

# Candidate Information Package



## The Shire of Irwin

Is a friendly coastal community with a population of approximately 3,800 residents located on the idyllic Batavia coast of Western Australia. The area comprises of 2,223km with a brilliant blend of coastal and rural landscapes.

Situated on Arurine Bay beside the Irwin River estuary are the twin towns of Dongara and Port Denison, forming the urban area of the Shire of Irwin. The village of Irwin is about 17 kilometres east of Dongara, and there are several tiny hamlets in the north and south of the **Shire**. The bustling City of Geraldton is 60 kms north with the capital city of Perth 360kms south..

**The Shire of Irwin is truly an enviable lifestyle choice.**

Find out more at [www.irwin.wa.gov.au/](http://www.irwin.wa.gov.au/)

**our vision - a safe place to live, an exciting place to visit and a progressive place to work**  
**our mission - delivering excellence in service, driving growth and building strong relationships**

# Community



The Community is well equipped with a range of essential facilities including a public hospital facility which includes emergency services, a domiciliary care unit and a nurse home care unit, St John Irwin Ambulance, pathology, GP medical centre, district high school, transfer station and various local businesses.

There is an abundance of community and sporting groups who offer great opportunities for people of all ages to get involved and actively participate. The Shire has a modern recreation centre which offers multiple health and fitness options. A newly refurbished skate park and pump track for the youth. The Dongara Denison Drive-Ins offers hours of family time throughout the warmer months.

## Events

A variety of events are held throughout the year including monthly town markets, Easter Races, Hanging of the Quilts, Port Denison Race Car Sprint and the Mid-West Show and Shine.

## Tourism

With a wide range of caravan parks and camping grounds, the Shire of Irwin caters for tourist and locals alike with a brilliant blend of beautiful beaches and agriculture; there is a variety of activities including surfing; fishing; nature and heritage trails and a host of events from Easter and monthly markets; Easter Races; Mixed Lawn Bowls Carnival; Hanging of the Quilts; Moreton Bay Fig trees, Irwin River; Fishermen's Lookout; historic museum; marina and Kitestock. The Shire provides many other attractions in the region.

## Industry

Known historically for its lobster fishing industry and broad acre farming, the area has developed to include oil and gas production/exploration and mineral sands extraction industries offering a range of employment opportunities.

## Development

The Shire of Irwin is becoming a highly active environment due to the vested interest from the diverse industries with 'green' energy a primary focus. This is an exciting time to join the Shire with it positioned for growth in a sustainable environment.



## Shire of Irwin

### Bushfire Risk Mitigation Coordinator (BRMC)

Dongara | Western Australia

The Shire of Irwin, in partnership with Department of Fire and Emergency Services (DFES), have a newly created position available for a motivated and skilled Bushfire Risk Mitigation Coordinator to work with the Shire of Irwin and the Shires of Coorow and Carnamah on a frequent basis. This position will be responsible for developing and implementing local government bushfire treatment programs, working closely with relevant stakeholders to identify and prioritise mitigation activities and ensuring treatment plans are effectively planned, delivered and evaluated.

Responsibilities of the role include:

- Review of local government bushfire risks to determine treatment priorities.
- Liaise with relevant stakeholders to confirm and document appropriate treatment strategies.
- Prepare, submit and manage Mitigation Activity Fund Grants Program applications.
- Manage contractors to ensure the agreed mitigation works are performed on time, within budget and to the required standards.
- Perform risk re-assessments following the completion of treatment activities.

### About You

To undertake the role, the successful applicant must have demonstrated experience and knowledge of emergency management and bushfire risk management including experience in applying bushfire mitigation strategies that sustain the natural environment. Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders is essential.

### Benefits

The position is a fixed term contract ending 30 June 2027. The remuneration package offers, in the first year, a base salary of \$94,915 per annum plus superannuation, personal protective equipment, Laptop computer and smart phone, training and travel allowances and the provision of a vehicle.

**Interested?** Confidential enquiries can be made to the Davina Sandhu, Human Resources Consultant on telephone 08 9927 0000.



**SHIRE OF IRWIN**  
DONGARA-PORT DENISON  
A BRILLIANT BLEND

## How to apply

Applicants are required to submit a cover letter, resume, and answer the **essential** selection criteria detailed within the Position Description which can be viewed on our website [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au) with full details of the position. Applications can be emailed to [hr@irwin.wa.gov.au](mailto:hr@irwin.wa.gov.au).

The successful candidate will be required to provide proof of eligibility of working rights in Australia; hold a National Police Clearance (no older than 6 months) and willing to undergo a pre-employment screening to include a medical and drug and alcohol testing.

*The Shire of Irwin is an equal opportunity employer proudly promoting an all-inclusive and safe work environment.*

**Applications close at 5:00 pm on Monday 20<sup>th</sup> May 2024.**

*Shane Ivers*

**Chief Executive Officer**

**our vision - a safe place to live, an exciting place to visit and a progressive place to work**  
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1.0 Position Details	
Position Title	<b>Bushfire Risk Mitigation Coordinator</b>
Employment Type	Full Time Contract – 3 Years up to 30 June 2027
Work Schedule	76 hours per fortnight
Reporting to	Chief Executive Officer
Department	Office of the CEO
Location	Shire Administration Offices – 11-13 Waldeck Street, Dongara, WA, 6525
Supervision	N/A
Internal Relationships	Bushfire Risk Management Officer (BRMO) CESM Department of Fire and Emergency Services (DFES) and staff Councillors, Management and employees
External Relationships	Volunteer Emergency Services Groups including Bush Fire Brigades and State Emergency Services units, Residents, rate payers and the general public; Community groups, Government agencies Private Industries Contractors, Service suppliers.
Extent of Authority	Authorisation(s) is issued by the Chief Executive Officer. Authorisations are made in accordance with the <i>Bush Fires Act 1954</i> ; Bush Fire Regulations; Fire and Emergency Services legislation and State Emergency Management Committee and compliance with all other written laws applicable to the authorisations.
2.0 Position Objective	
<ul style="list-style-type: none"><li>▪ 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, completed, and evaluated.</li><li>▪ Support and promote DFES's 2020-24 Strategic Plan of <b>Vision:</b> All Western Australian working together for a safer State <b>Purpose:</b> To achieve a safer Western Australia by enabling and protecting the community before, during and after emergencies</li></ul>	

### 3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<b>Mitigation Planning</b>	<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> </ul>	<ul style="list-style-type: none"> <li>Identify, prioritise and propose treatment activities for the following 36 months (ASTP + 36 months).</li> </ul>
	<ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <li>quarterly (September, December, March &amp; June) and to ensure objectives and deliverables are achieved.</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare, submit and manage Mitigation Activity Fund Grants Program applications to support the provision of funds required to implement LG treatment programs.</li> </ul>	<ul style="list-style-type: none"> <li>Application submitted to DFES BMB. Invoices submitted &amp; Grant Agreement executed</li> </ul>
	<ul style="list-style-type: none"> <li>Prepare and obtain approval of planned burning prescriptions, and other necessary applications/permits, that are required to implement mitigation activities.</li> </ul>	<ul style="list-style-type: none"> <li>Identify, prioritise and schedule 12 months of treatment activities for each Shires' mitigation program annually by August.</li> </ul>
<b>Mitigation Implementation and Evaluation</b>	<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> </ul>	<ul style="list-style-type: none"> <li>Deliverables are to the required standards and within budget.</li> </ul>
	<ul style="list-style-type: none"> <li>Perform risk re-assessments following the completion of treatment activities and ensure risk assessments have been completed using the current BRM methodology.</li> </ul>	<ul style="list-style-type: none"> <li>All relevant BRM data entered into BRMS. TPSR reviewed by BRMC, BRMO &amp; DFES BMB.</li> </ul>
	<ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <li>Attendance at MAFGP Assurance Review</li> </ul>
	<ul style="list-style-type: none"> <li>Manage the acquittal of all BRM grant applications, including the MAFGP, in accordance with the relevant grants program.</li> </ul>	<ul style="list-style-type: none"> <li>Acquittal report signed by DFES Regional Superintendent and LG CEO and finalised by DFES BRMB.</li> </ul>
	<ul style="list-style-type: none"> <li>According to experience and availability, facilitate implementation of prescribed burns with LG staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>BRMC to liaise with CESM, District Officer &amp; BRMO on identified Strategic Protection Burns annually.</li> </ul>

### 3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>▪ All treatment data entered into BRMS. 3-Year Indicative Treatment Plan created, reviewed and approved by BRMC &amp; BRMO.</li> </ul>
<b>Other</b>	<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> </ul>	<ul style="list-style-type: none"> <li>▪ Annually as required.</li> <li>▪ Annual report to CEO/Council and DFES BRMO 30 June each year.</li> <li>▪ As required.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Present relevant LG mitigation programs at BFAC.</li> </ul>	<p>Twice yearly as per shire BFAC schedule.</p>
	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>▪ Identify and prioritise mitigation activities within designated Shires' and ensures treatment plans are effectively planned, delivered and evaluated.</li> </ul>



<b>4.0 General Position Requirements</b>	
<b>Ethical Behaviour</b>	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
<b>Work Health and Safety</b>	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
<b>Risk Management</b>	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
<b>Human Resource and Leadership</b>	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
<b>Records Management</b>	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
<b>Strategic Vision</b>	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
<b>Values we are committed to</b>	Creates and maintains a positive working environment while upholding the Shire's values of:  





## 5.0 Behavioural Competencies

VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
<b>Innovation</b>	<p><b>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</b></p> <ul style="list-style-type: none"><li>▪ I look for better ways of doing things.</li><li>▪ I am open to feedback and change</li><li>▪ I encourage and embrace new ideas</li><li>▪ I foster creativity and think outside of the box</li><li>▪ I am solution focused.</li></ul>
<b>Accountability</b>	<p><b>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</b></p> <ul style="list-style-type: none"><li>▪ I lead by example</li><li>▪ I learn from my mistakes</li><li>▪ I am responsible for my actions</li><li>▪ I am committed to achieving my goals</li><li>▪ I acknowledge positive behaviour and successes</li></ul>
<b>Integrity</b>	<p><b>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</b></p> <ul style="list-style-type: none"><li>▪ I am fair and consistent</li><li>▪ I am honest, trustworthy and reliable</li><li>▪ I effectively and actively communicate</li><li>▪ I conduct myself in a professional manner</li><li>▪ I am loyal and committed to the organisation</li></ul>
<b>Respect</b>	<p><b>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</b></p> <ul style="list-style-type: none"><li>▪ I am considerate of the needs of others</li><li>▪ I genuinely listen when others communicate</li><li>▪ I respect the roles and opinions of others</li><li>▪ I treat others how I wish to be treated</li><li>▪ I support, help and encourage my colleagues</li></ul>



## 6.0 Skills, Experience and Qualifications

### SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

#### Mandatory Pre-Requisite

- Australian citizenship (birth certificate or current passport) or Permanent Residency of Australia as defined in the *Migration Act 1958* or a Special Category Visa Holder (New Zealand citizen)
- Hold or able to obtain a National Police Clearance (less than 6 months old).
- Current unrestricted C class Western Australia drivers' licence.
- Availability to work after hours including overtime and on-call as required (including weekends).

#### Knowledge and skills

##### Essential

- 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 experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity.
- Demonstrated conceptual, analytical and problem-solving skills.
- Understanding and experience in the 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 contractors, government officers, industry and private landowners.
- Proven ability to plan, prioritise and organise workloads to meet agreed timeframes
- Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting.

##### Desirable

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



**Note:** This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

<b>ACCEPTANCE AND AGREEMENT</b>
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I, *the undersigned* agree to undertake all duties in accordance with the Shire of Irwin's Employee Code of Conduct, Policies/Procedures and relevant legislation and accept the responsibility to undertake the statement of duties, and other requirements as detailed in this document.

I understand and accept this position description may be subject to change as required and any change of duties shall be discussed with the undersigned.

Name:	
Signature:	
Acceptance Date:	
Review Date:	April 2024

# Making application

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The Shire of Irwin has a variety of employment types including full and part time, casual, temporary (fixed term) contract, maximum term contract, apprentice and trainee. All of the Shire's job opportunities are posted on our website.

## Selection Process

The principles of merit and equity in our recruitment processes are applied to all applications... After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel of the required skills, experience and qualifications for the job advertised .

## Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job you're applying for.

Be thorough in your research before making application and be sure to read through all the attachments so you have a clear understanding of the job requirements.

Your application will need to contain the following documents:

**Covering Letter** this is an opportunity to introduce yourself and highlight your capabilities and also your interest in this position

**Resume** Your current Resume is to include your name, address and contact details; your work history; education and training achievements.

**Essential Criteria** Address each essential selection criteria set out in the Position Description providing relevant examples using the STAR method below. This is an important part of your application.

**Situation** Describe a work situation that you were faced with

**Task** Describe the task that you had to complete

**Action** Describe the action that you took to complete the task

**Result** Describe the result of your action

**Closing Date** Your application is to be received prior to the closing date in fairness to all applicants

## Interview

If you are selected for interview you will be notified by telephone and a confirmation email will be sent after the call.

Unsuccessful candidates who were interviewed will be notified by telephone.

**Good Luck in your Application.**