employment Opportunity**

### **COMMUNITY EMERGENCY SERVICES MANAGER**

### **FULL TIME ROLE - 3 YEAR FIXED TERM CONTRACT**

Hourly Wage \$ 39.58 to \$ 49.40  
Level 6.4, Local Government Officers' (WA) Award 2021

Hosted by the Shire of Brookton, this regional Community Emergency Services Manager role provides leadership and coordination of emergency management activities across the Shires of Brookton, Pingelly and Corrigin, working closely with the Department of Fire and Emergency Services (DFES), Bush Fire Brigades and partner agencies.

The position plays a critical role in strengthening local emergency capability across the Prevention, Preparedness, Response and Recovery (PPRR) framework, with a strong operational focus on bushfire risk management and incident readiness.

To be considered for this position you will need to have:

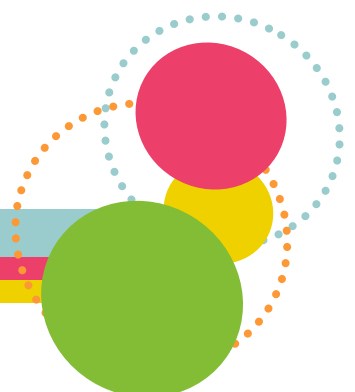
- Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government
- Training and Assessment qualifications
- Demonstrated experience to prescribed burning and fire management planning
- Accredited level 1 incident controller – Bushfire Hazard
- High level communication, interpersonal facilitation and training skills
- Strong leadership and management capability across financial, human and physical resources
- Availability to work afterhours including weekends
- Current "C" Class Western Australian driver's license

Desirably you will also have:

- Sound understanding of Local Government processes
- Highly developed time management skills

In return the Shire is offering a remuneration package inclusive of:

- Hourly Rate of \$ 39.58 to \$ 49.40



- Availability Allowance \$518.24 per fortnight paid for 48 weeks of the year - Where you meet the conditions of being available for recall when off duty
- Superannuation of up to 15.5%
- Limited private use of a work vehicle

The Shire of Brookton offers great benefits such as a health and wellbeing program, additional matching co-contribution superannuation, flexible working arrangements, and free access to the Brookton Gym and the Brookton Aquatic Centre.

Further information is available on the Shire's website at  
<https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Confidential enquiries about the position should be directed to Mr Gary Sherry, Chief Executive Officer 0427 421 032.

Applications should be addressed to the Chief Executive Officer, or emailed to [ceo@brookton.wa.gov.au](mailto:ceo@brookton.wa.gov.au), marked "Confidential – CESM ", by **4pm, Monday, 9 March 2026**.

## **APPLICATION INFORMATION**

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position, and we wish you well with your application.

Please visit our website at [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au) for further information about the Shire of Brookton.

Your application should consist of at least:

### **Covering Letter**

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

### **Resume/Curriculum Vitae**

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

### **Applications**

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to [ceo@brookton.wa.gov.au](mailto:ceo@brookton.wa.gov.au) or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION

Attn: Gary Sherry

Shire of Brookton

PO Box 42

BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is **4pm, Monday, 9 March 2026**

## EMPLOYMENT CONDITIONS

### Salary Package:

The offered Salary Package includes:

<b>COMPONENT</b>	<b>From \$</b>	<b>To \$</b>
Base Salary (cash component)	78,210.08	97,614.40
Superannuation (12%)	9,385.21	11,713.73
Superannuation 3.5% - subject to employee matching	2,737.35	3,416.50
<b>Package Total</b>	<b>90,332.64</b>	<b>112,744.63</b>

<b>Position</b>	COMMUNITY EMERGENCY SERVICES MANAGER
<b>Location</b>	Shire of Brookton, Administration Office
<b>Industry Award</b>	Local Government Officers' (Western Australia) Award 2021
<b>Classification</b>	Level 6.4
<b>Base Salary (cash component)</b>	From \$78,210.08 to \$97,812.00
<b>Tenue</b>	3 Year Fixed Term Contract - Full Time Position
<b>Hours of Work</b>	76 hours per fortnight
<b>Superannuation</b>	12% Guarantee fee plus up to an additional 3.5% employer matching
<b>Allowance</b>	\$518.24 per fortnight Availability Allowance paid for 48 weeks of the year (Where you meet the conditions of being available for recall when off duty)
<b>Housing</b>	There is no Shire accommodation allocated to this position – but may be negotiated.
<b>Leave Entitlements</b>	Four (4) weeks annual leave per year - 17.5% loading
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Operational Guidelines
	Other personal leave as set out in accordance with the Award
<b>Uniform</b>	DFES CESM uniform provided
<b>Vehicle</b>	Restricted Private Use of Vehicle
<b>Probationary Period</b>	A six-month probationary period applies to this position
<b>Pre-Employment Medical</b>	Candidates will need to complete a health-assessment and drug and alcohol screen as part of the selection process
<b>National Police Clearance</b>	Candidates need to provide a National Police Clearance (dated within 3 months of the position closing date) as part of the selection process

**Work Place Address:**

Shire of Brookton Administration, 14 White Street, Brookton.

Your “workplace” i.e. will regularly include the Shires of Corrigin – 9 Lynch Street, Corrigin – and Pingelly - 17 Queen Street Pingelly.

**Award and Enterprise Agreement**

All conditions are in accordance with the Local Government Officers’ (Western Australia) Award 2021.

**GENERAL EMPLOYMENT INFORMATION****Salary**

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

**Hours of Work**

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Officers’ (Western Australia) Award 2021.

In order to accrue a monthly Rostered Day Off (RDO) you will be required to work 80 hours per fortnight. You will be paid for 76 hours with the remaining four hours accruing towards one Rostered Day Off per month.

These hours are worked as a 19-day month made up as follows:

Monday to Friday

8am to 4.30pm

30 minute lunch break

RDO to be taken at a time/day, as agreed with the CEO

**Meal Break**

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

**Overtime**

Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of the Local Government Officers’ (Western Australia) Award 2021.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

## **Salary Increases**

Your salary will increase automatically in accordance with the provisions of the Local Government Officers' (Western Australia) Award 2021.

## **Superannuation**

Compulsory Occupational Superannuation contributions (currently 12% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the Aware Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 3.5%. Subject to compliance with legislative requirements, your additional superannuation contributions may be made on a salary sacrifice basis.

## **Availability Allowance**

Where you meet the conditions of being available for recall when off duty you will be paid an Availability Allowance. This Availability Allowance will be the equivalent of 4 hours full pay per week at rate of Station Officer L2 (amount taken from the DFES Fire Service Enterprise Bargaining Agreement). As per the MOU, the allowance is not paid on Annual Leave or Long Service Leave, paid for 48 weeks of the year.

## **On-Call Allowance**

Where you are authorised by the DFES Regional Duty Coordinator to meet the conditions required of being "on call" during periods off duty, you will be paid an allowance equivalent to 9 hours full pay per week calculated at a rate of Station Officer L2 or part thereof.

## **Personal Leave:**

Paid personal leave is available to you when you are absent due to the following:

- due to personal illness or injury; or
- for the purposes of caring for an immediate family or household member who is sick and requires the employee's care and support (carer's leave) or who requires care in an unexpected emergency.

The amount of personal leave to which an employee is entitled depends on the length of time worked for the Shire as indicated below:

Length of time worked for Shire of Brookton	Personal leave (days)
On commencement	10
On commencement of 2nd and 3rd year of continuous service	10
On commencement of 4th and subsequent years	12

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

**Compassionate Leave**

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family of household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

**Annual Leave**

You are entitled to a period of 4 weeks of Annual Leave per year of service.

Annual leave shall be given and taken at such times mutually convenient to the Shire and the employee.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

**TITLE: Community Emergency Services Manager**

**PURPOSE:** The objectives of this position is to:

- Efficiently and professionally plan, develop, manage, implement and review community emergency services within the Shire of Brookton, Shire of Pingelly and Shire of Corrigin in accordance with:
  - The *Bush Fires Act 1954* (as amended) and Bush Fire Regulations
  - Emergency Management Act and subsidiary Regulations
  - State Emergency Management Committee Policy Statements
  - Various policies and local laws of the respective local Governments
- Encompass the areas of prevention, preparedness, response and recovery and special projects as required. This position is hosted by the Shire of Brookton but works across three Local Government (LG) organisations being Brookton, Pingelly and Corrigin.

KEY RESPONSIBILITIES	REQUIREMENTS
<p><u>Administrative Duties</u></p> <ul style="list-style-type: none"> <li>• Ensure Department of Fire and Emergency Service (DFES) Emergency Service Directory &amp; contacts lists incorporates up to date LG details.</li> <li>• Maintain BFB Membership List including coordination of registration of new members.</li> <li>• Resources to Risk (R2R) Model established for LG to support LGGs applications.</li> <li>• Effectively manage the BFB &amp; State Emergency Service (SES) administration processes.</li> <li>• Prepare, submit and acquit the Shire’s Local Government Grant Scheme BFB &amp; SES Grants.</li> <li>• Manage the BFB and SES fleet maintenance and replacement program.</li> <li>• Establish BFB personal protective equipment (PPE) monitoring and replacement system.</li> <li>• Inform LG Councils on bushfire management strategies and expenditure.</li> <li>• Contribute to DFES Region in provision of Regional Training Courses.</li> <li>• Attend DFES regional staff meetings.</li> </ul>	<p>Experience &amp; Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Possession of recognised qualification in Training and Assessment.</li> <li>• Accredited Level 1 Incident Controller – Bushfire Hazard (or demonstrated progression towards attainment)</li> <li>• Availability to work afterhours including overtime and on-call as required (including weekends).</li> <li>• Current Western Australian C class driver’s licence</li> <li>• Demonstrated high level communication, interpersonal, facilitation and training skills.</li> </ul>

KEY RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none"> <li>• Attend DFES and other Emergency Management Forums for personal and LG development opportunities.</li> <li>• Perform quarterly reports for both the LGs and DEFS in relation to the performance against the CEMS business-work plan.</li> </ul> <p><u>Prevention</u></p> <ul style="list-style-type: none"> <li>• Assist with the development and endorsement of Bushfire Risk Management Plans for each LG as per Westplan Fire.</li> <li>• Develop Bushfire management/mitigation programs and implement for Unallocated Crown Land &amp; Unmanaged Reserves within town boundaries for the respective LGs.</li> <li>• Develop practices for bushfire management on local government Reserve and freehold land within each LG.</li> <li>• Support community engagement and awareness programs as identified in LG BRMP or as developed for the Shire.</li> <li>• Offer professional advice on development planning and fire management plans for new subdivision/developments.</li> <li>• Develop BFB Response Plans with identification of high value assets.</li> </ul> <p><u>Preparedness</u></p> <ul style="list-style-type: none"> <li>• Coordinate Local Government BFB Training Calendar to meet the operational requirements of brigade members.</li> <li>• Coordinate and present Local Government BFB training.</li> <li>• Ensure Relocation/Welfare Centres/Emergency Coordination Centres/Incident Control Centres (ICC) in each LG is made available to support the community during and emergency event.</li> <li>• Support key Bushfire meetings and Committees (BFAC, DOAC &amp; Brigade meetings)</li> <li>• Ensure Emergency water supplies and infrastructure owned by LG is maintained and available for emergency events, including annual inspections and reporting of faults.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability to develop and undertake prescribed burning and fire management planning processes.</li> <li>• Well-developed leadership and management skills including financial. Human and physical resources.</li> <li>• Proven experience in and knowledge of the fire and emergency services industry, in particular Bush Fire Brigades and Local Government.</li> <li>• The ability to obtain a National Police Clearance Certificate if offered the position.</li> <li>• Demonstrated ability to use computer and information technology efficiently and effectively.</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• An understanding of Local Government processes.</li> <li>• Ability to adapt quickly while working within a team environment.</li> </ul> <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> <li>• Highly developed interpersonal skills.</li> <li>• Ability to work as a team member and autonomously with minimum supervision.</li> </ul>

KEY RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none"> <li>• Ensure Emergency Services exercises are conducted annually and collaboratively as per each LGs Local Emergency Management Arrangements (LEMA).</li> <li>• Participate in each LG's Local Emergency Management Committee meetings and provide support as required.</li> <li>• Provide Local Government Incident Management Capacity/Capability as required.</li> </ul> <p><u>Response</u></p> <ul style="list-style-type: none"> <li>• Respond to emergency incidents that impact on respective communities of each LG.</li> <li>• Participate on the Incident Support Group (ISG) for each LG, to aid in the interface between Incident Management Team (IMT), ISG and DFES.</li> <li>• Respond to incidents in neighbouring or other Regions LGs when requested by DFES Regional Duty Coordinator.</li> </ul> <p><u>Recovery</u></p> <ul style="list-style-type: none"> <li>• Assist the Local Recovery Co-ordinator in ensuring appropriate support and counselling is available to LG volunteers and staff as required following incidents.</li> <li>• Provide support to the LG Recovery team for each LG, as required.</li> </ul> <p><u>Special Projects</u></p> <ul style="list-style-type: none"> <li>• Assist the LGs and DFES with special projects that may aid in mitigating impact on the communities.</li> <li>• Coordinate and manage projects for DFES in alignment with Emergency Management Act 2005 (Emergency Management Plan preparation and facilitation).</li> </ul> <p><u>General:</u></p> <ul style="list-style-type: none"> <li>• Attend meetings of relevant organisations, as required.</li> <li>• Develop and maintain In partnership with the LGs and DFES professional relationships with stakeholders to ensure the delivery of service as specified in the Memorandum of Understanding between DFES and the LGs.</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly, discrete, sensitive and punctual.</li> <li>• Ability to liaise with a wide range of people from diverse social and cultural backgrounds.</li> <li>• Understands and makes the best use of available resources including systems, policies, and procedures information and communication technology.</li> </ul>

KEY RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none"> <li>• Work in accordance with the LG's defined Equal Opportunity and Anti-discrimination legislation, procedures and principles.</li> <li>• Work in accordance with the LG's defined Occupational Safety and Health legislation, procedures and principles.</li> <li>• Adhere to the LG's Code of Conduct, policies and management practices as amended from time to time.</li> <li>• Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and</li> <li>• Ensure all duties as directed by the Chief Executive Officer of each LG is fully undertaken.</li> </ul>	
<p><b><u>Conditions of Employment:</u></b></p> <p>CLASSIFICATION: Level 6.4. This classification level is in accordance with the Local Government Officers' (Western Australia) Award 2021 depending upon qualifications and skills. Includes Restricted Private Use of Vehicle.</p> <p>PERIOD: Casual Contract.</p> <p>LOCATION: The position will be located at the Administration Office of Shire of Brookton, Shire of Pingelly and Shire of Corrigin on an agreed basis with each of the LG CEOs.</p>	<p><b><u>Reporting Relationships</u></b> <u>Reports to:</u></p> <ul style="list-style-type: none"> <li>• CEO (Shire of Brookton)</li> <li>• District Officer Narrogin (DFES)</li> </ul>
<p>This position was created in August 2020</p> <p>This position has been reviewed in July 2025</p>	<p><b><u>Incumbent:</u></b>  <u>Name:</u> Roger Northey  <u>Date:</u> 24/07/2025  <u>Signature:</u>  <b><u>DIRECT MANAGER:</u></b>  <u>Name:</u> Gary Sherry  <u>Date:</u> 24/07/2025  <u>Signature</u></p>

# Organisational Structure

January 2026



**Chief Executive Officer**  
(1.0)

**Manager Corporate and Community**  
(1.0)

**Manager Infrastructure and Works**  
(1.0)

**Senior Finance Officer**  
(1.0)

**Finance Officer - Payroll**  
(0.6)

**Finance Officer - Creditors**  
(0.6)

**Finance Officer - Rates & Debtors**  
(0.6)

**Administration Officer**  
(1.0)

**Records Officer**  
(1.0)

**Cleaner**  
(0.3)

**Caravan Park Caretaker/Cleaner**  
(0.6)

**Community Development Officer**  
(1.0)

**Aquatic Centre Supervisor**  
Contract

**Contract Cleaner**  
Contract

**Brookton CRC Coordinator**  
(1.0)

**Brookton CRC Staff**  
Admin Officer  
(1.0)

**Administration Trainee**  
(1.0)

**Town Infrastructure Coordinator**  
(1.0)

**Parks & Gardens**  
General Hand/Plant Operator  
(3.0)

**Works Coordinator**  
(1.0)

**Roads**  
General Hand/Plant Operator  
(7.0)

**Works Administration Officer**  
(1.0)

**Building Maintenance Officer**  
(1.0)

**Refuse Site & Collection**  
Contract

**Executive Governance Officer**  
(1.0)

**Governance Officer**  
(1.0)

**Environmental Health Officer / Building Surveyor**  
(0.2)

**Community Emergency Services Manager**  
(1.0)

**Planning Services**  
Contract

**Ranger Services**  
Contract

- Full time
- Part time
- Shared Resource
- Contract Services
- New

Full Time Employee (FTE) Count	
Executive Directorate	4.2 FTE
Corporate Directorate	10.7 FTE
Infrastructure Directorate	15 FTE
<b>Total</b>	<b>29.9 FTE</b>