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## briefing document

**organisation:** ACT Emergency Services Agency

**position:** Commissioner

**location:** Canberra

**date:** May 2019



## the organisation

### directorate overview

The Justice and Community Safety Directorate (the Directorate) seeks to maintain a fair, safe and peaceful community in the ACT where people's rights and interests are respected and protected.

This is achieved through the objectives of:

- maintaining the rule of law and the Westminster style of democratic government
- promoting the protection of human rights in the Territory
- providing effective offender management and opportunities for rehabilitation
- protecting and preserving life, property and the environment
- providing for effective and cohesive emergency response and management

To support the achievement of its objectives, the Directorate aims to improve service delivery to government and the community to ensure it continues to meet community needs into the future.

The Directorate's strategic indicators are aimed at measuring the extent to which outputs achieve the following strategic objectives:

- Accessible Justice System
- Safe Community (Criminal Justice)
- Safe Community (Emergency Services)
- Safe Community (Road Safety)
- Promotion and Protection of Rights and Interests

Further information about the Directorate can be found at [justice.act.gov.au](http://justice.act.gov.au)

### business unit | agency overview

The ACT Emergency Services Agency (ESA), which sits within the Justice and Community Safety Directorate (JACS), is responsible for protecting the community and in ensuring the Australian Capital Territory (ACT) community is one of the safest in Australia and the world. Through the provision of quality emergency services, the ESA helps to:

- ensure the protection of life, property and the environment in the ACT, and
- takes an all-hazards approach that provides for effective emergency management to prepare for, prevent, respond to and recover from emergencies in the ACT

The ESA comprises the ACT Ambulance Service, ACT Fire & Rescue Service, ACT Rural Fire Service and the ACT State Emergency Service. Each of these services come under the command and control of their respective Chief Officers, as outlined in the *Emergencies Act 2004*, and are supported by ESA support services.

The ESA is responsible for the following emergency management strategies in supporting the ACT community:

- **prevention and mitigation:** Emergency prevention and mitigation measures are aimed to decrease or eliminate impacts on the ACT community and environment
- **preparedness:** Emergency preparedness measures ensure that, in the event of an emergency, communities, resources, and services can manage the impact
- **response:** Response strategies and services are in place to control and reduce consequences of emergencies
- **recovery:** Recovery strategies are aimed to return the ACT community and ESA to a state of preparedness after an emergency situation

The ESA applies these strategies to deliver balanced, efficient and effective emergency management services. Continued partnerships and shared responsibility between the ACT Government and community are imperative to preserving life, property and the environment.

Further information can be found at [esa.act.gov.au](http://esa.act.gov.au)

**The ACT Government is committed to creating great workplaces with positive cultures that demonstrate respect, equity and diversity for all employees.**

## the position

**position:** Commissioner  
**directorate:** Justice and Community Safety  
**agency:** ACT Emergency Services Agency  
**reporting relationships:**



### role objective

The Commissioner is appointed by the Director-General of the Justice and Community Safety Directorate (JACS) under the *Emergencies Act 2004* and is responsible for:

- advising the Minister for Police and Emergency Services on the prevention, preparation for, response to and recovery from emergencies
- overall strategic direction and management of the emergency services including making guidelines for the strategic operation of each of the emergency services
- preparation of emergency plans for the ACT, and
- high-level control and coordination of the services during emergencies

The Commissioner is accountable for the performance standards of the ESA, as measured annually and reported through the Government annual budget papers and JACS Annual Report. The position also regularly appears before ACT Legislative Assembly hearings on matters relating to the ESA and community safety.

The position reports to the Deputy Director-General, Community Safety, within the JACS Directorate and also has reporting obligations to the Director-General including as Chair of the Security and Emergency Management Senior Officers Group (SEMSOG) as established under the *Emergencies Act 2004*.

The Commissioner is an important member of the JACS Executive leadership group. The position works collaboratively with other executives across JACS and within the ACT Government to achieve strategic outcomes.

The successful appointee must hold, or have the capacity to obtain, an Australian Government Negative Vetting 1 national security clearance to fulfill obligations pertaining to security and emergency management.

## what you will do

The ESA Commissioner plays a vital role in the ACT Government to support community safety and ensuring cohesive operations, a collaborative management team and a unified executive across the Emergency Services Agency.

The Commissioner provides timely advice and briefings to the Director-General JACS and the Minister for Police and Emergency Services on strategic risks, operational priorities and the performance of each of the four emergency services in the ACT (ACT Fire & Rescue Service, ACT Rural Fire Service, ACT Ambulance Service and the ACT State Emergency Service).

The Commissioner provides leadership and support to the Chief Officers of the four emergency services in the ACT and other ESA executives to delivery strategic outcomes for the ACT community and must, in exercising their functions under the *Emergencies Act 2004*:

- seek to provide a strong strategic direction and operational management of emergency services including operational and administrative support to the services
- seek to ensure delivery of high-quality and effective service to the community by each of the emergency services
- seek to improve the operational effectiveness and flexibility of the emergency services
- recognise the value of the individual emergency services
- recognise the importance of all emergency service members, including volunteer members, and providers of operational and administrative support to the commissioner and the services;
- recognise the diverse needs of the ACT community, including people with special needs
- emphasise and build community resilience and preparedness for emergencies through community education, awareness and engagement
- emphasise the importance of communicating information, advice and warnings to the community during an emergency
- ensure that members of the emergency services and volunteers are properly equipped, trained and prepared for emergencies
- participate in strategic and operational planning for emergencies
- oversee and coordinate strategic and operational planning for emergencies
- work collaboratively across the ACT Government to ensure the community is best prepared for emergency events

The Commissioner plays an important role to advise and support SEMSOG and the Security and Emergency Management Committee of Cabinet, especially during times of emergency. The position is also responsible for preparing an Emergency Plan for the ACT for the Minister to consider, and subsequent monitoring and reporting on the effectiveness of the plan.

In response to an emergency situation, the Commissioner may be appointed as an Emergency Controller pursuant to the *Emergencies Act 2004*. The position also has important responsibilities supporting the activities of any entity working in the area of recovery and welfare in the role of assisting the community to recover.

The Commissioner works collaboratively with the ACT Bushfires Council about the exercise of functions relating to bushfires and declares the bushfire season for the ACT each year. The position is also responsible for preparing a Strategic Bushfire Management Plan for the Minister to consider, and subsequent monitoring and reporting on the effectiveness of the plan. The position also makes Total Fire Ban, bushfire abatement zone and 'built up area' declarations under the *Emergencies Act 2004*, as required.

The Commissioner engages with other jurisdictions on emergency management issues and has important representational responsibilities, including to support the Minister at the Ministerial Council for Police and Emergency Management. The position represents the ACT Government at national fora including the Australian New Zealand Emergency Management Committee (ANZEMC) and other national working groups.

The role is expected to work collaboratively across the wider JACS Directorate and with other Directorates and non-government organisations to meet organisational objectives and government priorities.

The Commissioner has a prominent media profile in the ACT, and regularly participates in media events (radio, television, print media and social media) and community events.

As an ACT Public Service executive, the position is also expected to promote and display the highest standards of behaviour to support the ACT Public Service's values of respect, integrity, collaboration and innovation.

## the person

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

The Executive Capabilities are as follows:

### **leads and values people**

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

### **shapes strategic thinking**

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

### **achieves results with integrity**

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence based policies and procedures
- Shows sound judgement, is responsive and ethical

### **fosters collaboration**

- Listens and communicates with influence
- Engages effectively across government
- Builds and maintains key relationships

### **exemplifies citizens, community and service focus**

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

### **job specific criteria (highly desirable)**

- Demonstrated ability to lead complex, dynamic and operationally demanding emergency events
- Demonstrated experience and understanding of best practice in emergency services
- Demonstrated experience in leading organisational change, promoting equal employment opportunity principles, and ensuring a strong safety and wellbeing culture.

**professional | technical skills and knowledge**

- Ability to exercise the responsibilities of the ACT Emergency Services Commissioner under the Emergencies Act 2004
- Proven ability to provide high-level command and control for emergency incidents
- Demonstrated knowledge of the emergency services sector and volunteer management

**compliance requirements | qualifications**

- Background | security clearance checks **will** be conducted
- The successful appointee **must currently have, or have the capacity to obtain**, an Australian Government Negative Vetting 1 national security clearance to fulfill obligations pertaining to the role
- A driver's licence is **essential**
- This position **does** require a pre-employment medical
- This position **does** require a Working with Vulnerable People Check