

<p>JOB TITLE: Manager, Prevention Authorisation and Compliance</p> <p>CLASS: ASO8</p> <p>ROLE NO: M49174</p> <p>DATE: September 2025</p>	<p>ORGANISATION: SA Country Fire Service (SACFS)</p> <p>SECTION: Community Risk and Resilience</p> <p>TEAM:</p>
<p>This Role Reports to:</p> <ul style="list-style-type: none"> Director Community Risk and Resilience 	<p>Reporting to this Role:</p> <ul style="list-style-type: none"> Nil
<p>Primary Purpose of Role:</p> <ul style="list-style-type: none"> Oversee and manage programs to ensure training content for Bushfire Investigation and local council Fire Prevention and Authorised Permit Officers aligns to legislation, best practice and meets national and international standards. Lead and manage the scheduling and delivery of state-wide Bushfire Investigation and local council Fire Prevention and Authorised Permit Officers training programs and appointment processes of SACFS appointed bushfire investigators including management of associated budgets. Provide high level expert advice including written briefs to SACFS Chief Officer and CFS Senior Executive on Ministerial matters including the interpretation of legislation and a range of compliance, policy, prevention, and community risk reduction activities. Scope, plan, lead and manage state-wide bushfire readiness and investigation related projects including assigned staff and resources within time and budget constraints. Lead the SACFS Native Vegetation Clearance application process and act as a delegated authority for the Chief Officer for the purpose of assessing Native Vegetation Clearance applications. Manage the SACFS Fire Danger Season and bushfire investigation legislative responsibilities defined in the <i>Fire and Emergency Services Act, 2005 (FES Act 2005)</i> including the development of operational policy, training accreditation processes, and the administration of Authorised Permit Officers under the FES Act 2005. Act as a delegated authority for the SACFS Chief Officer for managing the SACFS 105K review process and the appointment of Authorised Officers under section 81 of the <i>FES Act 2005</i> and where necessary, manage the review and issuing of permits under the FES Act 2005 for Councils and organisations that do not have Authorised Officers. Undertake a regional program of scheduled Aged Care Facility audits to identify issues, ensure compliance and provide expertise to SACFS Development Assessment Service inspections and commissioning of essential fire safety systems. Represent SACFS on various committees and forums at a State and National level in relation to native vegetation, bushfire investigation and Authorised Permit Officer matters including at AFAC as the lead in fire investigation (bushfire and structure) matters and as primary SACFS contact for all fire cause matters and SAPol NOMAD matters. 	



<ul style="list-style-type: none"> • Provide support and guidance to SACFS Development Assessment Service in the development of training materials, delivery of training and accreditation processes associated with their business and Regional Prevention Officers and Regional Staff regarding all matters covered by this position. • Effective emergency support or incident management functions are provided, via a defined 'operational' on-call roster, with the potential to be re-called under emergency situations, to enable the provision of emergency service activities by CFS to the community. Whilst undertaking such operational roles, personnel will be required to work in emergency situations, which may include day, afternoon, night, or extended shifts 	
<p>Outcomes:</p> <ul style="list-style-type: none"> • Statewide training programs and upskill workshops for Bushfire Investigation and local council Fire Prevention and Authorised Permit Officers are delivered efficiently, within budget and achieve SACFS capability objectives. • State-wide bushfire readiness and investigation related projects are effectively scoped, planned, lead and managed within time and budget constraints. • Sound SACFS Fire Danger Season and bushfire investigation policies and processes are developed to ensure compliance with legislative requirements. • Increased community safety, including in regional Aged Care Facilities, and reduced property damage from bushfire. • Organisational and SACFS Staff Authorised Officers appointed and managed under section 81 of the <i>FES Act 2005</i>. • State level Permits are issued under the <i>FES Act 2005</i> for Councils and organisations that do not have Authorised Officers for issuing permits to burn or undertake prescribed activities. • SACFS Executive and Chief Officer are represented on relevant state and national committees and are provided with expert advice on Ministerial matters, the interpretation of legislation and a range of compliance, policy, prevention, and community risk reduction activities related to this position. • SACFS obligations relating to Native Vegetation Clearance application processes are met and are in accordance with legislative requirements. • All information management, financial, staff support and corporate reporting requirements associated with the above activities are met. 	
<p>Resource Management:</p> <ul style="list-style-type: none"> • Responsible to manage the following CFS Cost Centres: 160 	<p>Essential Attributes (Knowledge/Skills/Experience Requirements)</p> <ul style="list-style-type: none"> • Extensive experience in planning, leading and managing training programs including qualification administration, coordinating presenters, logistics and venues and the management of associated budgets. • Detailed knowledge of contemporary training and capability development principles, project and change management practices, relevant government policies and procedures and the <i>Fire and Emergency Services Act, 2005</i>.

	<ul style="list-style-type: none"> • Demonstrated experience in providing high level advice on Fire and Emergency issues including a range of, prevention, and community risk reduction activities. • Demonstrated high level analytical and innovative problem-solving skills with keen attention to detail to formulate solutions. • Demonstrated ability to work under broad direction, independently as well as a member of a team, determine priorities and goals within the framework of corporate objectives and produce high level results in a timely manner. • Demonstrated high-level communication skills, including expertise in articulating, negotiating and advocating complex and potentially contentious organisational policy to internal and external stakeholders. • Demonstrated ability to engage and work effectively with a broad range of stakeholders from diverse background which are often geographically dispersed. • Demonstrated experience in managing complex projects within time and cost constraints using online data management systems to record, process and report.
<p>Desirable Attributes:</p> <ul style="list-style-type: none"> • Tertiary qualification in law, emergency management, training, GIS/Information Technology, project management or similar discipline. • Qualification in community or stakeholder engagement. • Ability to analyse technical and human factors of AFDRS Australian Fire Danger Rating System and understand the risks and opportunities for stakeholders. 	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • Qualification or equivalent experience in project management or organisational analysis.

<p>Key Relationship / Interactions:</p> <p>Internal:</p> <ul style="list-style-type: none"> • Community Risk and Resilience Directorate • Strategic Operations Directorate • SACFS Executive and Senior Management • Regional CFS Staff • SACFS Volunteers <p>External:</p> <ul style="list-style-type: none"> • Emergency Services agencies • Department of Environment and Water • Local Council • Critical infrastructure providers • Forest Industry • Interstate Fire Authorities • Australasian Fire and Emergency Services Council 	<p>Key Challenges:</p> <ul style="list-style-type: none"> • Maintain collaborative working relationships with a range of stakeholders. • Balance priorities within tight timeframes. • Share information and knowledge appropriately. • Keep informed of emergency management legislation , policy changes and updates to systems.
<p>Employment Conditions:</p> <p>Employment conditions will be governed by the <i>Fire and Emergency Services Act 2005 (SA)</i>, the <i>Public Sector Act (2009)</i>, the <i>South Australian Public Sector Enterprise Agreement: Salaried 2021</i>, the <i>S.A. Public Sector Salaried Employees Interim Award</i> and any other applicable legislation. The incumbent will be expected to work in a manner consistent with the <i>Code of Ethics for the South Australian Public Sector</i>, SACFS Code of Conduct and Respectful Behaviours policies.</p> <p>The incumbent must be prepared to be assigned to another Role at this remuneration level or equivalent.</p> <p>Performance Development</p> <p>The incumbent will be required to participate in the Agency's <i>Performance Review and Development Program</i> which will include a regular review of the incumbents' performance against responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SACFS Values and Strategic directions.</p> <p>Handling of Official Information</p> <p>By virtue of their duties, SACFS employees frequently access, otherwise deal with, and/or are aware of information that needs to be treated as confidential. SACFS employees will not misuse information gained in their official capacity. SACFS employees will maintain the integrity and security of official or confidential information for which they are responsible.</p> <p>Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant</p>	

legislation, industrial instruments, policy or lawful and reasonable direction.

WHS and EEO:

The incumbent is responsible and accountable for working in an equitable manner and taking reasonable care to protect his/her own health, safety and welfare and avoiding adversely affecting the health and safety of others at work by complying with WHS and EEO policies, practices and legislation.

Demonstrated commitment to the principles and practices of Equal Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of Safety, Wellbeing and Injury Management – A Strategy for the South Australian public sector 2023-2032 and the legislative requirements of the *Work Health and Safety Act 2012*, and utilising AS/NZS ISO 31000 Risk Management, or to an equivalent set of standards.

Customer Service:

The incumbent will provide the highest standards of customer service to clients at all levels by modelling service excellence that meets the needs of customers and enhances the corporate profile of the organisation.

General Requirements:

Managers and staff are required to work in accordance with the *Code of Ethics for South Australian Public Sector*, *SACFS Code of Conduct*, *Directives*, *Determinations* and *Guidelines*, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- Safety, Wellbeing and Injury Management – A Strategy for the South Australian public sector 2023-2032
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury/ illness.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Disability Discrimination
- *Independent Commissioner Against Corruption Act 2012 (SA)*
- *Public Interest Disclosure Act 2019 (SA)*
- *SACFS Code of Conduct*
- *Information Privacy Principles Instruction*
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Fire and Emergency Services Act 2005* and *Fire and Emergency Services Regulations 2021*.
- Relevant Australian Standards
- Duty to maintain confidentiality.
- Smoke Free Workplace
- Applying the principles of the South Australian Government's *Risk Management Policy* to work as appropriate.
- All employees required to complete timesheets must forward their timesheet to their line manager, within two weeks from the period worked,

to enable their manager to authorise that it is a true and accurate record of hours worked by the employee.

Special Conditions

- As part of employment within the SACFS the incumbent may be required to perform Emergency Support and/or Incident Management functions during emergency situations. When undertaking operational duties, the incumbent may be rostered to work on Saturday, Sundays and Public Holidays. Work performed on any such day will constitute part of the incumbent's ordinary hours of duty and remunerated in accordance with the provisions contained within the *South Australian Public Sector Enterprise Agreement: Salaried 2021* and the *S.A. Public Sector Salaried Employees Interim Award* and the SACFS Staff Terms and Conditions Clause 3 Arrangement
- Participate in the agency's emergency support and/or incident management, defined 'operational,' on-call roster.
- The incumbent may be approved to work 'Voluntary Flexible Working Arrangements.'
- Frequent out of hours work may be required.
- Intrastate travel necessitating overnight stays may be required.
- A current driver's license and willingness to drive is essential.
- The role will require a National Criminal History Check

SA Country Fire Service:

The SA Country Fire Service (CFS) is a community-based fire and emergency service dedicated to protecting life, property, and environmental assets in rural and semi-urban South Australia. SACFS is a statutory authority reporting to the Minister for Emergency Services. The SACFS consists of approximately 13,500 volunteers and 180 Career Staff. CFS provides operational support capabilities and personnel to local, interstate and international incidents.

The CFS offers a unique opportunity for its paid workforce to support CFS volunteers in the delivery of emergency services to the community, by providing emergency support for frontline operations and incident management functions. These functions may require staff to be located at the State Commander Centre, Regional Command Centre(s), Incident Control Centre(s) or field-based command points. Frontline operations include the attendance at bushfires, structure fires, hazardous materials incidents, road crash rescues and many other emergency incident types.

The emergency support and incident management functions required by staff include being on a roster which can result in activation across a 7-day period. A standard on-call rostered shift spans a 12-hour period across 7 days and is subject to change, noting they are driven by operational demands, incident complexity and duration. Some roles require staffs immediate response to a change in work location, potentially an airbase, regional command center, or incident management location when on-call, requiring the individual to be located within an hour of the nominated location during this period.

The CFS provides the necessary training and support to all staff to assist them with these opportunities and experiences for growth and development.

SACFS Values:

Our shared values confirm our common mission by promoting an agency climate where SA Community needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. SACFS strives to be the 'Employer of Choice', which reflects the diversity of our community through the recruitment and retention of a diverse range of people. These values guide our decisions and actions.

- Mutual Respect
- Adaptability and Resourcefulness
- One Team, Many Players, One Purpose
- Integrity and Trust
- Support, Friendship and Camaraderie
- Community and Our Environment
- Knowledge and Learning
- Safety
- Teamwork

Code of Ethics:

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public sector employees.

- Democratic Values - helping the government, under the law to serve the people of South Australia
- Service, Respect and Courtesy - Serving and people of South Australia
- Honesty and Integrity - Acting at all times in such a way as to uphold public trust.
- Accountability - Holding ourselves accountable for everything we do.
- Professional Conduct Standards - Exhibiting the highest standards of professional conduct.
- The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Diversity and Inclusion:

SACFS is committed to creating and maintaining a fair, inclusive and diverse working environment that values and utilises the contributions of all. SACFS acknowledges and supports inclusion to the extent to which the diverse mix of people are valued, respected, connected, progressive and contributing to success.

Role Description Approvals:

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name: Brett Loughlin AFSM

Role Title: Chief Officer

Signature:



Date: 14 October 2025

Incumbent Role Acceptance:

I have read and understand the responsibilities and Agency Context

Name:

Signature:

Date: