



Performance Profile Chief Bush Fire Control Officer

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> Enhance community connection and well-being. Operate as environmental custodians for the future. Support local jobs, industry, and small business and facilitate sustainable development. 	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Chief Bush Fire Control Officer	Direct Reports:	Nil
Department:	Community Services		
Reports to:	Community Emergency Services Manager		
Status:	Part-time		

Performance Summary
<p>The Chief Bush Fire Control Officer is expected to:</p> <ul style="list-style-type: none"> Work in collaboration with the Community Emergency Services Manager (CESM) to improve the quality of emergency services and develop a best practice approach to emergency management within the Shire of Denmark Promote and support volunteer organisational arrangements that support the spirit of volunteering to attract and retain members Be solution focused, have a 'can do attitude' and operate strategically Enhance collaborative relationships within the emergency services community Look for opportunities to collaborate and problem solve Champion the Shire's vision, values and objectives Administer community and corporate risks effectively.

Key Responsibilities

The CBFCO is a key leadership role, with the responsibility to support, enable and empower brigade members to provide a high standard of service to the community whilst ensuring the safety of all members.

The Chief Bushfire Control Officer (CBFCO) works with the CESM to provide general oversight to the operations of the Shire's Volunteer Bushfire Brigades and is required to:

- Manage the fire resources of the Shire and Brigades during bushfire incidents, and when necessary, act as the Incident Controller in accordance with Legislation and the State Hazard Plan – Fire.
- Promote the AIIMS Incident Management system to all FCO's and Brigade volunteers within the Shire and ensure an Incident Controller is appointed for all Incidents.
- Ensure all brigades complete any required incident attendance forms and all forms are logged with DFES.
- Work with the CESM to identify training gaps within Brigades and as required facilitate and assist training brigade members.
- In conjunction with the CESM, develop and promote the use of Standard Operating Procedures, minimum training standards, identify hazards and assess risk to prevent injury to volunteers and implement the principals of WHS for volunteers to develop a safe working environment for volunteers.
- Establish and maintain effective communication and liaison to facilitate prompt response to fire incidents with the Shire. Communicate effectively with FCO's, Brigades, DFES, DBCA, emergency services, and statutory authorities.
- Liaise with the CESM and Shire Emergency Services representatives on all matters relevant to risk.
- Assist the CESM and provide representation on the Bush Fire Advisory Committee (BFAC), the Regional Operations Advisory Committee (ROAC), Bushfire Operational Group (BOG) and the Local Emergency Management Committee (LEMC).
- Determine when Harvest and Vehicle Movement Bans should be implemented in conjunction with Officers.
- Ensure consultation and operational/seasonal debriefs occur and that the information from this consultation is appropriately circulated.
- Develop and maintain emergency service plans, policies and procedures in line with Emergency Management responsibilities, relevant Acts and Local Laws, whilst adhering to all legislative requirements.
- Identify, support and ensure quality training and welfare services for Brigade volunteers.
- Assist the CESM to ensure the Shire's emergency service assets are effectively monitored and managed by creating systems to support reliable and efficient response protocols.
- Attend meetings, support and work cooperatively with emergency service volunteers in order to grow membership and meet operational demands.
- Source funding opportunities, either directly, or through supporting others, to achieve strategic outcomes for emergency services.
- Strengthen relationships within Bushfire Brigades through a range of initiatives, with a focus on building training, resilience, and capacity.
- Actively participate in relevant Committees, Working Groups, Industry forums or meetings.
- Review, contribute and advocate on planning and prevention measures across the Shire's business units and operations.

- Accept new responsibilities, help team members and volunteers, learn new skills and focus on organisational improvement.
- Undertake any other duties as required by the Community Emergency Services Manager.

Position Requirements

- Project management and high-level administration skills
- Emergency Services and/or Local Government experience
- Experience in the management of volunteers
- Effective planning and time management with the ability to prioritise workloads
- Strong community engagement and communication skills
- The ability to manage a varying work schedule. Some weekend and evening work will be required
- Proficient in Microsoft Office, document management and record keeping systems
- 'C' Class Driver's Licence (essential) 'MR' Class Driver's Licence (desirable)
- Current First-Aid Certificate
- Current Police Clearance.

Essential Qualifications of CBFCO

Following courses completed:

- 'C' Class driver's licence
- Current first aid certificate
- National police clearance
- Firefighting Skills & Bushfire Safety Awareness

Desirable Qualifications of CBFCO

- Following courses completed:
- Fire Control Officer (FCO) Level 1 Incident Controller – Bushfire Hazard
- DFES Trainer Assessor accreditation
- The (CBFCO) is to have demonstrated experience in wildfire behaviour, AIIMS and knowledge of the area
- AIIMS 2017
- Crew Leader
- Advanced Bush Fire Fighting
- Sector Commander
- Medium Rigid (MR) Driver's Licence
- Ground Controller
- Machine Supervision

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE May 2025