

## POSITION DESCRIPTION

POSITION TITLE	Community Bushfire Preparedness Officer
DIRECTORATE - SECTION	Community Engagement – Community Health & Safety
LEVEL - EBA	4 - Salaried
RESPONSIBLE TO	Senior Fire & Emergency Management Officer

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally, and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully, and acting quickly to ensure others know we are reliable, respectful, and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

- Provide community education in all areas of fire safety and storm preparation.
- Working proactively and cohesively with other team members, to ensure that an effective and highly integrated approach is taken to ensure the provision of best practice and sustainable services and programs, within the City of Kalamunda.
- Provide administrative and operational support in all areas of Emergency Management
- Undertake bushfire compliance inspections on private land as required.

## KEY RESULT AREAS

### BUSHFIRE COMPLIANCE

- Proactively engage with the community to increase awareness of their responsibilities to reduce the risk of bush fire within the City of Kalamunda.
- Ensure that the City's Fire Hazard Assessment Plan is implemented in a fair and consistent manner.
- Issue work orders, cautions and infringement notices, ensuring follow-up action occurs as required.
- Conduct annual Fire Hazard Reduction assessment inspections as required.
- Providing advice and issuing permits to burn in restricted periods.

### EMERGENCY MANAGEMENT

- Assist with maintaining Local Emergency Management Arrangements (LEMA) in accordance with the relevant legislation.
- Participate in Emergency Management training and exercises.
- Assist with operational duties as required (e.g., evacuation centre operations and maintenance).

### ADMINISTRATION

- Maintain all records and documentation relating to Fire Hazard Assessments.
- Assist in the preparation of post season / incident analyses and reports.
- Assist the Senior Fire & Emergency Management Officer in maintaining the City's Fire Hazard Assessment Plan annually.
- Assist in maintaining the City's Emergency Notification systems as required (VMB).

### ETHICAL BEHAVIOUR AND COMPETENCY

Effectiveness of the role will require skills in problem solving as well as excellent skills in communication.

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams, and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- DFES Advanced Firefighting
- AIIMS 4 or equivalent / introduction
- DFES Fire Control Officer Certificate
- Possession of a current 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## **ESSENTIAL KNOWLEDGE/SKILLS CRITERIA**

- National Police Clearance (no more than 3 months old)
- Sound knowledge of Bush Fires Act 1945, Bush Fires Regulations 1945
- Comprehensive fire hazard prevention knowledge
- Excellent customer service/public relations skills
- Excellent communication skills
- Intermediate computer skills
- Competent in the use of mobile electronic devices to carry out assessments.
- Strong time management
- Demonstrated ability to work unsupervised.
- Competent driving skills and experience

## **DESIRABLE KNOWLEDGE/SKILLS CRITERIA**

- Senior or advanced Department of Fire and Emergency Services (DFES) training.
- Demonstrated experience in fire compliance.
- Minimum of 4 years Volunteer Bush Fire Brigade or Fire Service experience.

## **SELECTION CRITERIA**

1. Demonstrated ability to proactively engage with the community to increase awareness of responsibilities to reduce the risk of bush fire.
2. Strong communication skills and the ability to communicate effectively with internal and external stakeholders on all matters of bushfire safety.
3. Excellent time management skills, with the ability to function effectively to meet short deadlines in a pressured environment.
4. Demonstrated understanding of excellent bushfire safety practices, and what is required to minimise or prevent the spread of bushfire on private land.
5. Demonstrated understanding of what the community can do to prepare themselves, their families and pets to survive and recover from a catastrophic fire event.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Driving, walking, standing, and negotiating uneven ground & level surfaces while conducting inspections as required.

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence, and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager Community Health & Safety  
DATE PD REVIEWED/APPROVED: 21 February 2023

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