

Infrastructure Assets and Services General Hand / Gardener, Light Plant Operator

APPLICATION PACKAGE





Infrastructure Assets and Services

General Hand / Gardener, Light Plant Operator

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, 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:

As a team member, this role forms part of a team that are responsible for general duties to ensure Shire roads, drainage and other infrastructure assets are maintained in good order.

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:

- Experience in operation of a grader and or heavy plant and equipment.
- HC driver's license essential requirement.
- Knowledge and practical experience in using and maintaining hand and power tools.
- Proven experience in the road and drainage construction or road and drainage maintenance industry.

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 General Hand / Gardener, Light Plant Operator and forwarded to the Executive Manager Infrastructure Assets and Services at the Shire of Toodyay by mail, in person, via email or through the Seek platform.

Applications close at **4.00pm on Friday 27th February 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 Infrastructure Assets and Services: General Hand / Gardener, Light Plant Operator with the Shire of Toodyay.

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

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 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

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 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) 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 2 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 4 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 to 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 two Managers.
- (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 GENERAL HAND / GARDENER, LIGHT PLANT OPERATOR You may submit your application through the SEEK platform, the Shire's website 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

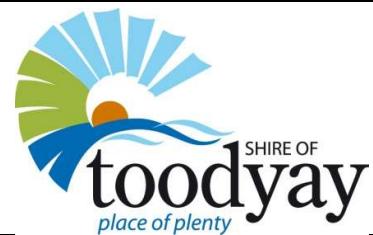
Declare that:

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



POSITION DETAIL

TITLE	GENERAL HAND / GARDENER, LIGHT PLANT OPERATOR
DEPARTMENT	Works & Services
AWARD	EBA – Level 4

POSITION OBJECTIVES

Provide the necessary support for the maintenance of Council's reserves, parks and sporting grounds both within the town site and surrounding rural areas.

KEY DUTIES / RESPONSIBILITIES

- Implement actions and guidelines identified in the annual works plan and reserve management plans.
- Required to carry out routine maintenance of Council reserves both within the town site and surrounding rural areas.
- Required to carry out minor tree pruning and other activities associated with clearing and maintaining of reserve vegetation.
- Required to assist in the collection of rubbish from reserves.
- Required to assist in the control of weeds and other unwanted plant species by the hand or spray application of chemical and herbicide treatments.
- Required to carry out routine maintenance of plant, tools and equipment assigned to employee's control.
- Required to operate plant as licensed to operate.
- Responsible for the quality and completion of works under the employee's control.
- Required to make operational and other decisions relating to the employee's own safety and to the safety of other employees and the public.
- Required to carry out basic Traffic Management and Traffic Controller's duties.
- Required to perform other duties as directed or required by the Supervisor and / or Executive Manager of Infrastructure, Assets & Services.

SELECTION CRITERIA

Skills

- Landscaping and reserve management skills
- Specialised hand tool skills, including chainsaws.
- Intermediate skills in horticulture, landscaping, reticulation and / or nursery skills.
- Intermediate skills in chemical and herbicide handling and application.
- Intermediate equipment maintenance skills.
- Basic communication skills – both verbal and written
- Basic skills to undertake repairs to fencing, signage, paving and playground equipment including other maintenance tasks.
- Experience with reticulation and maintenance of large reticulation systems.
- Experience with oval and park mowing and maintenance.

Knowledge

- Sound knowledge of Council's safety policy requirements as they relate to the job being performed and effect on public.
- Sound knowledge of reserve management including weed control and fire mitigation
- Working knowledge of Occupational Health and Safety requirements for the workplace.

Experience

- Proven hands-on experience in reserve and landscaping management and / or gardening services or a horticultural history
- Proven experience in working in an unsupervised capacity in undertaking and completing set tasks and requirements as directed.

Qualifications & Training

- Recognised certificate of competency for the operation and maintenance of chainsaws.
- Recognized certificate of competency for chemical accreditable course
- Hold a current "HR" class Motor Driver's Licence
- Hold a current St John's Senior First Aid Certificate.

ORGANISATIONAL RELATIONSHIPS

Responsible to

- Executive Manager – Infrastructure, Assets and Services

Internal Liaison

External Liaison

- Ratepayers

<ul style="list-style-type: none"> • Supervisor – Infrastructure, Assets and Services • Executive Manager – Infrastructure, Assets and Services • Other staff 	<ul style="list-style-type: none"> • General Public • Local Environmental Groups
EXTENT OF AUTHORITY	
<ul style="list-style-type: none"> • Work under general direction of your supervisor or Manager Assets & Services within established guidelines. • Responsible for the quality and completion of own work subject to routine direction. 	

CERTIFICATION	
<p>details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.</p>	
CHIEF EXECUTIVE OFFICER	
NAME: _____	SIGNATURE: _____
I have noted the statement of duties, responsibilities and other requirements as detailed in this document.	
NAME: _____	SIGNATURE: _____
DATE: ____ / ____ / ____	
DATE OF REVIEW: ____ / ____ / ____	