

Application Package

Community Emergency Services Manager Shires of Boddington and Wandering (Shared Resource)

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program including free gym and pool admission

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



Advertisement

The Shires of Boddington and Wandering are looking to appoint an experienced and proactive Community Emergency Services Manager to lead and support emergency management initiatives across both local governments. This position is a three-year fixed-term contract based in Boddington, allocating regular time each fortnight in the Shire of Wandering, as well as at the DFES Narrogin offices.

- Key responsibilities include:
- Provide strategic leadership and coordination of volunteer emergency services operations.
 - Deliver fire preparedness, prevention, response and recovery programs in partnership with communities, volunteers and Local Government.
 - Lead emergency planning, risk mitigation and continuous improvement initiatives to enhance community safety.
 - Provide expert advice, stakeholder engagement and representation at government and industry forums.
 - Manage budgets, reporting, compliance, policies and emergency services systems to meet organisational and legislative requirements.

Given the regional and operational nature of the role, the successful applicant will need to be flexible in relation to working hours, work locations and after hours commitments.

The successful candidate will be an experienced emergency services leader with a proven ability to command fire and emergency operations, manage complex projects and foster strong partnerships with internal and external stakeholders. Extensive knowledge of emergency services, volunteers and local government is required, along with strengths in teamwork, communication, reporting and problem-solving skills.

- The position offers:
- Salary package between \$115,455 and \$129,615, with a cash component between \$97,843 and \$109,843 inclusive of availability allowance
 - 76 hours per fortnight
 - Fully maintained vehicle for work and commuting purposes
 - Excellent superannuation benefits, offering up to 18% with a 6% employee contribution
 - Additional benefits, including salary sacrifice, free pool and gym access and 2 extra days of annual leave

An application package including the position description can be obtained from www.boddington.wa.gov.au. Applicants are requested to provide a cover letter, resume and a statement addressing the Selection Criteria (not more than three pages).

For further information about the position, contact James Wickens, Executive Manager Development & Community Services, on 08 9883 4999 or james.wickens@boddington.wa.gov.au.

Application should be submitted to hr@boddington.wa.gov.au by 4.00pm on Friday, 14 August 2026.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people regardless of race, gender, ethnicity, disability, age, religion or sexual orientation.

The Package

The salary package for this position is based on a full-time role and is made up of the following:

	Lower Limit	Upper Limit		
Salary	\$85,000	\$97,000	Employment Basis	Fixed term – 3 years
Availability Allowance	\$12,843	\$12,843	Hours of Work	76 hours over a 9 day fortnight
Superannuation (12%)	\$11,741	\$13,181	Additional Leave	Extra two (2) days per annum
Matching Superannuation (6%)	\$5,871	\$6,591	Long Service Leave	Thirteen (13) weeks after ten (10) years, transferable between Local Governments
TOTAL	\$115,455	\$129,615	Superannuation	Guarantee 12%
			Matching Superannuation	If choosing to contribute additional superannuation, the Shire will match employee contributions up to 6%



Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

To be eligible for consideration, it is important to address all of the above items.

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

To apply please email hr@boddington.wa.gov.au.

Any queries regarding the application process can be directed to Megan Moore, People and Culture Coordinator, on 08 9883 4999.

Applications will close at **4.00pm, AWST on Friday 14 August 2026.**

Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

Collection Notice

The Shire of Boddington collects personal information from applicants to assess applications, conduct recruitment processes and manage employment-related matters.

Personal information may include contact details, employment history, qualifications, references and information obtained through reference checks or pre-employment screening where applicable.

Personal information may be used throughout the recruitment process and shared with relevant Shire staff, recruitment providers, referees or other parties where required or authorised by law. If the requested information is not provided, the Shire may be unable to assess or process your application.

Further information, including how to access or correct personal information, is available in the [Shire's Privacy Statement](#).

Contact Details

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

Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

Equal opportunity

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Websites

The Shire's website www.boddington.wa.gov.au contains substantial information about the Shire.

Further enquiries

For further information about the position please contact James Wickens, Executive Manager Development & Community Services, on 08 9883 4999 or james.wickens@boddington.wa.gov.au

Position Description

Title

Community Emergency Services Manager

Department

Development and Community Services

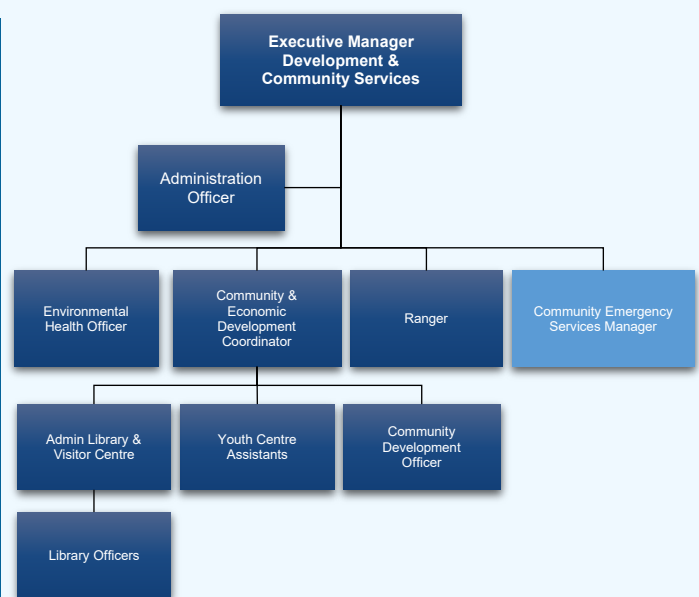
Salary & Conditions

Negotiated | Local Government Officers Award WA 2021 | 3 year contract

Organisational Relationships

Responsible to: Executive Manager Development and Community Services

Direct Reports: Nil



Key Responsibilities and Duties

Preparedness

- Develop, implement and review bushfire risk management plans, emergency management arrangements and fire management strategies.
- Coordinate volunteer training, exercises, capability development and operational readiness programs.
- Maintain emergency coordination centres, welfare centres, incident control facilities and emergency water supplies.
- Support community education, awareness and preparedness initiatives.

Prevention

- Coordinate fire prevention and risk mitigation programs in partnership with Local Government, DFES, volunteers and the community.
- Develop and implement bushfire management, prescribed burning and fuel reduction strategies.
- Provide professional advice on fire management, land use planning and development applications.
- Promote compliance with the Bush Fires Act and related legislative requirements.

Response

- Provide incident management capability and coordinate responses to bushfires and emergency incidents.
- Support Incident Management Teams, Incident Support Groups and emergency coordination activities.
- Liaise with emergency services agencies, volunteers and stakeholders during emergency events.
- Respond to incidents within and outside the Local Government area as required.

Recovery

- Support local recovery operations following emergency incidents.
- Coordinate volunteer, staff and community welfare and recovery support services.
- Assist with community recovery planning and resilience-building initiatives.

Special Projects

- Lead and support emergency management, community safety and organisational improvement projects.
- Coordinate special initiatives on behalf of Local Government and DFES.
- Contribute to strategic planning, policy development and continuous improvement activities.
- Represent Council and emergency services interests at forums, committees and stakeholder meetings.

General Responsibilities

Work Health and Safety

- Promote safe work practices and ensure emergency services activities are undertaken in a safe and compliant manner.
- Support volunteer and staff wellbeing, including post-incident welfare and counselling arrangements.
- Ensure Workplace Health & Safety requirements are observed and adhered, by maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.
- Take reasonable care for your own health and safety in the workplace and work in a safe manner so that yourself, others, our environment, our equipment and our community remain free from harm.
- Ensure measures are in place to eliminate or reduce risk. This includes providing and maintaining workplaces, assets and systems of work so that others are not exposed to hazards.
- Identify any incidents, hazards or unsafe conditions or work practices which you encounter and either take immediate action if safe to do so or report it to your line manager.
- Conform to the duty of care requirements ensuring your own safety and that of others through the prevention of any adverse acts or omissions.

Administrative

- Manage emergency services administration, records, membership registers, reporting systems and performance reporting.
- Prepare Council reports, budget submissions, grant applications, acquittals and business plan updates as required.
- Manage emergency services budgets, equipment, PPE, facilities and operational resources.
- Ensure compliance with legislation, policies, local laws, MOU and governance requirements.

Other

- Provide leadership, technical advice and support to Bush Fire Brigades, SES units and volunteer emergency services personnel.
- Respond to after-hours operational requirements, emergency incidents and callouts as required.
- Build and maintain effective relationships with Local Governments, DFES, contractors, community groups and key stakeholders.
- Undertake other duties consistent with the role and as directed by the Chief Executive Officer.

Extent of Authority

- Within the limits of Council and Operational Policies, and legislative constraints.

Selection Criteria

Essential

1. Demonstrated ability to lead, manage, and support bushfire and emergency operations, including under Australian Inter-Service Incident Management Systems (AIIMS) or equivalent incident management systems.
2. Extensive knowledge of the fire and emergency services sector, including Bush Fire Brigades, volunteers, Local Government and other emergency service stakeholders.
3. Demonstrated experience in prescribed burning, fire management planning, emergency management planning and community recovery processes.
4. Extensive experience working with diverse stakeholders in complex operational and government environments.
5. Excellent interpersonal skills and customer service skills, with the ability to resolve conflict and negotiate positive outcomes.
6. Qualified DFES Level 1 Incident Controller, or equivalent.
7. Qualified DFES Trainer Assessor, or TAE40122 Certificate IV in Training and Assessment, or equivalent.

Desirable Criteria

1. Current unrestricted WA HR-class driver's licence.

