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| Job Title: Fire Safety Manager | Club Name: WAMASC |
| Reports to: Chairman | Revision Date: 21/01/2016 |

Position Overview

The Fire Safety Officer is responsible for the coordination of Fire safety for all members and visitors.

Responsibilities and Duties

- Ensure that members observe and follow established fire guidelines
- Ensure hazards are kept to a minimum and actioned promptly
- Ensure all patrons comply with the Constitution and Bylaws of both the MAAA and WAMASC
- Advise Executive on environmental and safety matters, laws and regulations affecting the fire standards of WAMASC
- Be the focal point for all fire safety enquiries
- Induction of new team members, coaches and officials to fire, safety and health aspects of the club operations and facility
- Review WAMASC and MAAA policies to ensure Fire Safety compliance
- Comply with Whiteman Park Fire policies
- Comply with City of Swan Fire policies
- Ensure all fire fighting equipment is current and operational and replaced as required
- Ensure firebreaks are completed to Whiteman Park and lease requirements prior to fire season
- Ensure watertank between WAMASC and buggy club is operational and full

Knowledge and skills required

- Ability to organise and delegate tasks
- Understanding of Fire Safety Act & Regulations
- Understanding of budget compliance
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters