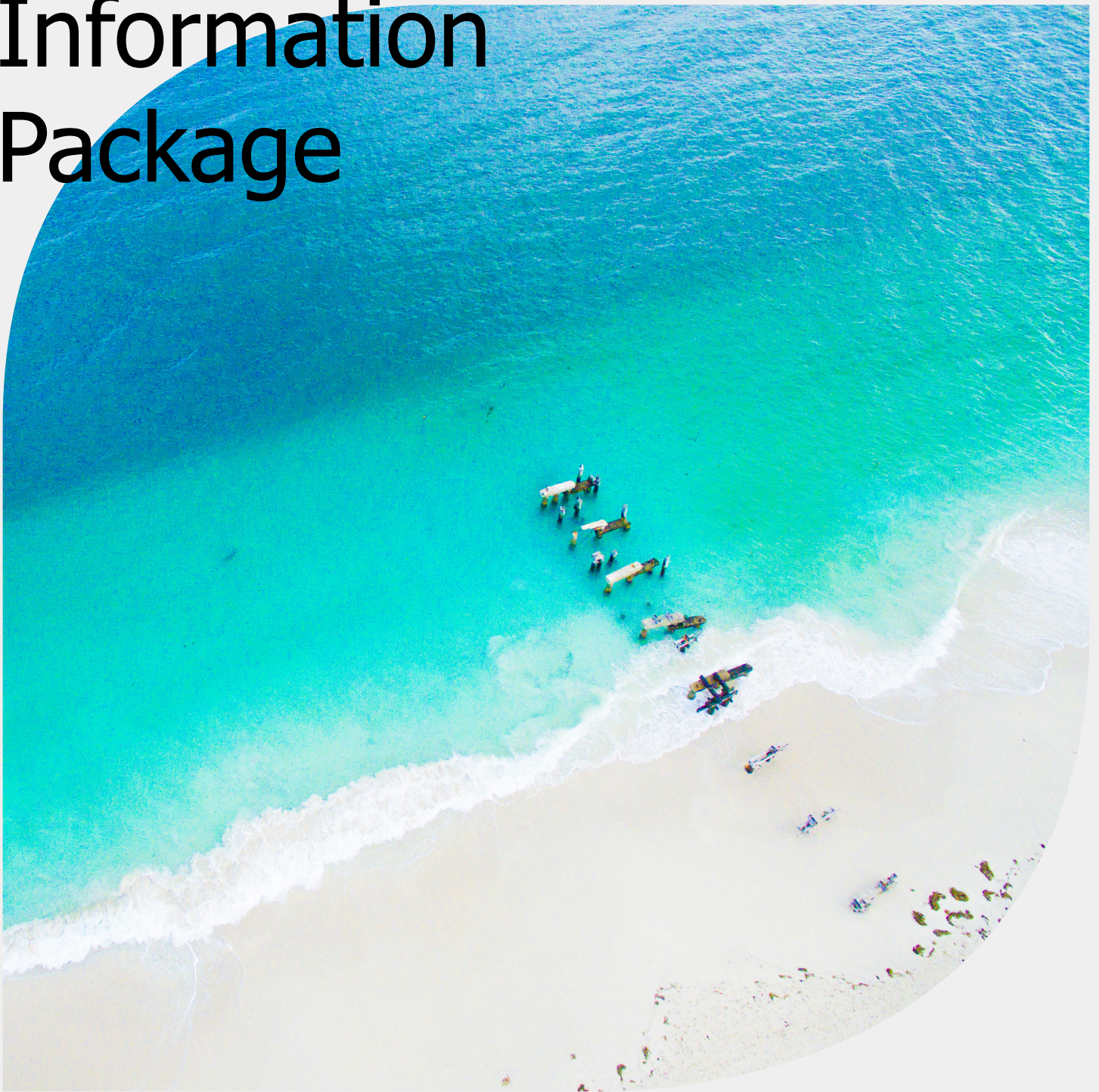


# Employment Information Package



## COMMUNITY EMERGENCY SERVICES COORDINATOR

### Enquiries:

Lauren Miles  
Human Resources Coordinator  
08 9652 0800  
[HR@dandaragan.wa.gov.au](mailto:HR@dandaragan.wa.gov.au)

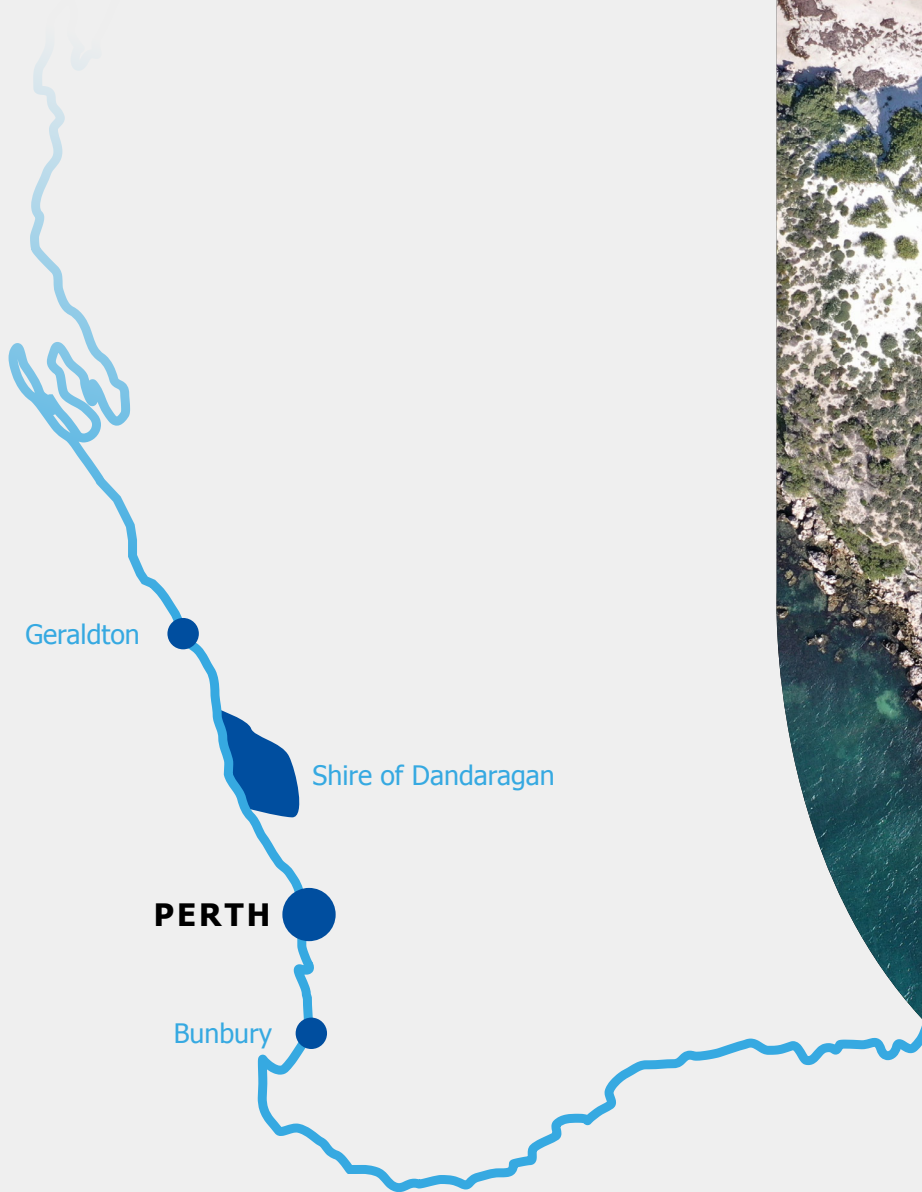
Applications close 4:00pm **Friday 17 October 2025**

*The Shire of Dandaragan reserves the right to close the ad prior to the advertised closing date on appointment.*





# Introduction



Just 2 hours  
from Perth



Working near pristine beaches, rugged cliffs, and the iconic Pinnacles probably makes each workday seem like a holiday. And it's true, it is a bit like that - but that's only the half of it. While there is no doubt a relaxing and welcoming atmosphere at the Shire of Dandaragan, it's not a job you get when you've checked out and are looking to do the bare minimum. It's a place with real career progression, a place that stimulates you the perfect amount, and it's a place where you can make a real difference in your community. Work/life balance is something that's on a lot of people's minds lately, but with a job at the Shire of Dandaragan, it's not something you ever have to worry about.

Why not check out the region at [visitturquoisecoast.com.au](http://visitturquoisecoast.com.au)



# What makes Dandaragan a great place to work?



## Location

Stunning natural landscapes and outdoor recreational activities are right at your doorstep. You can experience new places, cultures and social atmospheres wherever you go. And, there's a laid-back atmosphere and friendly community at every turn. In such a lovely area surrounded by natural beauty, is it any surprise the people are just as nice?



## Community

Beyond making a significant impact in the local community, you'll also be a part of the community. As well as shorter commutes and more personal time, the local community also contributes to the more relaxed lifestyle.



## The Shire

The Shire offers excellent job stability, whilst also offering plenty of opportunities for career growth and progression, so it never feels like you're stuck. We also offer competitive wages and benefits to similar industries, as well as flexible working arrangements - such as options for remote work and accommodations for appointments.



## **Community Emergency Services Coordinator (LOCATED JURIEBAY)**

Applications are invited from interested candidates for the position of Community Emergency Services Coordinator (CESC) on a permanent full-time basis, located in Jurien Bay

This role will be responsible for strengthening the Shire of Dandaragan's resilience to fire, natural hazards, and other emergencies by developing, implementing, and coordinating comprehensive emergency management functions. This role ensures that the Shire, in partnership with volunteers, government agencies, and the community, is prepared for, protected against, responds to, and recovers effectively from emergency events.

In 2024, the Shire successfully introduced a Fire Duty Officer roster, allowing the CESC to share on-call responsibilities with other officers. This approach promotes wellness, work-life balance, and sustainable workload management during the high-threat bushfire season. As part of this system, the successful candidate will enjoy up to six weeks of on-call duty relief between 1 October and 31 March, arranged upon negotiation with the manager.

This opportunity will allow the successful candidate to join a diverse and collaborative team, along with flexible working arrangements and generous employment conditions.

Applications are welcomed from individuals with suitable experience, who are self-motivated and looking to join a progressive Local Government.

### **How to apply:**

To be considered for this position, each of the following must be submitted with your job application:

1. **A cover letter** - outlining how you meet the Requirements of the Position
2. **A current resume**
3. **A completed application form** - found within this Information Pack.

If this valued role appeals to you, an information package is available on the Shire's website [www.dandaragan.wa.gov.au/employment](http://www.dandaragan.wa.gov.au/employment) or contact Lauren Miles HR Coordinator [hr@dandaragan.wa.gov.au](mailto:hr@dandaragan.wa.gov.au) or on (08) 9652 0800).

**Applications close at 4:00pm Friday 17 October 2025**

The Shire of Dandaragan is an equal opportunity employer.



*This position is solely funded by the Shire of Dandaragan at the current time. The Shire and the Department of Fire and Emergency Services are currently exploring the possibility to join the CESM program under a memorandum of understanding in the next 12-24 months.*

Brent Bailey

**CHIEF EXECUTIVE OFFICER**

*Canvassing of councilors will disqualify. The successful applicant is required to obtain relevant police checks and provide evidence of qualifications prior to commencing employment.*

*The Shire of Dandaragan reserves the right to close the ad prior to the advertised closing date on appointment.*

***Equal Employment Opportunity and Diversity Position Statement:***

*The Shire will ensure equal employment opportunity for all its employees and applicants for employment.*

*Its commitment is to promote and afford equal treatment and to assure equal employment opportunity to all persons regardless of sex, gender history, marital status, pregnancy, family responsibility, family status, race, political conviction, religious conviction, sexual orientation, age, spent conviction and impairment (unless such impairment prevents the performance of the required functions of the position). The objectives of the Shire are to:*

- ensure fair treatment and non-discrimination in hiring and employment; and*
- ensure compliance with State and Federal Acts and Regulations relating to equal employment opportunity and discrimination.*

*This statement applies to every aspect of employment including, but not limited to, recruitment and selection, training and development, promotion, retention and the terms and conditions of employment.*



**Shire of Dandaragan**  
**Position Description - Emergency Management Coordinator**

**REQUIREMENTS OF THE POSITION:**

<b>Experience and knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Sound knowledge of core procedures in relation to community emergency services activities.	✓	
Proven experience in the application of safety and risk management standards and policies as it applies to community risk.	✓	
Experience in project management of significant complexity with varying stakeholders.	✓	
Sound understanding and experience relating to bushfire fighting activities and brigade structures.		✓
Proven experience in the development and application of safe systems of work as it applies to a volunteer emergency services environment.		✓
<b>Experience and knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Sound knowledge of relevant legislation, statutory requirements, Acts and Local Laws.		✓
Demonstrated knowledge of relevant local government practices and procedures.		✓
Experience in emergency management and / or firefighting procedures.		✓
<b>Skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
High level of customer service skills and the ability to communicate effectively with a broad range of stakeholders.	✓	
Well-developed analytical, numeracy and administration skills.	✓	
High level of report and letter writing skills.	✓	
Well-developed liaison, conflict resolution, negotiation and problem solving skills.	✓	
High level of computer proficiency including the use of document and spreadsheet applications and GIS programs.	✓	
Good sense of initiative, with the ability to work autonomously or in a team environment, and accept accountability and responsibility for own actions.	✓	
Sound time management skills, with the ability to work under pressure, and be well organised.	✓	



**Shire of Dandaragan**  
**Position Description - Community Emergency Services Coordinator**

<b>Skills and attributes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to interpret, enforce and administer relevant Acts, statutes, regulations and Local Laws.	✓	
Ability to take command and successfully manage fire and emergency operations in the absence of a Fire Control Officer or other authorised officer.		✓
<b>Qualifications and / or training</b>	<b>Essential</b>	<b>Desirable</b>
Provision of a current National Police Clearance not more than three months old is required to support eligibility for this position.	✓	
Certificate IV in Training and Assessment.		✓
HR class motor vehicle license (minimum C class).		✓



# APPLICATION FORM

(Ensure to complete this form and attach to your application)



POSITION DETAILS	
Position Advertised:	
Location:	Jurien Bay

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:	Are you a permanent resident of Australia, or have you been granted permanent residence? <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 <input type="checkbox"/> Other: Licence Class (circle): C / R / RE / LR / MR / HR / HC / MC	

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

EMPLOYMENT REFERENCES	
Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.	
(Referee 1) Name:	(Referee 2) Name:
Position Held:	Position Held:
Company:	Company:

Contact No:	Contact No:
-------------	-------------

How soon would you be able to commence work?	If currently employed, what is the minimum period of notice required:
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### EDUCATION / TRADE DETAILS

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

Highest Level attained (eg. Year 10, 11, 12, TAFE, University):

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year Commenced	Name of School / Institution	Details

Other Qualifications / Training (eg 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 carry out the full requirements of this position? ☐ No ☐ Yes, please give details:

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### 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 do not need to give details of any conviction that has been declared spent 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.

### HOW DID YOU FIND OUT ABOUT THIS POSITION

How did you find out about this position? (ie Facebook, Seek, Shire website, local paper etc)

### CHECKLIST

<input type="checkbox"/> Application Form Completed	<input type="checkbox"/> Cover Letter
<input type="checkbox"/> Position Selection Criteria Addressed	<input type="checkbox"/> Current CV / Resume Attached
<input type="checkbox"/> Required Documentation Attached	<input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc)



#### 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 Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.
3. I understand that Shire's recruitment and selection procedure involves a pre-employment medical examination by a Shire approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to this organisation.

**Signature of applicant:** .....

**Date:** .....



69 Bashford Street  
Jurien Bay, WA 6516  
08 9652 0800  
[www.dandaragan.wa.gov.au/employment](http://www.dandaragan.wa.gov.au/employment)

