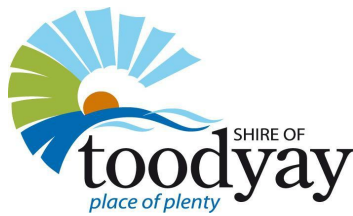


Infrastructure Assets and Services Trainee

APPLICATION PACKAGE





Infrastructure Assets and Services Trainee

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:

We are offering a 12-month traineeship with the Shire of Toodyay offers hands-on experience across parks and gardens, road maintenance, ranger services, and administration. It's an ideal opportunity for someone looking to develop practical skills in local government while working both outdoors and in an office environment. The successful candidate will receive on-the-job training, support to obtain a HR driver's licence, and exposure to plant and equipment operation.

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.

What you'll need to succeed:

- Demonstrate a willingness to learn and a positive, proactive attitude toward training and skill development.
- Represent the Shire of Toodyay in a professional, courteous, and respectful manner at all times.
- Comply with all Shire policies and procedures, including those related to workplace conduct, safety, and confidentiality.
- Participate in training and development opportunities as directed.
- Be prepared to work both indoors and outdoors across a variety of settings and conditions.

- Work Health and Safety knowledge: foster a culture of safety through the development, implantation and monitoring of formal Work Health and Safety Management System

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.

Applications should be marked “CONFIDENTIAL – Infrastructure Assets and Services Trainee” and forwarded to the Executive Manage Infrastructure Assets and Services at the Shire of Toodyay by mail, in person or via email.

Applications close at **4.00pm on Wed 20 August 2025.**

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 Infrastructure Assets and Services Trainee 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).
 - a. Please tell us why you are interested in this traineeship with the Shire of Toodyay. What personal qualities, interests, or experiences make you a good fit for this role?
 - b. You might like to include examples from school, volunteer work, part-time jobs, sporting clubs, or community involvement that show your willingness to learn, ability to work in a team, interest in outdoor or community-based work, and your motivation to grow your skills in a local government environment.
- (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. This is a condition of all applications.

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

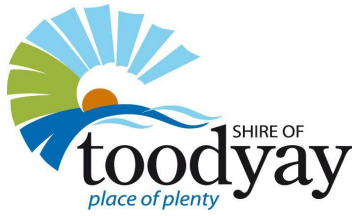
- (a) Written applications MUST BE addressed to the Executive Manager Infrastructure Assets and Services at the Shire of Toodyay as follows:

Executive Manager Infrastructure Assets and Services
Shire of Toodyay
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

- (b) Applications must be marked "CONFIDENTIAL – INFRASTRUCTURE ASSETS AND SERVICES TRAINEE" You may submit your application through the Seek platform or 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

Infrastructure, Assets and Services Trainee

Portfolio:	Infrastructure, Assets and Services
Classification:	Negotiated (Contract)
Purpose of Role:	<p>This 12-month traineeship provides a unique opportunity to gain experience across multiple service areas within the Infrastructure, Assets and Services portfolio of the Shire of Toodyay. The trainee will support and learn from teams in parks and gardens, road maintenance, developing practical knowledge of local government operations.</p> <p>The role includes hands-on learning and development of workplace skills, including operation of plant and equipment, parks and gardens maintenance. The successful applicant must be prepared to undertake training, obtain a HR (Heavy Rigid) driver's licence, and participate in internal and external development opportunities.</p> <p>The nature of the work is at times complex but generally within known methods, procedures, and processes. Judgment and problem-solving skills are required where there is a lack of definition requiring analysis of several options.</p>
Complexity:	
Reports to:	Coordinator, Infrastructure, Assets and Services
Supervision of others:	No Direct Reports
Delegation of Authority:	Works under direct supervision and guidance, and within the policies and procedures of the Shire of Toodyay.

General Requirements

- Demonstrate a willingness to learn and a positive, proactive attitude toward training and skill development.
- Represent the Shire of Toodyay in a professional, courteous, and respectful manner at all times.
- Comply with all Shire policies and procedures, including those related to workplace conduct, safety, and confidentiality.

Infrastructure, Assets and Services Trainee

- Participate in training and development opportunities as directed.
- Be prepared to work outdoors across a variety of settings and conditions.

Responsibilities & Duties Trainee – Operational Support

- Assist in routine maintenance activities across parks, gardens, and reserves including mowing, pruning, planting, weeding, and irrigation.
- Support road maintenance crews with basic tasks including traffic management assistance, pothole repairs, and general road upkeep.
- Participate in waste, cleaning, and depot duties as required.
- Learn to operate a variety of hand tools and small plant/equipment under supervision.
- Participate in toolbox meetings, safety briefings, and team planning activities.

Responsibilities & Duties Trainee – Project Exposure and Learning

- Gain insight into capital works projects and ongoing Shire operations.
- Shadow experienced team members in various departments.
- Learn to identify hazards, report issues, and maintain safe work practices.

Responsibilities & Duties Trainee – Training Expectations

- Participate in a formal traineeship training program as part of the 12-month appointment.
- Be prepared to undertake studies and assessments as required.
- Work towards obtaining a Heavy Rigid (HR) driver's licence. With the intention of learning to operate the Grader in road maintenance.
- Gain exposure to plant and equipment operations and work towards competency.

Values

The following values are expected to be applied by staff in all their activities associated with their role.

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

Infrastructure, Assets and Services Trainee

Commitment

We translate our plans into actions and demonstrate the persistence that will produce results.

Selection Criteria (Skills, Knowledge & Experience) (Essential)

- Genuine interest in local government and outdoor/technical work environments.
- Willingness to learn and take direction.
- Good communication skills and a respectful attitude.
- Ability to work well within a team.
- Physically fit and capable of performing manual tasks.
- Willingness to obtain an HR licence and learn plant and equipment operation.
- Basic computer literacy and willingness to perform administration tasks.
- Reliable and committed to completing the 12-month traineeship.

Licences / Clearances

*** All are essential unless otherwise denoted**

- Hold a current C Driver's Licence (WA)
- National Police Clearance
- Pre-employment Medical

Internal Liaison

- Chief Executive Officer (CEO)
- Executive Managers
- Other Staff

External Liaison

- Ratepayers
- General Public
- Suppliers and Contractors
- Public Utilities and Authorities
- Government Departments

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.

SHIRE OF TOODYAY – CHIEF EXECUTIVE OFFICER

NAME: Aaron Bowman

SIGNATURE: _____

DATE: ____/____/____

Infrastructure Assets and Services Trainee

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:

____/____/____