



Job Description Form

Position Details

Position Title: Regional Fire Operations Officer	Position Number: DBCA3025900	Level: Level 4
Division: Regional and Fire Management Services	Branch: Warren Region	Section:
Employment Agreement: PSA 1992, PSCA 2024, CSA Fire Services Provisions Agreement 2015	Location: Manjimup	Effective Date: 28 April 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Regional Leader Fire Management	Level/Grade Level 6 or 7	←	Position title Fire Operations Officer Assistant Fire Operations Officer	Level Level 4 Level 1/2
↑				
Responsible to				
This position				
↑				

Officers under direct responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

About the Role

Under the general direction of the Regional Leader Fire Management:

- Responsible for planning, organising, training and implementing programs and operations relating to fire management, (including prescribed burning and bushfire preparedness) within the Warren region.
- Liaises with district and Fire Management Services personnel to assist in preparing and planning works programs within agreed timeframes.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities

Under the general direction of the Regional Leader Fire Management:

SERVICES DELIVERY (20%)

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1. Assists in determining the standards and techniques for implementing the region's fire management works program. Promotes compatibility of activities with the department's key objectives and responsibilities.
2. Assists with the coordination and integration of the region's fire management works program with respect to regional priorities, Fire Management Services standards, resources, seasonal factors, environmental management, policies, Aboriginal Cultural Heritage and departmental guidelines.
3. Assists District Fire Coordinators in the preparation of annual fire management programs, burns prescriptions, works programs, planning and supervision of works.
4. Contributes to the preparation and implementation of fire management guidelines and formal management plans within the Region.
5. Promotes the integration of regional fire management activities and works with parks and visitor services, nature conservation and sustainable forest management operational plans.
6. Ensures and promotes all fire operations are in accordance with the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bush Fires Act 1954*, associated regulations, policies and other relevant legislation.

REGIONAL OPERATIONS

7. Leads and administers the region's annual and three year burn options plan by maintaining GIS based systems and data.
8. Assists the Regional Leader Fire Management in ensuring regional and district fire management activities are integrated with Regional fire and fuel management plans and Forest Products Commission plans and ecological thinning operations
9. Communicates effectively with the district, regional and specialist staff to ensure best practice in fire operations. Sets an example and demands high standards for all fire management activities in the region.
10. Liaises and works with other departmental staff, contractors, other agencies, local authorities, volunteer bush fire brigades and the public to ensure effective delivery of departmental service objectives.
11. Leads input from fire and services coordinators into fire management planning on land managed by the department within the region.
12. Assumes designated roles in district, regional and departmental Incident Management Teams and actively fills roles in district fire duties rosters and participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.

HUMAN RESOURCE MANAGEMENT

13. Assists District Fire Coordinators in determining district / Forest Products commission training requirements and determines regional and specialist branch training requirements in conjunction with the Regional Leader Fire Management.
14. Maintains relevant training and capability records for the Warren Region.
15. Assists District Fire Coordinators to schedule and deliver effective training to all personnel.
16. Provides advice and monitoring of standards for operations within fire related activities within the Region.
17. Coordinates regional rostering arrangements and assists/liaises with Donnelly and Frankland districts as required to maintain fire-based rosters

FINANCIAL MANAGEMENT

18. Assists the Regional Leader Fire Management to:
 - prepare regional / district fire services estimates and budgets; and
 - monitor expenditure and cost effectiveness of fire operations and ensure accuracy of input of budget and expenditure data for financial systems.

GENERAL

19. Uses corporate database systems and GIS systems as necessary.
20. Provides information, advice and support to the District Fire Coordinators in matters relating to fire management issues.
21. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager.
Undertakes duties as directed by the Regional Manager

Selection Criteria

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Applicants should address the following four criteria. These should be addressed in no more than four pages in total.

1. Demonstrated operational experience in the management of fire related activities, including fire suppression procedures, liaison with other firefighting and emergency organisations, planning and implementing prescribed burning programs.
2. Experience and skills in leading and managing teams, including preparing and implementing works programs, scheduling work, setting goals and controlling and reviewing progress, including experience in managing volunteers and contractors.
3. Experience in using fire management as a land management tool to achieve biodiversity conservation, and park and forest management outcomes.
4. Experience in using computer software (including GPS, GIS and software such as ArcView or equivalent) for data management and report writing and applying financial management skills to budget preparation and expenditure control and monitoring.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:


5. Well - developed oral and written communication skills, and abilities in liaising with external organisations, including local authorities, private companies, other government agencies, stakeholders (including indigenous) and community interest groups..
6. Ability to pass the departmental fire fitness test, demonstrated knowledge and understanding of the Incident Control system plus ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
7. Experience in presenting training and information sessions.
8. Understanding of work, health and safety, and equity and diversity principles and practices.
9. Tertiary qualification in a discipline relevant to natural land management or equivalent qualification. **(Desirable)**
10. Knowledge of the *Conservation and Land Management Act 1984*, *Biodiversity Conservation Act 2016*, *Bushfire Act 1954* associated regulations, Awards, policies and instructions relevant to the department. **(Desirable)**

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FTE: 1 FTE
National Police Check <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Current 'C' Class Driver's Licence
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 28 April 2026