

POSITION DESCRIPTION

Position:	MUNICIPAL FIRE PREVENTION OFFICER
Employment Status:	Part Time
Position number:	1016
Directorate:	Healthy Communities
Unit:	Community Partnerships
Classification:	Band 6
Date adopted/reviewed:	11/05/2026
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THE UNIT

The Community Partnerships Unit incorporates the Youth and Community Development, Maternal and Child Health, Emergency Management and Access, Inclusion and Diversity teams. The unit delivers a range of projects and aims to develop and support partnerships to strengthen the resilience, connectedness and acceptance of diversity of the community.

POSITION OBJECTIVES

The role of the Municipal Fire Prevention Officer is to assist with the management, delivery and coordination of Council's statutory obligations in respect to fire prevention and planning in accordance with the *Emergency Management Act 1986*, *Emergency Management Legislation Amendment Act 2018*, *Emergency Management Act 2013*, *Country Fire Authority Act 1958* and the *Water Act 1989*.

The objectives of the position are to:

- Develop, implement and coordinate Council's fire prevention responsibilities in partnership with other emergency management agencies, service providers and the community.
- Identify and review continuous improvement opportunities for Council's municipal fire prevention systems, plans and relevant sub plans.
- Assist in building Council and community capacity and resilience in relation to fire preparedness and facilitate community safety education and awareness programs particularly in high fire danger areas in collaboration with other partner agencies.
- Provide fire prevention advice to the organisation that reflect local, regional and state-wide trends and associated planning needs.

KEY RESPONSIBILITIES AND DUTIES

- Coordinate Council's fire prevention functions, statutory obligations and legislative responsibilities.
- Provide advice to Council of implications associated with any proposed changes to the *Country Fire Act 1958* and future directions from the State Government, including the outcomes and recommendations of the State, Regional and Municipal Fire Management Planning Committees.

- Coordinate and support the Municipal Fire Management Planning Committee and advise the Municipal Emergency Management Planning Committee on fire prevention and related matters.
- Coordinate Council's annual fire inspection of properties program within the municipality for existing and potential fire risks and take appropriate mitigation strategies and actions to reduce the risks before and during the fire danger period.
- Support the Emergency Management Coordinator with the development of strategic plans and policies.
- Provide support to the Assistant Municipal Fire Prevention Officer (s), as required.
- Undertake projects to support the Emergency Management Unit as required.

OCCUPATIONAL HEALTH AND SAFETY

An employee, while at work, shall:

- be responsible for compliance with OH&S regulations relevant to the tasks performed.
- provide a safe working environment for the community and private property whilst engaged in work practices.
- take care of their own health and safety and the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace.
- adhere to and assist in the continuous improvement of Council's occupational health and safety, and risk systems.
- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure.
- adhere to and assist in the continuous improvement of Council's risk management system.

All employees may be required to contribute to emergency management planning and activities as they arise and in an emergency you may be directed by your manager to participate in duties not normally assigned to you.

ORGANISATIONAL RELATIONSHIPS

Reports To: Emergency Management Coordinator

Supervises: Assistant Municipal Fire Prevention Officer (s)

Internal Liaisons: Mount Alexander Shire Council officers and Councillors

External Liaisons: Federal, State and local emergency agencies and organisations, other local councils, Community Groups and members

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Coordinate specialist activities governed by the *Emergency Management Act 1986*, *Emergency Management Act 2013* and the *Country Fire Authority Act 1958* and the *Water Act 1989* and subordinate guidelines.
- Ensure projects and services are delivered in accordance within agreed budgets, plans and timelines.
- Issue and enforce permits, infringement notices and enforcement orders relating to fire prevention as delegated under the *Country Fire Authority Act 1958*.
- Provide timely, accurate and strategic advice and assistance to the Mount Alexander Shire Councillors, Executive Team, Leadership Group and other relevant stakeholders as required.
- Provide advice and support for the development of policy and strategy on a range of issues impacting or potentially impacting upon the Mount Alexander Shire community as directed.
- Investigate and act on complaints regarding potential fire hazards.

JUDGEMENT AND DECISION MAKING

- Ability to make decisions on all matters within the delegated authority, legislative requirements, established policy or recognised standards.
- Ability to solve problems, using policies, procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience with sound logic, creativity and originality.
- Confidence and ability to identify existing and potential fire risks and take appropriate risk mitigation strategies and actions.
- Ability to liaise and collaborate with stakeholders on diverse and complex issues to achieve consensus and support.
- Monitor the ongoing operation of the designated Neighbourhood Safer Places throughout the municipality and undertake annual inspection, auditing and reporting requirements.

SPECIALIST SKILLS AND KNOWLEDGE

- Solid knowledge and understanding of the statutory obligations for local government in respect to fire prevention and planning in accordance with the Emergency Management Act 1986, Emergency Management Act 2013 and the Country Fire Authority Act 1958 and the Water Act 1989.
- Understand the multi-agency nature of emergency and fire management in Victoria, and the strategic importance of collaborative decision making and project delivery.
- Investigate enforcement issues, document evidence, prepare reports and provide assistance in cases of court prosecution.
- Undertake and regularly review Council's Municipal Fire Management Plan in consultation and collaboration with relevant stakeholders to ensure that all Council obligations within the plan are up to date.
- Provide assistance and advice to internal stakeholders on strategic fire prevention issues for new development plans, permit conditions and the enforcement of permit conditions as necessary.
- Assist with the coordination of the roadside hazard reduction activities including slashing/burning/spraying programs of Council and fire authorities.
- Identify and prepare funding applications for projects supported by resolution of the Municipal Fire Management Planning Committee and other funding opportunities on behalf of council.
- Ability to act and support the Emergency Management Unit in an emergency.

MANAGEMENT SKILLS

- Ability to identify and implement consultative mechanisms that involve community and stakeholder participation in the planning, development and implementation of fire preparedness and prevention projects.
- Ability to manage and organise own time, including setting priorities for practice, planning and project delivery.
- Ability to handle privileged and sensitive information in a confident and professional manner.
- Ability to use own initiative, exercise appropriate judgement and maintain high levels of personal motivation.

INTERPERSONAL SKILLS

- Well-developed skills in communication, presentation, facilitation, negotiation, listening, conflict resolution, public relations and customer service.
- Confidence to coordinate, facilitate and manage internal and external meetings and exercises.
- Strong skills in preparing reports, proposals, budgets and external correspondence.
- Confident collaboration and engagement skills in gaining cooperation, engagement and collaboration with a range of stakeholders including emergency services, the community and Council officers as appropriate.

- Demonstrated ability and affinity to work within a multi-disciplinary team to achieve program objectives and organisational goals.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification or extensive experience in emergency management in both a community and local government context.
- Completion of accredited CFA approved training course suitable for a Municipal Fire Prevention Officer or equivalent.
- Experience in developing and delivering innovative and engaging community education and awareness programs.
- Experience in the use of computer software including Microsoft Office, TRIM, GIS systems, Crisisworks, EM-COP and other risk analysis systems.
- Demonstrated experience in chairing and recording meeting minutes.
- Current Victorian Drivers Licence and Working with Children Check.

CHILD SAFETY

Mount Alexander Shire Council is a committed Child Safe organisation and has zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. ALL Council staff must ensure that their behaviours and actions are consistent with these standards.

DIVERSITY, EQUITY AND INCLUSION

Mount Alexander Shire Council is committed to diversity, equity and inclusion. Council welcomes applications from people from different backgrounds, people of culturally and linguistically diverse backgrounds, those living with disabilities, members of the LGBTIQ+ community and people of Aboriginal and Torres Strait Island descent.

INFORMATION SECURITY

Council ensures the protection of information and information systems from unauthorised access, use, disclosure, disruption, modification or destruction in order to provide confidentiality, integrity and availability.

All Council staff review and sign the Acceptable Use Policy and complete mandatory information security training upon commencement and undertake further training relevant to their role.

INTELLECTUAL PROPERTY

Council employees must not disclose any confidential information belonging to Council or otherwise coming into their possession during the course of their employment, except as expressly permitted under any of the organisation's policies or as required by law.

All intellectual property (including patents, copyrights, trademarks, inventions, designs or other intellectual property) created and/or developed by a Council employee whilst at work or while using Council's equipment is the exclusive property of Council.

ADDITIONAL INFORMATION

- As part of Council's recruitment and selection process and related policies, a satisfactory police check will be required for this position. Some positions may also be subject to a pre-employment medical check and/or require a Working with Children check.
- You may be provided with or use equipment that contains electronic monitoring devices.
- All employees are required to actively partake in the annual performance development review. Position descriptions are reviewed as part of this process.
- As public officers under the Public Records Act 1973, all staff have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

KEY SELECTION CRITERIA

- A tertiary qualification or extensive experience in emergency management in both a community and local government context.
- Completion of accredited CFA approved training course suitable for a Municipal Fire Prevention Officer or equivalent.
- Experience in the use of computer software including Microsoft Office, TRIM, GIS systems, Crisisworks, EM-COP and other risk analysis systems.
- Strong project management skills with experience in managing complex conflicting priorities and timelines.
- High level interpersonal and oral communications skills, including the ability to develop partnerships and work collaboratively with diverse community groups, individuals and other agencies.
- Excellent written communication skills, including strong skills in preparing reports, proposals, budgets and external correspondence.
- Experience in developing and delivering innovative and engaging community education and awareness programs.
- A demonstrated ability and affinity to work within a multi-disciplinary team to achieve program objectives and organisational goals.
- Demonstrated ability to resolve conflict in a timely manner.