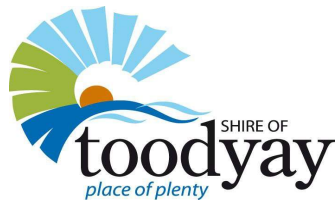




Infrastructure Assets and Services Emergency Management Officer

APPLICATION PACKAGE





Infrastructure Assets and Services

Emergency Management Officer

About the Shire of Toodyay

We are a value driven organisation proud to create and support a sustainable and liveable community. We are committed to providing exceptional services to our residents and working in partnership with local business and community groups.

As an employee for the Shire of Toodyay, you will have the opportunity to make a real difference in the lives of people who live, work, and play in our community.

We offer a range of diverse opportunities across a number of fields, including but not limited to planning, maintenance, parks and gardens, rangers, governance, finance, and customer services administration.

We are proud of our inclusive workplace and diverse culture and believe in providing ongoing training and support for all our employees to ensure they reach their full potential.

If you're looking for an exciting and rewarding career opportunity, the Shire of Toodyay is the place for you.

About the role:

The Emergency Management Officer is responsible for coordinating emergency management planning, compliance, training, and community engagement in accordance with legislative requirements and best practice frameworks.

The Benefits of working for us:

- **Professional Development:** opportunities for growth and career advancement.
- **Work-Life Balance:** flexible working arrangements considered.
- **Additional Benefits:** a uniform allowance, training and development options.

Key Responsibilities

- Coordinate the development, maintenance, and review of emergency management plans, including Local Emergency Management Arrangements (LEMA).
- Support and coordinate Local Emergency Management Committee (LEMC) activities.
- Liaise with emergency services, government agencies, community groups, and internal stakeholders.



- Coordinate emergency management training, exercises, and awareness programs.
- Assist with emergency response and recovery activities as required.
- Ensure compliance with relevant legislation, policies, and guidelines.
- Prepare reports, grant applications, and documentation related to emergency management.

To be successful in this role, you will demonstrate:

- Experience or qualifications in emergency management, disaster management, or a related field.
- Sound understanding of emergency management frameworks and legislation.
- Strong organisational and communication skills.
- Ability to work effectively with a wide range of stakeholders, including volunteers and emergency services.
- Strong problem-solving skills and the ability to work calmly under pressure.
- A current “C” class driver’s licence (minimum).
- Experience in a local government or emergency services environment will be highly regarded.

Sound like you?

For further information, please visit our website at

<https://www.toodyay.wa.gov.au/employment/> or by contacting the Shire via email at records@toodyay.wa.gov.au and/or Sa.Roberts@toodyay.wa.gov.au.


Applications should be marked “CONFIDENTIAL – Infrastructure Assets and Services Emergency Management Officer” and forwarded to the Community Emergency Services Manager at the Shire of Toodyay by mail, in person or via email at Sa.Roberts@toodyay.wa.gov.au.

Applications close at **4.00pm on Monday, 20 April 2026**.

Please Note:

- To be considered for this position, please ensure your application letter addresses the selection criteria and is no longer than three pages.
- 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.

Thank you for your interest regarding the position of Emergency Management Officer with the Shire of Toodyay.



Please read the attached guidelines carefully and follow all instructions before applying for this position.

Aaron Bowman JP
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 ovals.

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.

Guidelines to applying for an advertised vacancy

The following 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.

1. Preparing your application

- (a) The Shire prefers typed applications however neat and legible handwritten applications will be accepted.
- (b) Please provide copies of supporting documentation rather than original documents. Original documents should be presented 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 and CV to support your application:

- (i) Your covering letter should address your suitability for the role as indicated in the selection criteria contained in the Position Description. (Maximum 3 pages).
- (ii) Consideration for interview is based upon clear demonstration of your ability to meet the selection criteria.
- (iii) Your Curriculum Vitae (CV) and/or Resume will need to be clear and concise (maximum 3 pages).

(b) Referees

- (i) Please nominate at least two current contactable employment referees with your application.
 - a. Referees should be able to comment on your recent work experience, skills, and knowledge in relation to the role.
 - b. Please provide names, relationship to you (e.g. Supervisor), and company name, and day-time telephone numbers.

(c) Evidence of your right to work/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

(a) 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.

(b) Interview Process

- (i) The panel will consist of at least people with an Executive Manager being one of them.
- (ii) Interviews will be structured so that each applicant will be assessed in the same manner.
- (iii) 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.
- (iv) If you do not understand a question, it is perfectly acceptable to seek clarification before providing a reply.

(c) 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.

Please note that preferred applicants may be asked to undertake other selection tests to assess against the inherent requirements of the role and will also be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the role prior to commencement.

(d) 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 Community Emergency Services Manager at the Shire of Toodyay as follows:

Community Emergency Services Manager
Shire of Toodyay
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

- (b) Applications must be marked "CONFIDENTIAL – INFRASTRUCTURE ASSETS AND SERVICES EMERGENCY MANAGEMENT OFFICER" You may submit your application in person or by mail/post to the above address. You may also send your application to 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,

Full Name of the Applicant

of,

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.

Signature of the Applicant

Date



Position Description

Title:	<u>Emergency Management Officer</u>
Portfolio:	Infrastructure, Assets and Services
Classification:	Local Government Industrial Award 2020 – Industrial Agreement Level 5
Purpose of Role:	<ul style="list-style-type: none"> To manage the operation and provision of Emergency Management tasks in accordance with Shire of Toodyay Policy and all relevant legislative and statutory requirements. To provide support to other projects and seasonal business as usual tasks of the organisation. Work closely with the Community Emergency Services Manager (CESM) and act in the CESM role during periods of substantive CESM leave or secondment. Work closely with the Ranger Team to ensure compliance with organisational requirements and effective service delivery in this business area.
Reports to:	<p>All employees ultimately accountable to the CEO</p> <p>Reports to: Executive Manager Infrastructure, Asset and Services and Community Emergency Services Manager</p>
Staff Supervised:	None
Delegation of Authority:	Works under general or direct supervision. Is only authorised to work within established guidelines, budgets, procedures and policies of the Shire of Toodyay as well as statutory provisions of the Local Government Act WA 1995 and other relevant legislation that apply to the role.

General Requirements

- Act in a professional and ethical manner and in the best interests of the Shire at all times.
- Maintain confidentiality and work in accordance with all council policies and procedures as well as all regulatory and legislative requirements applicable to a Local Government Authority.
- Highly developed interpersonal and conflict resolution skills with the ability to communicate with a wide range of people and groups.
- Establish and maintain effective work partnerships to ensure delivery of a high level of customer service.

- Observe all Work Health and Safety and relevant Shire policies and procedures.
- Report all damages immediately or upon return to depot.

Work Safety and Health

- Apply understanding of WHS and take responsibility for self and others working safely.
- Ensure you are familiar with control of hazards from resources in your workplace and identify training needs to ensure optimum competency.
- Engage with and embrace monitoring processes as a valuable tool to assist and enhance your perspective of the current status of work health and safety.
- Consult and cooperate with appointed safety personnel to enable them to fulfil the duties of their role.
- Make use of the Health and Safety Committee and Health and Safety Representatives to engage and consult regarding work health and safety matters.
- Refer work health and safety issues that are beyond your control to the relevant manager(s) for their attention but ensure that interim action is taken to reduce the risks in a practical way.

Responsibilities & Duties

- **Emergency Management**
 - Manage maintenance, testing and review of the Shire of Toodyay Local Emergency Management Arrangements
 - Liaise with Department of Fire and Emergency Services District Emergency Management Advisor for Emergency Management related matters.
 - Assist the Recovery Coordinator with auditing of evacuation centre preparedness/arrangements.
 - Assist the Recovery Coordinator with Shire level disaster preparedness
- **Ranger Services Administration Oversight**
 - Acts as a senior operational resource for the Ranger Team, providing oversight, mentoring, and technical advice, without formal supervisory or disciplinary authority.
 - Annual Development of the Fire-break Inspection Program via GIS software
 - Oversight of seasonal administration support of Ranger Services' fire-break compliance inspections.
- **Emergency Services Administration Support**
 - Administration support to the CESM in provision of the Shire of Toodyay's Bush Fire Service.
 - Administration support to the Shire of Toodyay Bush Fire Advisory Committee and Local Emergency Management Committee

- **Community Engagement**
 - Seek funding opportunities for, develop and coordinate community engagement programs which support emergency management function.
 - Develop communications that educate and encourage the community to undertake preparedness activities.

- **Geographic Information System Support**
 - Contribute to the development and administration of the Shire's Geographic Information System.

- **Project Based Work**
 - Work on projects prioritised by the local government relating to emergency, Rangers, Infrastructure, Assets and Services or assignments from other departments of the Shire.

- **Infringements**
 - Provides operational oversight of the Datascape Infringement System to ensure information remains current and functional and liaises with Datascape to resolve technical issues as they arise.

Our Values

The Shire's values are expected to be applied by staff in all their activities associated with Shire business.

Integrity	We behave honestly to the highest ethical standard
Accountability	We are transparent in our actions and accountable to the community
Inclusiveness	We are responsive to the community, and we encourage involvement by all people
Commitment	We translate our plans into actions and demonstrate the persistence that will produce results.

Skills, Knowledge & Experience

Essential

- Highly developed communication and interpersonal skills and ability to engage the community in an informative and positive manner via a number of mediums.
- Sound administrative and time management skills.
- Sound research, analytical and report writing skills.
- Ability to be self-directed, flexible and work under minimal supervision
- Sound knowledge of preparing grant applications and acquittals.
- Strong computer literacy with a focus on Microsoft suite of products
- Working knowledge of local government emergency management responsibilities including *Bush Fires Act 1954* and *Emergency Management Act 2005*.

- Working knowledge of Ranger related Acts and Regulation Legislation

Desirable

- Knowledge of record keeping requirements of Local Government
- Knowledge of operation of local government council committees
- Experience in working with Geographic Information Systems (GIS)
- Understanding of financial/budget requirements
- Support the implementation of Council's strategic priorities and community needs through the research of and preparation of grants submissions.
- Ability to seek and undertake professional development as relevant to the role.
- Experience in training and assessing.

Qualifications and or Training

- DFES Trainer/Assessor endorsement.
- Completion of DFES Bush Fire Firefighting, Bush Fire Leadership and Bush Fire Incident Management and Incident Reporting training.
- ROCS 1 and ROCS2 (Regulatory Officer Compliance Skills)

Licences/Clearances

- Hold a current "C" class Motor Driver's Licence
- National Police Clearance

Internal Liaison

- Recovery/Deputy Recovery Coordinators and Welfare Liaison Officers
- Community Emergency Services Manager
- Ranger Services
- Senior Management Group

External Liaison

- Department of Fire and Emergency Services
- Community/General Public Councillors

Performance Criteria

Core Competencies

1. Quality of work
2. Values & Behaviours
3. Working Relationships

*** All are essential unless otherwise denoted**

ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities and other requirements of this role. These may be amended from time to time in line with capabilities and classification.

CHIEF EXECUTIVE OFFICER

NAME: AARON BOWMAN JP

SIGNATURE: _____

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: _____

SIGNATURE: _____

DATE: ___/___/___

DATE OF REVIEW:

10/02/2026