



SHIRE OF
WAROONA
SEA TO SCARP

APPLICATION PACKAGE
GARDENER/GENERAL HAND



**SHIRE OF WAROONA
HUMAN RESOURCES
APPLICATION PACKAGE
GARDENER / GENERAL HAND**

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1. ADVERTISEMENT



SHIRE OF WAROONA GARDENER / GENERAL HAND

The Shire of Waroona is located in the Peel Region and offers residents an enviable small town country lifestyle featuring the forests of the scarp and Preston beach on the coast, not far from the major centres of Mandurah to the north and Bunbury to the south.

The Shire of Waroona is seeking to appoint a Gardener/General Hand to assist in the maintenance of shire parks, gardens and sporting surfaces through the Shire's gardening programs.

Work Type: Full time (9 day fortnight) or Part time (Job Share)

Applications Close: Friday 16th December 2022

Level: Level 3 to 4 - Shire of Waroona Enterprise Bargaining Agreement 2022

The position will be a full-time position working a nine-day fortnight or a part time (job share) position based at the Shire of Waroona Depot facility.

Salary and conditions will be in accordance with the Shire of Waroona Enterprise Bargaining Agreement 2022 to be negotiated according to experience and qualifications.



To be considered for the position, applicants must submit a covering letter, resume and address the selection criteria in the application package which may be obtained by visiting Councils website www.waroona.wa.gov.au or by an email request to mcs@waroona.wa.gov.au.

For further information regarding this position, please contact Manager Works & Waste Services, Mr Bradley Oborn on 0428 103 720.

Applications should be clearly endorsed "Private and Confidential – Vacancy – Gardener/General Hand" and close with the undersigned 4.00pm Friday 16th December 2022.

**MARK GOODLET
CHIEF EXECUTIVE OFFICER**

2.	APPLICATION INFORMATION
	<p>Please read this and all the Application Package information carefully.</p> <p>Thank you for expressing interest in this position with the Shire of Waroona. It is the Council's intent to select the best possible applicant for this position and it wishes you all the best.</p> <p>The application package has been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.</p> <p>The application package is available in alternative formats, upon request.</p>
3.	GUIDELINES TO APPLYING FOR AN ADVERTISED POSITION
	<p>Your application should include the following documentation:</p>
3.1	<p><u>Application for Employment Form</u></p> <p>Please complete the attached form (located after these guidelines) to the front of your application. Applications will not be accepted without a completed application form.</p>
3.2	<p><u>Covering Letter</u></p> <p>The covering letter gives the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements. Please also include your anticipated commencement date if successful. Please address your letter to:</p> <p>Confidential Application – Gardener / General Hand Mr Mark Goodlet Chief Executive Officer Shire of Waroona PO Box 20 WAROONA WA 6215</p>
3.3	<p><u>Resume</u></p> <p>Your resume should include:</p> <ul style="list-style-type: none"> • Your personal details; • Your contact details; • Work history (with your current position first); • Periods of employment; • Position(s) held with details of the duties; • Details of academic qualifications; • Details of three (3) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application; and • Other relevant information including personal interests.
3.4	<p><u>Presentation</u></p> <p>Please provide your application information on A4 single sided paper and attached by an appropriate clip (do not staple or bind). Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Council can take that into considering in selecting the best applicant.</p>

<p>3.5</p>	<p><u>Submitting Applications</u></p> <p>All applications may be submitted in any of the following ways:</p> <p> Post</p> <p>Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:</p> <p>Private & Confidential – Vacancy – Gardener / General Hand Mr Mark Goodlet Chief Executive Officer Shire of Waroona PO Box 20 WAROONA WA 6215</p> <p> Hand</p> <p>Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:</p> <p>Private & Confidential – Vacancy – Gardener / General Hand Shire of Waroona Administration Offices 52 Hesse Street WAROONA WA 6215 Opening hours 9am to 4pm Monday to Friday.</p> <p> Electronic Mail</p> <p>By email to Manager Corporate Services, Kirsty Ferraro – mcs@waroona.wa.gov.au</p>
<p>3.6</p>	<p><u>Closing Date</u></p> <p>The closing date for applications is 4pm Friday 16th December 2022.</p>
<p>3.7</p>	<p><u>Further Information</u></p> <p>The Shire of Waroona’s Manager Works & Waste Services, Bradley Oborn, is the nominated Council contact for this position and can be contacted on 0428 103 720 during normal office hours.</p> <p>Please visit the Shire website at www.waroona.wa.gov.au for general information about the Shire.</p> <p>The Shire of Waroona is administered by a Council of seven (7) members inclusive of the President.</p> <p>The Shire of Waroona provides a smoke free environment.</p> <p>Canvassing of Councillors will disqualify the applicant.</p> <p>The Shire of Waroona is an Equal Employment Opportunity employer.</p>

4. APPLICATION FOR EMPLOYMENT

PLEASE ATTACH THIS FORM TO THE FRONT OF YOUR APPLICATION

Vacancy Details			
Position Title:			
Personal Details			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Residential Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact Number:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No - or - Are you applying for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach a copy of a Visa validating permission to work in Australia</i>			
Do you hold a current unrestricted West Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC			
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> Willing to obtain clearance/s.			
Recruitment Source			
How did you first become aware of this vacancy?			
Shire of Waroona website <input type="checkbox"/>		Harvey/Waroona Reporter <input type="checkbox"/>	
Mandurah Mail <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
Employment History (details must be completed)			
Refer to resume for complete details			
Period of Employment	Name of Employer	Position Held	Reason for Leaving
Employment Referees (details must be completed)			
Please provide details of at least two contactable work-related referees – i.e. Your present or most recent employer/supervisors.			
(Referee) Name:	Position Held	Company	Contact No:
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			
Declarations			
The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.			

Health

To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for?

- No
- Yes

If “Yes” please provide details of condition

Workers’ Compensation Claim

Have you ever made a workers’ compensation claim?

- No
- Yes

If “Yes” please describe claim details (eg. Year of injury, company worked for, period of time off work)

Are any claims still current?

- No
- Yes
- Not Applicable

If “Yes” please provide details of current claims.

Criminal Convictions

Have you ever been convicted of any offence in court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988).

- No
- Yes

If “Yes” please provide details

Applicant Declaration

I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

Signed

Date

5. REFEREE AND REFERENCE CHECKS

The Council has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide whatever supporting material or information that you wish to back your application, including explanation for any matter that you may believe could be construed as unfavourable. The important aspect is that the Council is made aware of all material matters that may affect your suitability for employment.

It is important that the Applicant nominates a minimum of at least one (1) referee, and their contact details, to support each recent senior position held, and outline their position or relationship to the Applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Council reserves the right to make other checks of the final applicant(s) but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

Academic Qualifications

Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

6. GENERAL EMPLOYMENT CONDITIONS

Position	Gardener / General Hand
Award	Shire of Waroona Enterprise Bargaining Agreement 2021
Annual Salary	Level 3 (\$56,391) to 4 (\$59,599) negotiated dependent on skills and experience.
Annual Leave	4 weeks annual leave per annum.
Long Service Leave	In accordance with the Local Government (Long Service Leave) Regulations.
Personal Leave	Ten days personal leave per annum.
Probation	A probationary period of six (6) months will apply.
Pre-placement medical	Prior to appointment, the Officer will be required to undertake a medical examination with a Doctor of choice at Council's cost. The appointment to the position is not confirmed until a medical is completed and accepted in accordance with Council policy.
Police clearance	A police clearance will be required to be provided to Council prior to confirmation of appointment.
Payment of salary	Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.
Superannuation	The Council will contribute the national superannuation guarantee of 10% to a nominated superannuation fund. The total contribution may be negotiable up to 15% as per Council policy. Any increase in the Superannuation percentage will not be automatically absorbed by the Council. Salary sacrificing of superannuation is available.
Recreation Centre	Free use of indoor pool & gymnasium in accordance with Council policy.
Conferences / Training	The Shire will pay the registration, accommodation and travel costs to allow the Officer to attend training / conferences at its discretion.
Uniform	As per Council Policy.

All other conditions of employment will be in accordance with the Shire of Waroona Outside Staff Collective Industrial Agreement f and Shire of Waroona Council Policies.

7. POSITION DESCRIPTION



**SHIRE OF WAROONA
HUMAN RESOURCES
POSITION DESCRIPTION – GARDENER / GENERAL HAND**

POSITION IDENTIFICATION

TITLE:	Gardener/General Hand
DIRECTORATE:	Infrastructure Services
REPORTING TO:	Team Leader – Parks and Gardens
AWARD:	Shire of Waroona Enterprise Bargaining Agreement 2022
LEVEL:	Level 3 to 4 negotiated
JOB TYPE:	Full Time
DATE EFFECTIVE:	November 2022
LAST REVIEWED:	November 2022

1. POSITION OBJECTIVES

1.1	To perform tasks under the direction of the Team Leader – Parks and Gardens ensuring the Shire’s gardening programs are completed through maintenance of shire parks, gardens and sporting surfaces to a high standard.
1.2	Operate gardening plant and equipment in a safe and efficient manner.
1.3	To strive for continuous improvement in the workplace and contribute positively as a member of the Infrastructure services team.

2. REQUIREMENTS OF THE POSITION

2.1	<p><u>Skills:</u></p> <ul style="list-style-type: none"> • Competent in the operation of gardening plant and machinery. • Ability to read and comprehend plans, instructions, memos and general correspondence. • Ability to write correspondence and complete timecards, daily service check sheets and internal documents. • Ability to present information verbally one on one and in small groups. • Able to follow instructions and work unsupervised. • Basic numeracy skills including weights, volume and distance measurements. • Preparedness to undertake labouring duties and complete training where required. • Ability to handle chemicals.
2.2	<p><u>Knowledge:</u></p> <ul style="list-style-type: none"> • Sound practicable knowledge of horticulture, parks and gardens and maintenance techniques. • Working knowledge of the safe and effective operation of machinery including mowers, edgers, chainsaws, brush cutters etc. • Developed gardening and landscaping skills, including pruning, fertilising and mowing. • Sound knowledge of weed control methods and use of pesticides.

	<ul style="list-style-type: none"> • Working knowledge of daily maintenance requirements for various machinery. • Good knowledge of safety in the workplace and Work Health and Safety regulations.
2.3	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Previous experience in horticulture and parks and gardens maintenance. • Previous experience in applying Work Health and Safety principles in the workplace. • Experience working in a similar role. • Experience in installing and maintaining water reticulation (desirable).
2.4	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Current WA “C” (or higher level) class driver’s licence. • A current National Police Clearance not more than three months old. • Certificate II or III in Horticulture (desirable).

3.	SUMMARY OF KEY DUTIES AND RESPONSIBILITIES
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3.1	<p><u>General:</u></p> <ul style="list-style-type: none"> • Operate Council’s plant and equipment in a safe and proficient manner. • Participate in the maintenance and upgrade of various Council assets with a focus on ovals, parks, gardens and reserves. • Maintain plant, tools and equipment in a clean, tidy and good operating condition reporting any irregularities immediately to your supervisor. • Safely and responsibly conduct weed spraying operations and handling chemicals as directed. • Ensure the Shire of Waroona townsite is presented in a clean and attractive manner so as to create a positive image of the community and surrounding areas. • Consider new landscape/gardening initiatives to beautify Council parks and gardens to enhance the amenity of the district. • Assist the works and services team where required including refuse removal, town maintenance works, litter removal, cemetery maintenance and tree lopping. • Be a positive team member, offer suggestions for improvement and contribute at team meetings. • Complete daily timecards. • Attend training courses as directed. • Observe safe working practices and use personal protective equipment as provided. • Report all accidents, incidents and hazardous situations arising in the course of work. • Any other duties associated within the level of the position as directed by the Coordinator Works and Services or Manager Works and Waste Services.
3.2	<p><u>Organisational:</u></p> <ul style="list-style-type: none"> • Sound knowledge of legislative obligations under the Equal Opportunity and Work Health and Safety Policies. • Actively embrace and participate in change to better achieve the Shire’s values, goals and objectives. • Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined. • Maintain strict confidentiality. • Actively participate in the ongoing development, compliance and promotion of professional customer service standards. • Comply with Council’s Code of Conduct ensuring probity and ethical behaviour in all dealings.

	<ul style="list-style-type: none"> • Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery where relevant to the scope of the position or department. • Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Equal Employment Opportunity legislation and Council’s Policies and Procedures
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4. ORGANISATIONAL RELATIONSHIPS

Responsible for:	Nil.
Responsible to:	Team Leaders. Coordinator Works & Services. Manager Works & Waste Services.
Internal Relationships:	All Shire of Waroona employees, elected members and members of the public.
External Relationships:	Federal and State government agencies, community and sporting groups, contractors, ratepayers and other key stakeholders.

5. ORGANISATIONAL STRUCTURE



6. POSITION DIMENSIONS

Work Location:	Shire of Waroona Depot, Thatcher Street, Waroona
Delegated Authority:	As defined by the Chief Executive Officer.
Driving Requirements:	HR class motor vehicle licence (preferable).

7. EXTENT OF AUTHORITY

	This position operates under the broad direction of the Manager Works & Waste Services and within the parameters of Council’s policies and processes, relevant guidelines and delegated authority.
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8.	CORPORATE ACCOUNTABILITIES
8.1	All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows proper concern for the public interest.
8.2	Comply with Council's Code of Conduct, management directives and approved policies and procedures.
8.3	Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
8.4	Maintain obligations described within the Shire of Waroona's Customer Service Charter.
8.5	Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents, materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.
8.6	Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
8.7	Deliver effective use of Shire resources within the level of accountability for this position.
8.8	Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and the Work Health and Safety Act 2020 s28.
8.9	Employees shall cooperate with the Shire of Waroona in the carrying out of the obligations imposed on the Shire under the Work Health and Safety Act 2020 s19.

9.	WORK HEALTH AND SAFETY
9.1	Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
9.2	Comply with the safety policies and procedures as prescribed by the Council and abide by relevant statutory safety requirements at all times.
9.3	Report all accidents, incidents and hazards.
9.4	Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
9.5	Eliminate and control hazards in the workplace using the hierarchy of controls.
9.6	Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the WHS Act 2020 and WHS Regulations 2022.

10. SELECTION CRITERIA	
10.1	<p><u>Essential</u></p> <p>10.1.1 Previous experience in a similar position.</p> <p>10.1.2 Ability to read and comprehend plans and instructions</p> <p>10.1.3 Well developed numeracy, oral and written communication skills.</p> <p>10.1.4 Sound knowledge of Work Health and Safety regulations.</p> <p>10.1.5 Current WA “C” (or higher level) class driver’s licence.</p> <p>10.1.6 Provision of a National Police Clearance is required to support eligibility for this position.</p>
	<p><u>Desirable</u></p> <p>10.2.1 Basic knowledge of fertiliser, pesticide/herbicide use and safety.</p> <p>10.2.2 Ability to operate various plant and equipment.</p> <p>10.2.3 Experience in installing and maintaining water reticulation.</p> <p>10.2.4 Certificate II or III in Horticulture.</p> <p>10.2.5 A current unrestricted HR class national driver’s licence.</p>

11. PHYSICAL DEMANDS CRITERIA	
11.1	<p>Standing:</p> <p>Prolonged standing is required to perform the tasks associated with this position.</p>
11.2	<p>Sitting:</p> <p>Prolonged sitting may be required at times to perform the tasks associated with this position.</p>
11.3	<p>Walking:</p> <p>Regular walking throughout the environs of the Shire of Waroona, over many variables of underfoot conditions e.g. Construction sites and vacant land. These conditions present many trip, slip and fall potential hazards.</p>
11.4	<p>Bending or Stooping:</p> <p>Frequent bending or stooping is required whilst performing normal duties.</p>
11.5	<p>Lifting:</p> <p>Lifting of small to medium items of equipment associated with construction work duties as required.</p>
11.6	<p>Reaching:</p> <p>Regular reaching is required during normal work duties.</p>
11.7	<p>Arm & Hand Movement:</p> <p>Must have full dexterity of both hands and full arm movements, to enable repetitive use of equipment and the handling of all work-related items.</p>
11.8	<p>Neck Flexion & Rotation:</p> <p>Frequent spinal rotation is utilized during daily duties.</p>
11.9	<p>Eyesight:</p> <p>Good peripheral vision and good hand eye coordination is essential. All other functions require a general standard of vision e.g. driving a vehicle.</p>
11.10	<p>Hearing:</p> <p>A good level of hearing capability is required.</p>
11.11	<p>Psychological Factor:</p> <p>Ability to work with autonomy, likewise to be part of a team. Be able to maintain excellent observation and concentration skills. Good coping skills are important in the interaction with members of the public, and in particular in the supervisory role with the employees, in order to achieve the prime objective for proper work performance and high standards of service delivery.</p>
11.12	<p>Literacy Skills:</p> <p>Must have basic communication skills, both verbal and written.</p>

12.	AREA OF POTENTIAL RISK
	<ul style="list-style-type: none"> • Personal injury – manual handling, slipping, tripping and falling. • Moving plant, equipment and vehicular traffic. • Repetitive job functions. • Raw materials, dust and noise. • Chemicals. • Environmental factors (weather and insects) • Employee and public interaction; and • Public safety. <p>The employer provides all personal protective clothing and equipment which is required to use and wear where applicable.</p>

13.	POSITION AND INCUMBENT DETAILS	
	<p>Note: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated PD's must be returned to the Senior Finance Officer for filing on personnel files.</p>	
	Present Occupant:	
	Date Appointed:	
	Supervisor:	

14.	STAFF INDUCTION RECORDS			
	INDUCTION	INCUMBENT	SUPERVISOR	DATE
	Workplace duties and responsibilities			
	Workplace safety induction			
	Workplace emergency evacuation induction			

8.	CHECKLIST	
	<input type="checkbox"/>	Application for Employment form;
	<input type="checkbox"/>	Covering Letter;
	<input type="checkbox"/>	Resume;
	<input type="checkbox"/>	Copies (not originals) of supporting documentation eg. Qualifications, Drivers Licence, Police Clearance, Working with Children checks;
	<input type="checkbox"/>	The application has been photocopied for personal reference;
	<input type="checkbox"/>	If applying for more than one (1) position, enclose separate applications for each position; and
	<input type="checkbox"/>	I have checked that I am aware of the closing date and time.



Shire of Waroona
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