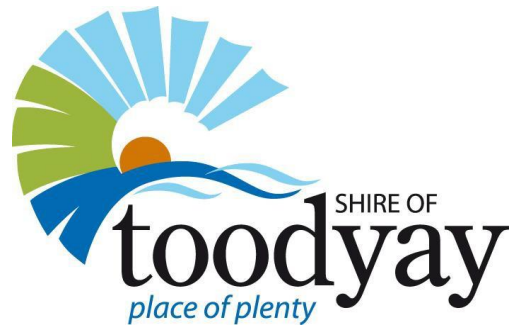


**Community Development Officer**

**APPLICATION PACKAGE**





Dear Applicant

Thank you for your interest regarding the position of Community Development Officer with the Shire of Toodyay.

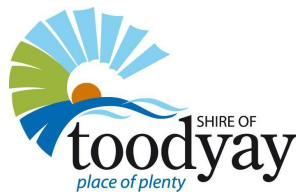
The following information is provided to assist in the preparation of your application:

- Copy of the advertisement;
- Community profiles;
- Position description (including essential and desirable selection criteria);
- Guidelines for applying for an advertised vacancy;
- Checklist for you to use prior to submitting your application; and
- Applicant Declaration.

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include, as well as the format and content of your application. Please read these guidelines carefully and follow all instructions.

Aaron Bowman  
**Chief Executive Officer**  
**Shire of Toodyay**

14 March 2025



## Community Development Officer

The Shire of Toodyay is currently seeking an experienced Community Development Officer to join the Economic and Community Services team.

If you are a motivated and detail-oriented professional looking to make a difference, we would love to hear from you.

Joining the Shire of Toodyay you will enjoy a range of benefits, including professional development opportunities, a uniform allowance, additional superannuation contributions, and income protection. We understand the importance of work-life balance and are open to considering flexible working arrangements.

We're looking for candidates with proven relevant knowledge and experience, exceptional time management skills, and a demonstrated ability to take initiative at a high level. Your commitment to collaborative teamwork and driving continuous improvement will be instrumental in achieving our goals.

If that sounds like you, the application package containing the position description for this role is available on our website at <https://www.toodyay.wa.gov.au/employment/> or by contacting the Records Officer on 9574 9300 or via email [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

Applications should be marked "CONFIDENTIAL – Community Development Officer and forwarded to the Chief Executive Officer at the Shire of Toodyay by mail, in person, via email or through the [Seek platform](#).

Applications close at **4.00pm on Friday 4 April 2025**.

### **Please Note:**

- The Shire is an Equal Opportunity Employer that values and respects diversity in its workplace. Applicants must have the right to live and work in Australia.
- Canvassing of Councillors will disqualify applicants.
- The successful candidate will need to obtain a current National Police Clearance, undergo a pre-employment medical examination, and provide evidence of all claimed qualifications before commencing employment

Aaron Bowman  
**Chief Executive Officer**

## Community Profile

The Shire of Toodyay (Toodyay) as a local government area was founded in 1836. Toodyay is a historic locality boasting magnificent examples of natural and cultural heritage. The Shire of Toodyay has approximately 173 places heritage-listed, of which 16 are on the State Register of Heritage Places.

On the route to and through Toodyay is the Avon Valley National Park and numerous reserves which become a burst of colour with magnificent displays of wildflowers during the spring months. The Shire is part of the Wheatbelt region of Western Australia and a significant proportion of the land is used for agricultural activities, particularly sheep, cattle and grain.

Toodyay covers an area of 1,694 square kilometres and has a population of approximately 4,601. Its Council Offices are in Toodyay. The name Toodyay comes from the Noongar word Dudja, meaning “mist”. Foggy mornings are very common during the Makuru season, around June and July.

Historic buildings display fine examples of 19th-century history, with architecture reflecting the early convict era including the Old Courthouse (Shire administrative centre), the Mechanics' Institute (Toodyay Library), Connor's Mill and the Old Gaol. A tourist information bay is located on the main street.

Residents are provided with quality outlets and services, including the Bendigo Bank, ATM's, post office, cafes, food establishments, a library, pharmacy, day-care, hardware stores, a supermarket, garages, a bakery, and a local high school. Sports facilities include the Toodyay Recreation and Aquatic Centre, bowling greens, tennis courts and a skate park, as well as cricket and football pitches. Extracts Industrial Park is located approximately 5km from Toodyay and currently houses various light industries.

Tourism is a growing industry with significant potential for expansion, with visitors attracted by the spectacular scenery, significant heritage values and country lifestyle. The longest annual white-water race in the world takes place along the Avon River which runs through Toodyay, residents and visitors can enjoy a peaceful picnic at Duidgee Park, where there are barbecue facilities, children's play areas, public toilets and a miniature railway. Newcastle Park also has children's play areas. The region has many artisans, as well as a wide choice of establishments offering quality accommodation. The Toodyay Visitor Centre is the ideal source of information on places of interest.

The Shire continues to experience a migration of people from the Perth metropolitan area seeking an alternative semi-rural lifestyle, resulting in unprecedented demand for property and development. With a commuter rail service available, more people working from home, and a growing number of mining industry workers arriving by air, Toodyay is a popular location for people looking for a port of call or alternative housing that is a safe place for their family.

## Guidelines to applying for an advertised vacancy

These guidelines are designed to assist you in demonstrating your suitability for the role. The Selection Panel will assess your suitability based on your knowledge, experience and qualifications required to successfully carry out the duties of the position. Not all applicants will be interviewed. Those who the panel determine best meet the criteria will be considered for interview.

### 1. Preparing your application

- (a) The Shire will accept typed applications however neat and legible handwritten applications are also acceptable.
- (b) All information should be stapled and/or secured in the top left-hand corner.
- (c) Refrain from submitting your application bound or in folders.
- (d) Provide copies of supporting documentation rather than original documents however, the original documents **MUST** be made available at the time of interview. This includes a national police clearance, motor vehicle licences and tertiary qualifications where applicable.

### 2. Your application should include the following:

#### (a) Covering Letter (maximum 4 pages) to support your application

- (i) This letter ought to contain details that align to the selection criteria contained in the Position Description as well as your suitability for the role.
- (ii) Please indicate how you meet the criterion and provide examples of events and projects which assist in demonstrating the relevant experience, knowledge and skills.
- (iii) Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria (refer to the Position Description for specific criteria).
- (iv) Your Curriculum Vitae (CV) and/or Resume will also support the information contained in your covering letter.

#### (b) CV/Resume (maximum 4 pages)

- (i) This document should contain current details about you, how we can contact you and outline relevant work history, education, professional development information, qualifications and professional memberships.
- (ii) Relevant work history should commence with the most recent position you have held as well as the dates/period of employment.
- (iii) In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

#### (c) Referees

- (iv) Please nominate at least two contactable employment referees within your application.

- (v) Referees should be able to comment on your recent work experience, skills and knowledge in relation to the role.
- (vi) Please provide names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers.
- (vii) Preferably one referee should be your current employer but if this is not possible, someone you have worked for in the past two years and who can comment on your ability for this role in a professional capacity.

**(d) Formal Qualifications**

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

**(e) Evidence of your right to work and live in Australia**

Applicants are required demonstrate their right to work and live in Australia. It is a condition of applying that you will be able to meet this criterion.

**3. Acknowledgement of your application**

The Shire will acknowledge receipt of the application after the closing date.

**4. Interview Process**

**(f) Short Listing**

- (i) The panel will short list applicants for an interview who meet the selection criteria.
- (ii) This process may take up to two weeks after the closing date. If you are selected for an interview, you will be contacted to arrange and confirm a time to attend during the period in which the Shire is conducting the interviews.

**(g) Interview Process**

- (i) The panel will consist of at least two Managers.
- (ii) Interviews will be structured so that each applicant will be assessed in the same manner.
- (iii) The intent of the interview is to assess your suitability for the role.
- (iv) During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.
- (v) If you do not understand a question, it is perfectly acceptable to seek clarification before providing a reply.
- (vi) Please note that preferred applicants may be asked to undertake other selection tests to assess against the inherent requirements of the role and may also be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

**(h) Offer and Acceptance**

If you are the successful candidate for the role, you will be contacted for the purpose of a verbal offer and acceptance so a contract of employment can be arranged via the office of the CEO and sent to you. This includes an agreed start date.

**(i) Feedback to applicants**

If requested, feedback to unsuccessful applicants will be provided.

**5. Forwarding applications for the position**

- (a) Written applications **MUST BE** addressed to the CEO at the Shire of Toodyay as follows:

Chief Executive Officer  
Shire of Toodyay  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566

- (b) Applications must be marked “CONFIDENTIAL – COMMUNITY DEVELOPMENT OFFICER

- (c) You may submit your application through the Seek platform [here](#) or in person or by mail/post to the above address. You may also send your application to [records@toodyay.wa.gov.au](mailto:records@toodyay.wa.gov.au).

**6. Checklist**

- (a) Ensure you have the following to make your application:

- Covering Letter.
- Curriculum Vitae(CV) or Resume.
- Copies (**not originals**) of supporting documentation.
- Full application has been proofread prior to submitting.
- The application has been photocopied for personal reference.

- (b) Complete the Applicant Declaration contained in this package and ensure it accompanies the above with your application.



## APPLICANT DECLARATION

I,

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*Full Name of the Applicant*

of,

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*Address of the Applicant*

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

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*Signature of the Applicant*

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*Date*





## Name of Role

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire of Toodyay.

NAME OF ROLE

NAME: \_\_\_\_\_

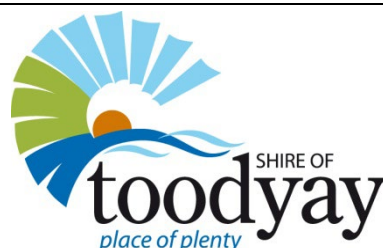
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SIGNATURE

DATE: \_\_\_\_\_

DATE OF REVIEW:

\_\_\_/\_\_\_/\_\_\_

**POSITION DESCRIPTION**

1 POSITION DETAILS		
1.1	<b>TITLE</b>	Community Development Officer
1.2	<b>DEPARTMENT</b>	Economic Development and Community Services
1.3	<b>REPORTS TO</b>	Executive Manager Economic Development & Community Services
1.4	<b>STAFF SUPERVISED</b>	Nil
1.5	<b>AWARD</b>	Local Government Industry Award (LGIA) 2010
1.6	<b>CONTRACT TERM</b>	N/A
1.7	<b>LEVEL</b>	5
2 POSITION OBJECTIVES		
<p>Support the development of partnerships and networks with government agencies, community organisations and sporting clubs to enhance and sustain community development activity in the Shire.</p> <ul style="list-style-type: none"> <li>• Provide information and raise awareness in the community about available funding/grants, training, resources, support and other opportunities, and actively promote the Shire's programs and services.</li> <li>• Facilitate and support the development of community partnerships, collaborations and stakeholder engagement opportunities.</li> <li>• Support the implementation of Council's strategic priorities in response to community needs through the research of and preparation of grant submissions.</li> <li>• Prepare relevant strategies and plans as required in collaboration with the Executive Manager including the Disability Access and Inclusion Plan.</li> <li>• Prepare reports and other correspondence to meet statutory requirements e.g. DAIP annual reporting.</li> <li>• Be the community contact for the Shire's Community Grant Funding Program and prepare relevant documentation and promotional material for the program.</li> <li>• Guide and mentor community groups towards sustainability including governance, leadership and management practices.</li> <li>• Develop and co-ordinate appropriate marketing campaigns to promote and increase awareness of community events, services and activities.</li> </ul> <p><b><u>Shire Events</u></b></p> <ul style="list-style-type: none"> <li>• Develop, implement and monitor processes and procedures for the effective co-ordination of Shire events, including promotion and evaluation post event.</li> <li>• Liaise with stakeholders including suppliers, contractors, stall holders, security, community groups and shire staff to ensure appropriate arrangements are in place and all regulatory and policy conditions are complied with.</li> <li>• Prepare grant and sponsorship submissions/requests and document sponsor benefits delivered.</li> </ul>		

	<p><b><u>Community/Professional Events/Facility Bookings</u></b></p> <ul style="list-style-type: none"> <li>• Deal with public enquiries about planned events and bookings and act as a liaison between the Shire and other stakeholders, including project partners, volunteers and contractors.</li> <li>• Develop, maintain and update records and other relevant information for events and proponents.</li> <li>• Develop and maintain guidelines for sponsorship and support of events by the Shire.</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Establish and maintain effective work relationships to ensure delivery of a high level of customer service.</li> <li>• Observe and adhere to all occupational safety and health requirements and relevant Shire policies and procedures.</li> <li>• Some out of hours work and travel to and from meetings may be required to fulfill the requirements of this role.</li> <li>• Maintain contemporary knowledge and practice by participating in professional development as required or requested.</li> <li>• You will be employed in the position specified in point 1.1, however you may be required to carry out any duties required by the Shire, provided that you are capable of performing them.</li> </ul>
<b>3</b>	<b>REQUIREMENTS OF THE POSITION</b>
	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Highly developed communication skills – both written and verbal.</li> <li>• Highly developed interpersonal and conflict resolution skills with the ability to communicate with a wide range of people and groups</li> <li>• Well developed administrative and time management skills.</li> <li>• Well developed research, analytical and report writing skills.</li> <li>• Ability to be self-directed, flexible and work with minimal supervision</li> <li>• Knowledge of preparing grant applications, with a developing knowledge of grant and government funding application processes.</li> <li>• Strong computer literacy with a focus on the Microsoft suite of products</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working in community development, sport and recreation or community services</li> <li>• Experience in dealing with statutory bodies and government departments</li> <li>• Established community networks</li> <li>• Understanding of financial and budgeting processes and requirements</li> <li>• Knowledge of record keeping requirements of Local Government</li> <li>• Desktop publishing skills.</li> </ul>
<b>4</b>	<b>QUALIFICATIONS AND/OR TRAINING</b>
	<p>Qualifications in a relevant discipline,  Possession of, or the ability to acquire a satisfactory National Police Clearance and Working with Children Check card,  Hold a current Motor Vehicle Drivers Licence.</p>

5	ORGANISATIONAL RELATIONSHIPS	
5.1	<u>Internal Liaison</u> CEO and Executive Managers The Economic Development and Community Services team and other Shire staff	<u>External Liaison</u> Clubs and recreation bodies, community organisations and individuals, schools and social groups Local businesses and tourist operators, Community, ratepayers and public Regional bodies and other local governments, state and federal government agencies and funding bodies.

6	CERTIFICATION
6.1	<p>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.</p> <p>CHIEF EXECUTIVE OFFICER</p> <p>NAME: _____ SIGNATURE: _____</p> <p>DATE: ____/____/____</p>
6.2	<p>As occupant I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</p> <p>COMMUNITY DEVELOPMENT OFFICER</p> <p>NAME: _____ SIGNATURE: _____</p> <p>DATE OF APPOINTMENT: ____/____/____</p>
6.3	<p>DATE OF REVIEW: 05/03/2025</p>