

# SHIRES OF JERRAMUNGUP AND GNOWANGERUP



## APPLICATION PACKAGE

### BUSHFIRE RISK MITIGATION COORDINATOR

Shires of Jerramungup & Gnowangerup

Thank you for your interest regarding the position of **Bushfire Risk Mitigation Coordinator** with the Shires of Jerramungup and Gnowangerup.

As the Chief Executive Officer of the host local government and employing authority, I am pleased to provide the following information to assist in the preparation of your application:

- Copy of advertisement
- Shire profiles
- Position description (including selection criteria)
- General conditions of employment information
- Guidance notes for prospective applicants
- Application form
- Application checklist for your use prior to submitting your application

This information is provided to you so that you fully understand the expectations of the organisations in relation to the information you need to include as well as the format and content of your application.

Please read these guidelines carefully and follow all instructions.

Should you have any further queries, please contact Steve Petersen, DFES District Officer, Great Southern on 0427 002 718.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Martin Cuthbert', with a long, sweeping horizontal line extending to the right.

**Martin Cuthbert**  
**Chief Executive Officer**  
**Shire of Jerramungup**

**13 November 2023**



# Bushfire Risk Mitigation Coordinator

## *Full-time, Fixed-term Position*

An opportunity exists for an enthusiastic and experienced person to join the Shires of Jerramungup and Gnowangerup and become an integral part of the two organisations and communities.

Applicants will have emergency management knowledge, project management experience and understand the roles and responsibilities of government and private land managers for mitigating bushfire risk.

This is a full-time position on a fixed contract basis ending on 30 June 2026 with a possibility of extension or permanency. Accordingly, an attractive salary package in excess of \$119k per annum is on offer for the right applicant which is determined by the funding contract from the Department of Fire and Emergency Services and includes the commuting use of a vehicle.

The Shire of Jerramungup can also assist with staff housing located in Bremer Bay.

### FURTHER INFORMATION

A copy of the information package is available from the Shire Office and website [www.jerramungup.wa.gov.au](http://www.jerramungup.wa.gov.au). For further job specific enquiries please contact Stephen Petersen, DFES District Officer, Great Southern Region on 0427 002 718.

### APPLICATIONS

Applications are to be addressed to the **Chief Executive Officer, Shire of Jerramungup, PO Box 92, JERRAMUNGUP WA 6337** and must contain all requirements listed in the information package. They may be submitted in hard copy or by email to [council@jerramungup.wa.gov.au](mailto:council@jerramungup.wa.gov.au).

Applications close at 2:00pm on Wednesday, 29 November 2023.

**Martin Cuthbert**

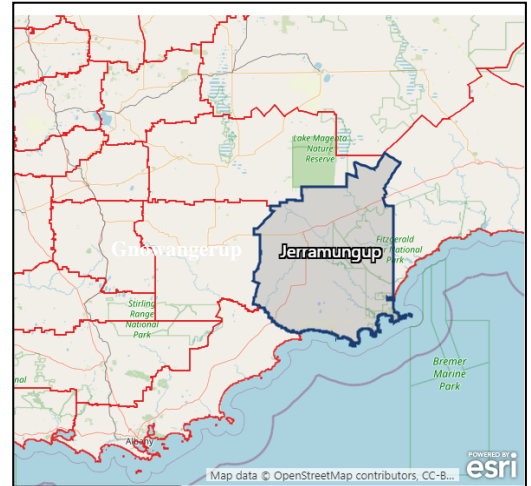
**Chief Executive Officer**

## **GENERAL INFORMATION**

### **SHIRE OF JERRAMUNGUP:**

The Shire of Jerramungup is located within the Great Southern Region, 180 kilometres north east of Albany and 440 kilometres south east of Perth. The Shire covers an area of 6,507 square kilometres and has a population of approximately 1,133.

The area is recognised as a strong agricultural region for grain and livestock production, with high biodiversity values, strong tourism potential and various mining prospects. The Shire is recognised internationally for its biodiversity and human interaction with the landscape.



The Shire includes pristine beaches, two towns, as well as smaller communities. The town of Jerramungup is an established rural community 440 kilometres south east of Perth via Katanning and Gnowangerup, and 180 kilometres north east of Albany on the South Coast Highway. Bremer Bay is 505 kilometres from Perth and 180 kilometres from Albany on the south coast, and is developing rapidly with a growing aquaculture industry and attracting increased tourism activity. The communities of Gairdner and Boxwood Hill are also within the Shire.

The Shire of Jerramungup offers the following:

#### **Shopping Facilities**

Jerramungup: IGA supermarket, newsagency, chemist, roadhouse, 24hr fuel, stock and rural supplies agents, Post Office with some banking facilities, hotel, caravan park, electrician, community resource centre and library.

Bremer Bay: IGA supermarket, chemist, Post Office with some banking facilities, ATM, roadhouse, motel/resort, caravan parks, hairdresser, tyres and batteries, electrician, plumber, mechanic, coffee shops and cafes, community resource centre and library.

#### **Sporting Facilities**

Jerramungup: Indoor multipurpose Entertainment Centre with courts and stage facilities. Excellent grassed playing surface for football, cricket and hockey. Other competitive sports include bowls, golf, tennis, netball, basketball, darts and motocross.

Bremer Bay: Active tennis, bowls and golf clubs.

Boxwood Hill: The Sports Club is home to football, hockey, netball, tennis and golf.

The Jerramungup and Bremer Bay Sports Clubs provide excellent facilities for the public to enjoy and relax after their recreational pursuits.

## Education

Jerramungup: A District High School provides schooling from kindergarten to Year 10. Schooling is available for Year 11 and 12 through Schools of Isolated and Distance Education.

Bremer Bay: The Primary School provides schooling from kindergarten to Year 6. A bus transports older students to the District High School in Jerramungup.

## Health & Wellbeing

Jerramungup: GP practice two days per week, Nursing Post, pharmacy and St John Ambulance. Visiting services include chiropractor, podiatry, and child health nurse.

Bremer Bay: GP practice two days per week, Nursing Post, pharmacy and St John Ambulance. Visiting services include chiropractor and child health nurse.

## Television

Digital television reception via satellite.

## General

The community is active, progressive, friendly and enjoys a sports orientated lifestyle. District tourist attractions include:

- Fitzgerald River National Park
- Fitzgerald Biosphere Garden
- Clear water and clean beaches along the Shire's coastline
- Excellent fishing, surfing, orca whales and Bremer Canyon

The Shire enjoys a temperate climate throughout the year and the cooling sea breeze makes it ideal during the summer period for living comfort.

## SHIRE OF GNOWANGERUP:

Situated in the heart of Western Australia's Great Southern region, the Shire of Gnowangerup is an inclusive, progressive and prosperous community.

The Shire includes the stunning Stirling Ranges, three towns, attractive rural landscape, and boasts a relaxed country lifestyle with excellent amenities.

The Shire is approximately 354 kilometres from Perth and 140 kilometres from Albany via the Chester Pass Road.

It covers an area of around 5,000 square kilometres and is a prosperous grain growing and sheep producing area. The area is noted Australia wide for its merino sheep and attracts large crowds to the annual Stud Field Days.



The Shire offers the following:

### **Shopping Facilities**

The town of Gnowangerup is the largest of the three towns within the Shire and offers an IGA Supermarket, roadhouse, accommodation, stock and rural supply agents, mechanic, hardware supply store, coffee shop, butcher, 24hr fuel, library, community resource centre, etc.

The town of Ongerup offers a General Store, tyre and battery shop, 24hr fuel, hotel and pub, coffee shop, community resource centre and library, and the infamous Yongergnow Malleefowl Centre.

Borden, the smallest of the three towns, has 24hr diesel fuel, stock and rural supply agent, tavern, accommodation, and post office.

### **Sporting Facilities**

Each town within the Shire of Gnowangerup has beautiful multi-purpose Sporting Complexes that are used for a variety of events, ranging from sporting events, arts, and craft exhibitions, shows, private events. The Gnowangerup Sporting Complex is also on the State list of evacuation centres.

### **Education**

The Shire has a range of education facilities including kindergartens, pre-school and primary schools, the Gnowangerup District High School that caters for K – year 10. Katanning District High School caters for year 11 and 12.

### **Health & Wellbeing**

Gnowangerup town has a GP practice, district hospital, pharmacy and physiotherapy services. Each town also have St John Ambulance centres, with the main sub-centre located in Gnowangerup.

### **General**

The Shire has around 100,000 hectares of farmland and supports a highly efficient livestock and cropping industry. The head offices of a number of large industrial businesses are also located within the Shire.

A part of the Stirling Ranges National Park falls within the boundaries of the Shire and is a popular tourist destination. The Stirling Range is renowned for its unusual, and sometimes spectacular cloud formations and is one of the world's most important areas for flora and attracts thousands of visitors during the wildflower season.



## **JOB DESCRIPTION – BUSHFIRE RISK PLANNING COORDINATOR**

**DEPARTMENT – Administration**

**REPORTS TO – Deputy Chief Executive Officer in Jerramungup, Deputy Chief Executive Officer in Gnowangerup and DFES Great Southern Region District Officer**



**SUPERVISORY RESPONSIBILITY – Nil**

### **POSITION SUMMARY:**

The Government of Western Australia's Bushfire Risk Management (BRM) program is a state-wide initiative that is responsible for the development and implementation of local government BRM Plans. The program involves the collaboration of stakeholders, across all land tenure, to identify and mitigate bushfire risk within local communities.

### **ROLE:**

The Bushfire Risk Mitigation Coordinator (BRMC) is responsible for developing and implementing local government bushfire treatment programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated local governments and ensures treatment plans are effectively planned, delivered and evaluated.

### **KEY QUALIFICATIONS:**

#### **Qualifications & Experience:**

- Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
- Demonstrated conceptual, analytical and problem solving skills including understanding and experience in application of risk management principles.
- Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders, including senior government officers, industry and private landowners.
- Experience or qualifications in project management and project delivery.

### **EXTENT OF AUTHORITY:**

- Operates under general direction of the Shire of Jerramungup and Gnowangerup's Chief Executive Officer in accordance with policies and procedures.
- Works in collaboration with the DFES Great Southern Region District Officer appointed to support the position.
- Exercises a degree of autonomy however, work output is supervised by the Deputy Chief Executive Officers.

## **SELECTION CRITERIA:**

### **Applicants to Prepare Submission Covering Each Item**

#### **ESSENTIAL PRE-REQUISITE**

1. Possession of a current unrestricted C Class Western Australian driver's licence (as a minimum) which must remain valid for the duration of employment.

#### **ESSENTIAL PRE-REQUISITE**

1. Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
2. Demonstrated experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity.
3. Demonstrated conceptual, analytical and problem-solving skills.
4. Understanding and experience in the application of risk management principles.
5. Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including contractors, government officers, industry and private landowners.
6. Proven ability to plan, prioritise and organise workloads to meet agreed timeframes.
7. Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting.

#### **HIGHLY DESIRABLE**

1. Experience in rural fire management including planned burning and firefighting, with an understanding of the principles of bushfire behaviour and suppression activities.
2. Experience applying and managing external grants and funding.
3. Knowledge and understanding of DFES' Bushfire Risk Management System.
4. Experience in managing projects.



## **CORE POSITION ACTIVITIES:**

<b>Internal Administrative Functions</b>	<p><b>Mitigation Planning</b></p> <ul style="list-style-type: none"><li>• Review local government(s) bushfire risks to determine treatment priorities, including Annual Scheduled Treatment Plan and 3-year Indicative Treatment Plan.</li><li>• Liaise with DFES' BRMO, CESM (where appointed) and other relevant stakeholders to confirm and document appropriate treatment strategies for LG bushfire risks within the BRM Plan.</li><li>• Prepare, submit and manage Mitigation Activity Fund Grants Program applications to support the provision of funds required to implement LG treatment programs.</li><li>• Prepare and obtain approval of planned burning prescriptions, and other necessary applications/permits, that are required to implement mitigation activities.</li></ul> <p><b>Mitigation Implementation and Evaluation</b></p> <ul style="list-style-type: none"><li>• Manage contractors to ensure the agreed mitigation works are performed on time, within budget and to the required standards.</li><li>• Perform risk re-assessments following the completion of treatment activities and ensure risk assessments have been completed using the current BRM methodology.</li><li>• Inform relevant stakeholders of the status of treatment activities and escalate, to DFES' BRMO, all risks and issues that may prevent the successful completion of mitigation works.</li><li>• Manage the acquittal of all BRM grant applications, including the MAFGP, in accordance with the relevant grants program.</li><li>• According to experience and availability, facilitate implementation of prescribed burns with LG staff and volunteers.</li><li>• Ensure all BRM data, relevant to local government(s) Annual Scheduled Treatment Plan and 3-year Indicative Treatment Plan is captured in DFES' Bushfire Risk Management System (BRMS).</li></ul> <p><b>Other</b></p> <ul style="list-style-type: none"><li>• Liaise with DFES' BRMO, and other landholders, to support the effective implementation of "tenure-blind" mitigation programs.</li><li>• Complete reports and other requests for BRM information, as required, within established timeframes.</li><li>• Provide BRM training, where appropriate, to LG staff and volunteers.</li><li>• Present relevant LG mitigation programs at BFAC.</li><li>• Arrangements for the BRMC to attend bushfires within their jurisdiction are to be discussed and confirmed between the relevant LG, BRMC and DFES region.</li></ul>
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	<p><b>Records Management</b></p> <ul style="list-style-type: none"> <li>• Maintain records, files and information systems to comply with the Shires' Records Management Plan.</li> </ul> <p><b>Work Safety and Health</b></p> <ul style="list-style-type: none"> <li>• To be responsible for ensuring own safety and health and that of other people in the workplace.</li> <li>• Report all accidents, incidents and hazardous situations arising in the course of work.</li> <li>• To comply with Work Safety and Health legislation and the Shire's WSH Policies and Procedures.</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• To comply with the Shire's Risk Management Policies and Procedures.</li> <li>• To be responsible for reporting possible risks in relation to operational procedures.</li> </ul>
<b>External Service Delivery</b>	<ul style="list-style-type: none"> <li>• Represent the Local Governments at relevant Government, Industry and community forums or meetings.</li> <li>• Complete reports on the status of the BRMP program to DFES including local government risk treatment programs.</li> <li>• Liaise with private and government landholders to achieve the objectives and priorities identified through the Bushfire Risk Management System.</li> </ul>

**KEY PERFORMANCE AREAS:**

ITEM	WEIGHTING
<ul style="list-style-type: none"> <li>• To be established on commencement with successful applicant.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**GENERAL CONDITIONS OF EMPLOYMENT**

<b>SALARY</b>	This position attracts an annual pro-rata salary of up to \$119,270 dependent on qualifications and experience.
<b>SUPERANNUATION</b>	Council currently contributes 11% to the Statutory Occupational/Guarantee Fund.
<b>VEHICLE USE</b>	Commuting use of the work vehicle is provided as part of this position.
<b>HOURS</b>	Hours of work will be as agreed with the Shires of Jerramungup and Gnowangerup's Deputy Chief Executive Officers on a full-time, fixed-term basis.
<b>REPORTING</b>	The Bushfire Risk Mitigation Coordinator will be required to report to the Deputy Chief Executive Officer in Jerramungup, the Deputy Chief Executive Officer in Gnowangerup and DFES Great Southern Region District Officer.
<b>UNIFORM ALLOWANCE</b>	To be supplied by Department of Fire Emergency Services
<b>ANNUAL LEAVE</b>	4 weeks leave per annum (pro rata) in accordance with the Local Government Industry Award 2010 (LGIA 2010) and National Employment Standards.
<b>LONG SERVICE LEAVE</b>	In accordance with the Local Government (Long Service Leave) Regulations.
<b>RESIDENCY</b>	The Shire of Jerramungup is the host Council for this position and can assist with housing based in Bremer Bay if required by the applicant. Applicants currently residing or preferring to reside in the Shire of Gnowangerup may negotiate arrangements if successful in the recruitment process.
<b>EMPLOYMENT MEDICAL</b>	The successful applicant will be requested to undertake a pre-employment medical, paid for by the Shire. Any offer of employment will be conditional upon the applicant being assessed as fit for the proposed employment.
<b>POLICE CLEARANCE</b>	Provision of a National Police Clearance not more than three months old will be required to support eligibility for this position.
<b>SUPPORTING DOCUMENTATION</b>	Originals of supporting documents must be made available on request (e.g. National Police Clearance, Motor Vehicle Licence/s and Tertiary Qualifications where applicable).
<b>STUDY ASSISTANCE</b>	Employees who have enrolled for technical or further education relevant to their position may have a portion of enrolment fees paid upon successfully completing each nominated subject (subject to CEO approval).

## Guidance Notes for Prospective Applicants

The following notes are provided to assist in the preparation of your application and to help the Selection Panel assess your suitability for the position and prospective interview. Also enclosed is a copy of the respective Advertisement and Position Description, which includes the Selection Criteria.

APPLICATIONS	<p>The Shire is pleased to accept all applications whether handwritten or typed, providing they are neat and legible in presentation.</p> <p>All information, <u>including a completed Application Form</u>, should be stapled/secured in the top left hand corner. Please do not submit your application bound or in folders. Only <i>copies</i> of supporting documentation should be enclosed so as to avoid loss or damage to originals.</p> <p><u>All submissions must be received by the nominated closing date</u> – hard copy, emailed or faxed applications are accepted. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from this office under restricted circumstances.</p>	
APPLICATION FORM	<p>All applicants are required to complete and sign the application form. When filling out the form applicants should remember to nominate whether relevant information can be found within the attached CV/Resume (you do not need to list relevant work history, qualifications etc. twice). Please provide a convenient <u>daytime contact number</u> so that we may contact you should you be invited for an interview or if there are any queries regarding your application.</p>	
CURRICULUM VITAE / RESUME	<p>A CV / Resume outlining current contact details, previous employment history and qualifications should be provided.</p>	
ASSESSMENT	<p>The selection panel will assess your suitability to and understanding of the requirements of the position, and whether you possess the knowledge, experience and qualifications required to successfully carry out the duties of the position. It is impractical to interview all applicants and therefore only those who best meet the criteria will be considered for interview.</p>	
REFERENCES	<p>You are required to nominate at least two contactable employment referees within your application. These referees should be able to comment on your recent work experience, skills and knowledge in relation to the selection criteria. Please provide names, relationship to you (eg. Supervisor), company name and daytime telephone numbers. If you do not wish current work referees to be contacted initially, please advise of this.</p>	
SENDING IN YOUR APPLICATION	<p>Applications should be clearly marked:</p> <p><b>“CONFIDENTIAL - Application Bushfire Risk Mitigation Coordinator”</b></p>	<p>Applications should be addressed to:</p> <p>Mr Martin Cuthbert Chief Executive Officer Shire of Jerramungup PO BOX 92 JERRAMUNGUP WA 6337 <b>Email:</b> council@jerramungup.wa.gov.au</p>
INTERVIEWS / FINAL RECRUITMENT PROCESS	<p>Applicants nominated for interview will be <u>personally contacted</u> as soon as practical after the advertised closing date. Those unsuccessful in progressing their applications further will be advised in writing at the conclusion of the recruitment process.</p>	
EQUAL OPPORTUNITY	<p>Council maintains an equal opportunity policy in assessing all applications for any advertised position.</p>	

**Bushfire Risk Mitigation Coordinator - Application Form**  
**PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION**

POSITION DETAILS	
Position Advertised:	<b>Bushfire Risk Mitigation Coordinator</b>
Location:	<input checked="" type="checkbox"/> Administration <input type="checkbox"/> Planning and Development <input type="checkbox"/> Works
Reference:	

PERSONAL DETAILS	
Surname:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:	Date of Birth:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	<i>Are you a permanent resident of Australia, or have your been granted permanent residence?</i>  <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, please attach copy of a Visa validating permission to work in Australia
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details (please tick if attached)			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES	
<i>Please provide details of at least two contactable work-related referees:</i>	
<b>(Referee 1)</b>	<b>(Referee 2)</b>
Name:	Name:
Position Held:	Position Held:
Company:	Company:
Contact No:	Contact No:

How soon would you be able to commence work?	How did you find out about the position (i.e. facebook, newspaper)?
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**EDUCATION / TRADE DETAILS**

☐ Refer to attached CV / Resume for complete details (please tick if attached)

**Highest Level attained (e.g. Year 10, 11, 12, TAFE, University):**

Year	Name of School / Institution	Certificate / Qualification Obtained

**Current Studies being undertaken**

Year	Name of School / Institution	Details

**Other Qualifications / Training (e.g. Trade details, Certificates / Licences held, or other relevant information):**

**SUPPLEMENTARY DETAILS – HEALTH / MEDICAL ISSUES**

Do you consider your overall health to be: ☐ Excellent ☐ Good ☐ Average ☐ Fair

Are there any reasons you may be unable to fulfil the requirements of this position? ☐ No ☐ Yes

Please provide details:

Are you currently receiving or have you made a claim for and received Workers Compensation or Insurance benefits for any reason? ☐ No ☐ Yes

Please provide details (e.g. Year of injury, Company worked for, Period of time off work):

**SUPPLEMENTARY DETAILS - CONVICTIONS**

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You need to give details of any conviction that has been declared spend under the *Spent Convictions Act 1988*). ☐ No ☐ Yes

Please provide details:

*A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.*

**APPLICANT DECLARATION**

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate, and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statement will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation prior to commencement date.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**BUSHFIRE RISK MITIGATION COORDINATOR  
APPLICATION CHECKLIST**

- ☐ Application Form
- ☐ Covering Letter
- ☐ Statement addressing the Selection Criteria
- ☐ Resume
- ☐ Copies (not originals) of supporting documentation
- ☐ Full application has been proofread prior to submitting
- ☐ Application has been photocopied for personal reference