



Community Events and Engagement Officer Application Package 2026

JOIN OUR TEAM

Community Events and Engagement Officer



The Opportunity

The Shire of Bruce Rock is seeking an enthusiastic and community-focused individual to join our team as a Community Events and Engagement Officer.

This role plays an important part in bringing the Bruce Rock community together through events, partnerships and local initiatives.

You will work closely with community groups, volunteers and regional organisations to deliver events, support local initiatives and promote Bruce Rock as a welcoming and vibrant place to live and visit.

Key Responsibilities

- Coordinate community events including Australia Day, ANZAC Day and other local celebrations.
- Work with community groups and volunteers to deliver initiatives and events.
- Promote Bruce Rock through communications, marketing and tourism initiatives.
- Support partnerships with organisations such as the Community Resource Centre and regional tourism groups.
- Assist with minor grants for programs including Seniors Week, NAIDOC Week and Australia Day.

Employment conditions

- This is a Full-Time role with Part-Time considered.
- Permanent appointment upon completion of a three-month probation period.
- Conditions in accordance with the Local Government Officers (Western Australia) Award, Level 4.1 to 5.4 (\$32.94 to \$36.67 per hour), including 5% over Award allowance.
- Generous superannuation options (12% on commencement, plus employee contributions matched by the Shire up to 5%).

How to apply

Please provide a written application including a covering letter outlining your suitability for the role, plus a CV detailing your work history and providing two recent work-related referees. Please mark your application as follows: "Community Events and Engagement Officer".

You can post, personally deliver or email your application to:

Post

Shire of Bruce Rock
PO Box 113
BRUCE ROCK WA 6418

In person

Shire of Bruce Rock
54 Johnson Street
BRUCE ROCK WA 6418

Email

shenae.negri@brucerock.wa.gov.au

Applications close Thursday 26 March 2026 at 4pm.

Application package and more information

An application package and more information can be obtained at the Shire's website (www.bruce-rock.wa.gov.au) or by contacting Shenae Negri (on 9061 1377 or shenae.negri@brucerock.wa.gov.au).

POSITION DESCRIPTION

| Position Title | Community Events and Engagement Officer |
|------------------------|--|
| Department | Office of Deputy Chief Executive Officer |
| Award/Agreement | Local Government Officers (Western Australia) Award 2021 |
| Classification | Level 4.1 to 5.4 |
| Status/Hours | To be negotiated |

Position Objective

To coordinate and deliver community events, initiatives and engagement activities that enhance community participation, promote the Shire of Bruce Rock and support strong connections between the Shire, community groups, volunteers and local organisations.

The position also supports the promotion of the district through community events, partnerships and tourism-related initiatives.

Key Responsibilities and Duties

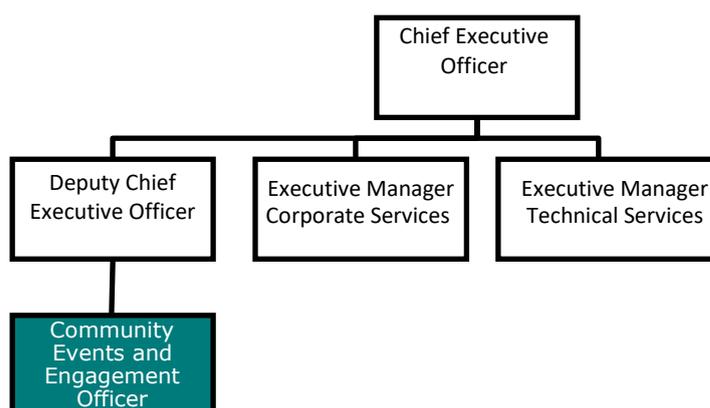
| Key Areas of Accountability | |
|------------------------------------|--|
| Community Events | <ul style="list-style-type: none"> • Coordinate the planning and delivery of Shire community events including but not limited to Australia Day, ANZAC Day commemorations and community celebrations. • Coordinate civic events including citizenship ceremonies and official Shire functions. • Support the Bruce Rock Vietnam Veterans in organising the annual Back to the Bush Veterans Reunion as directed by the Chief Executive Officer or relevant Manager. • Work with community groups and volunteers to support locally delivered events and initiatives. • Coordinate event logistics including venues, equipment, permits, contractors and catering where required. |
| Community Engagement | <ul style="list-style-type: none"> • Act as the Shire's contact point for community groups, sporting clubs and local organisations. • Provide guidance and support to community groups in relation to administration, event planning and funding opportunities. • Encourage community participation in Shire initiatives, programs and events. • Assist in coordinating community consultation activities for Shire projects and initiatives. • Develop and maintain positive relationships with community stakeholders. |
| Communication and Promotion | <ul style="list-style-type: none"> • Promote Shire events, initiatives and community programs through appropriate communication channels including social media, website and local media. • Assist in preparing community notices and promotional materials. • Support the promotion of the Shire and the district through events, marketing initiatives and partnerships. |

| | |
|---|--|
| Tourism and Community Partnerships | <ul style="list-style-type: none"> • Work collaboratively with the Bruce Rock Community Resource Centre and regional tourism organisations to promote local attractions and support positive visitor experiences within the district. • Assist in the development and delivery of tourism initiatives, events and partnerships that encourage visitation and support local tourism activity. • Contribute to the promotion of Bruce Rock through the development and maintenance of tourism information and promotional materials, including visitor guides and digital content. • Support partnerships and collaborative initiatives that enhance community vibrancy and strengthen visitor engagement. |
| Grants and Community Support | <ul style="list-style-type: none"> • Identify and apply for minor grant funding opportunities that support community events and initiatives, including programs such as Australia Day, Seniors Week and NAIDOC Week. • Provide guidance to community groups in identifying and applying for funding opportunities. • Assist management in preparing grant applications and acquittals where required. |
| Communications | <ul style="list-style-type: none"> • Collate and prepare the Shire's weekly notices in the Rock Review. • Manage the Shire's public notice boards. • Assist the Executive Services Manager with the promotion of the Shire. |
| Work Health and Safety | <ul style="list-style-type: none"> • Demonstrate a strong commitment to Work Health and Safety, including risk management. • Take all reasonable care in the performance of duties to prevent injury to self and others. |

Position Requirements

| Skills | Knowledge | Experience/Qualifications |
|--|--|---|
| Excellent written and verbal communication skills. | Working knowledge of Windows and graphic design (Canva) software. | Experience in event coordination or community engagement roles |
| Strong interpersonal skills with the ability to build positive relationships with community members and organisations. | Working knowledge of social media and communication platforms | Experience working with community groups or volunteers (desirable) |
| Excellent organisational and time management skills | Basic understanding of Local Government functions and operations | Experience preparing promotional or communication materials (desirable) |
| Ability to work independently and manage competing priorities. | Understanding of community development and engagement principles (desirable) | Current "C" Class Western Australian driver's licence |
| Sound public relations and community engagement skills. | Familiarity with the local community and district (desirable) | |

Organisational Relationship



| Responsible to | Responsible For |
|--------------------------------|-----------------|
| Deputy Chief Executive Officer | Not applicable |

Internal/External Liaison

| Internal | External |
|--------------------------------|-------------------------------|
| Chief Executive Officer | Community and Sporting Groups |
| Deputy Chief Executive Officer | General Public |
| Executive Staff | Funding Providers |
| Other Administration Staff | Tourism Organisations |
| | Community Resource Centre |

Extent of Authority

Operates under the direction of the Deputy Chief Executive Officer within established guidelines, procedures and policies of Council and relevant statutory provisions.

| Selection Criteria | Essential | Desirable |
|--|-----------|-----------|
| Skills | | |
| Sound verbal and written communication skills. | ✓ | |
| Excellent and community engagement skills. | ✓ | |
| Excellent organisation and time management skills. | ✓ | |
| Ability to coordinate events and manage multiple projects. | ✓ | |
| Knowledge | | |
| Working knowledge of Windows software. | ✓ | |
| Working knowledge of graphic design (Canva) software. | | ✓ |
| Basic understanding of Local Government. | | ✓ |
| Familiar with the Bruce Rock Community and district. | | ✓ |
| Experience/Qualifications | | |
| Experience in event planning and coordination. | ✓ | |
| Current 'C' class WA driver's license. | ✓ | |
| Experience working with community groups or volunteers. | | ✓ |
| Experience in social media or marketing for events. | | ✓ |

CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

DEPUTY CHIEF EXECUTIVE OFFICER

SIGNATURE _____

DATE _____

- (ii) As the employee I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

DATE APPOINTED _____

CONDITIONS OF EMPLOYMENT

1. Standard Hours of Work

Ordinary hours are from 7.00am to 4.00pm with half an hour break for lunch. You will accrue one Rostered Day Off per fortnight worked, to be taken at your discretion in consultation with your manager.

2. Annual Leave

Four weeks pro rata annual leave after twelve months of service, including 17.5% leave loading.

3. Superannuation

The superannuation payable at the commencement of the contract will be 12% of the ordinary time earnings. The Shire will make a matching co-contribution towards any superannuation payment made by the officer before tax, up to a maximum amount of 5% of their salary.

4. Public Holidays

In addition to the normal public holidays, two (2) days of paid leave are available in lieu of the day after New Year's Day and Easter Tuesday.

5. Personal Leave

Sick, carer's and bereavement leave are available, as per National Employment Standards.

6. Long Service Leave

13 weeks pro rata after ten years of continuous Local Government Service, transferable between local authorities within Western Australia.

7. Uniform

A uniform allowance will be allocated annually. This allowance is to be used to purchase a uniform from Council's uniform supplier.

8. Professional Development

Provision is available for the officer to participate in relevant training and attend relevant conferences, as approved by management.

9. Medical Examination

The Officer will be required, as a condition of appointment, to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. The Shire will bear the full cost of Pre-Employment Medical Examination. A copy of the medical examination report will be retained in the employee's personal file and made available for the employee.

10. Police Clearance

The Officer will be required, as a condition of employment, to provide a current Police Clearance at the Shire's expense.

11. Alcohol and Drug Testing

The Shire undertakes random testing of all employees for alcohol and drugs. If employed by the Shire, you may be required to take a test under the Shire's drug and alcohol policy.

12. Probationary Period

A probationary period is applicable to this position, and will be discussed at the time of offer of the position to the successful applicant. At the completion of this period, your position of permanency will be approved or declined by the Chief Executive Officer.

PREPARING YOUR APPLICATION

When preparing your application (covering letter and CV):

- consider the position requirements for the role, which are listed in the Position Description in this information pack;
- think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements; and
- provide those examples in your application.

REFEREES

You are required to nominate two (2) work referees in your application. These referees should be able to comment on your work experience, skills and knowledge.

PREPARING FOR THE INTERVIEW

If you are invited to attend an interview, there is no need to hire or buy special clothes for it. Dress as you would usually do for work.

The interview questions will relate to the position requirements in the Position Description. Before you attend the interview, you may want to think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements.

AFTER THE INTERVIEW

You will be notified of the outcome of your application. If you are advised that your application was unsuccessful, you are encouraged to seek feedback.

If your application is successful, you will be required to undergo a pre-employment medical examination and to provide a current police clearance. The Shire will cover the costs of the medical examination and the police clearance.

CANVASSING OF COUNCILLORS

Canvassing of elected members is prohibited, and any applicant known to have done so may be disqualified.

THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of seven (7) Councillors including the Shire President. The Council currently meets on the fourth Thursday of every month, with meetings commencing from 3.00pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 49 staff, including administrative and external officers as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



THE STAFF

| | |
|--------------------------------------|-----------|
| Chief Executive Officer | 1 |
| Deputy Chief Executive Officer | 1 |
| Executive Manager Corporate Services | 1 |
| Executive Manager Technical Services | 1 |
| Manager of Works and Services | 1 |
| Corporate Services Manager | 1 |
| Executive Services Manager | 1 |
| Aquatic Centre Manager | 1 |
| Medical Centre Manager | 1 |
| Recreation Centre Manager | 1 |
| Workshop Manager | 1 |
| Town Supervisor | 1 |
| Assets and Property Coordinator | 1 |
| Corporate Services Support Officer | 1 |
| Senior Administration Officer | 1 |
| Customer Service Officer | 1 |
| Finance Officer | 3 |
| Medical Receptionist | 2 |
| Aquatic Centre Relief | 4 |
| Building Maintenance | 2 |
| Civil Works | 7 |
| Town Crew | 4 |
| Parks and Gardens | 3 |
| Trades Assistant | 1 |
| Cleaning Staff | 6 |
| DOT Inspections | 1 |
| Total | 49 |

PHYSICAL CHARACTERISTICS

Location

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt 245km east of Perth, and includes three (3) satellite town sites: Shackleton, Babakin and Ardath, and the Kwolyin locality.

Population

At the last census the permanent population of Bruce Rock townsite is approximately 742. The permanent population of the Shire of Bruce Rock is approximately 979.

Area

The Shire has a total area of 2,772 km² consisting of agricultural land and some nature reserves.

HISTORY

The First Settlers

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

Railway

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

Townsite

The town was gazetted as Bruce Rock in June 1913.

PHYSICAL INFRASTRUCTURE

Roads

| | |
|------------------------------|----------|
| Total Length in the district | 1,258 km |
| Main roads | 72 km |
| Sealed local | 425 km |
| Unsealed local roads | 761 km |

PUBLIC UTILITIES

Water

Water Corporation

Sewerage

Leach and Septic Individual Systems, additionally a STED scheme is in place for a majority of the Bruce Rock Townsite.

Electricity

Electricity is supplied by Synergy through the Western Power electricity grid.

Telephone

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.

BUSINESS AND INDUSTRY

Rural

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.

Expanding pulses, lupins, coarse grains, eucalyptus oil mallees and sandalwood.

Support Industries

Metal fabrication, light industrial, agricultural agencies and transport operations.

Essential Services

Supermarket

Chemist

Post Office

Café

Roadhouse

Two hotels/pubs

District Club

Hairdresser

Agricultural Suppliers

Hardware

Second Hand Shop

Craft Shop

Community Resource Centre

Mechanic

Auto Electrician Tyres



COMMUNITY SERVICES

Health

20 bed Hospital

Medical Centre

Full time resident Doctor

Full Time Dentist

Visiting Allies and Specialist Health Services

Emergency Services

Police Station

St Johns Ambulance

Volunteer Emergency Services

Bush Fire Brigades

Education and Training

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12.

Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:15pm.

There is also a playgroup that meets weekly.

The Town and District Halls

Halls have been built at Bruce Rock, Babakin and Shackleton.

Recreation Centre and Facilities

Completed in April 2012, the recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, synthetic hockey turf, netball, tennis and squash.

A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The Shire has two (2) golf clubs, one 2km's from Bruce Rock and the other at Ardath. There is also a tennis club at Ardath and a bowling club in Shackleton.



Other Services

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A Men's Shed provides a great place for local men to meet and carry out hobbies.

Bruce Rock Federation Amphitheatre

Officially opened in October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is the host for many get-togethers and community events including the annual Vietnam Veterans Reunion and many other shows, concerts and community initiatives.

Bruce Rock Remembrance Park

Officially opened on the 6th of November 2021, this park pays tribute to the men and women who served and continue to serve Australia in military conflicts and peacekeeping operations across the globe.

The Park features 11 specific memorials accompanied by information boards outlining the story and meaning behind each memorial. There are also eight (8) sculptures and artworks featured throughout the park.



All of this is set amongst gardens, walk paths, seating, and a gazebo in the centre for people to rest, reflect, and remember those we loved and those who paid the ultimate price to defend our freedom and our way of life.

TOURISM

Granite Way

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

Museums

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.

Wildflowers

During the months of July, August and September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire which are ideal picnic areas with walk trails.

Other Places of Interest

- Mosaic Pathway and Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank
- Bruce's Rock
- Kumminin Rock



Accommodation

Bruce Rock Hotel Motel, Bruce Rock Chalet, Bruce Rock Caravan Park and Ardath Hotel.

Other Information

Should you wish to obtain additional information on the Shire and services available you may contact the Shire office on 9061 1377.

