Shire of
Bruce Rock
Where friends become family

Town Gardener
Application Package April 2026

Town Gardener

- **Excellent work-life balance, working 9 days a fortnight.**
- **Attractive annual remuneration, $35.55 per hour**
- **Generous superannuation contributions**
- **On the job training opportunities and career development**
- **Various health and wellbeing programs provided**

The opportunities
The Shire of Bruce Rock is on the lookout for enthusiastic people to join our Parks and Gardens team. You'll help keep our town looking great — looking after gardens, trees, lawns, and public spaces that everyone enjoys.

Required knowledge and skills
- Good communication skills
- Good time management skills
- Commitment to a safe working environment
- Strong work ethics

Employment conditions
- Permanent appointment upon completion of a three-month probation period.
- Conditions in accordance with the Municipal Employees (Western Australia) Award, Level 3 $29.62 plus 20% over award allowance, resulting in an hourly rate of $35.55.
- Generous superannuation options (12% on commencement, plus employee contributions matched by the Shire up to 5%).
- One Rostered Day Off per fortnight.

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 (2) recent work-related referees.

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

Post	*In person*	*Email*
Shire of Bruce Rock PO Box 113 BRUCE ROCK WA 6418	Shire of Bruce Rock 54 Johnson Street BRUCE ROCK WA 6418	shenae.negri@brucerock.wa.gov.au

Applications close 4.00pm on Thursday, 16 April 2026.

The Shire of Bruce Rock may proceed with interviews and appointment prior to the closing date should an appropriate candidate be identified.

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

POSITION DESCRIPTION

Position Title	Town Gardener
Department	Works and Services
Award/Agreement	Municipal Employees (Western Australia) Award 2021
Classification and remuneration	Level 3 ($35.55 per hour including 20% over Award payment).
Status and Hours	Full-time (76 hours per fortnight)

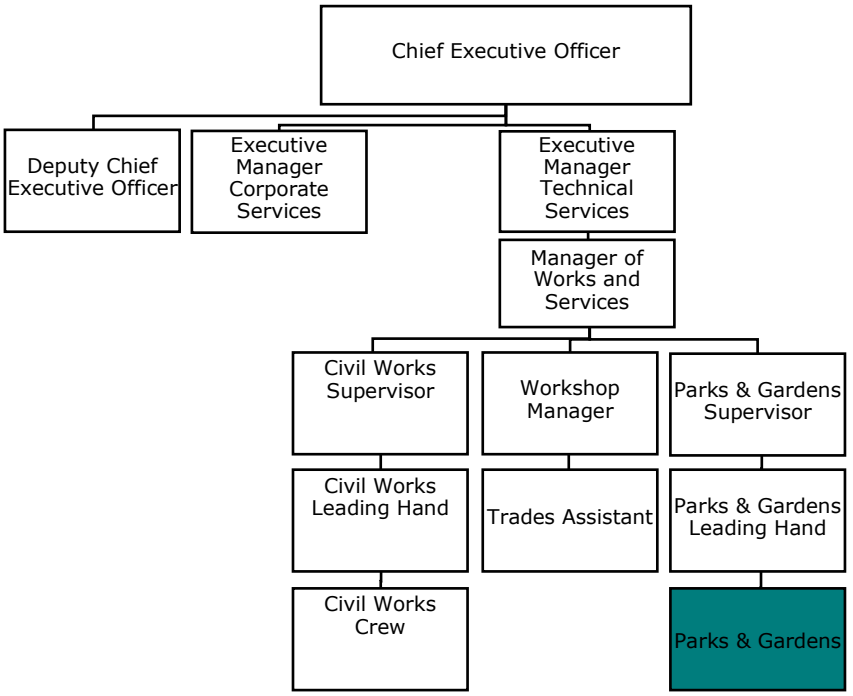
Position Objective

To assist in the maintenance and upkeep of parks and gardens within the district's townsites. Minor town maintenance and control of noxious weeds.

Key Responsibilities and Duties

Key Areas of Accountability	
General	• Maintain parks, gardens and street footpaths/verges. • Spray and slash weeds in town blocks and verges. • Undertake sundry town maintenance, as required. • Maintain and keep tidy work vehicles and small plant. • Carry out any other duties as directed by the Recreation Centre Manager or Town Supervisor. • Assist other members of the workforce in carrying out their duties when directed by the Manager. • Undertake training when necessary and stipulated by the Manager.
Work Health and Safety/Risk Management	• Demonstrate a strong commitment to Work Health and Safety, including risk management. • Must take all reasonable care in the performance of duties to prevent injury to self and others.

Organisational Relationship



Responsible to	Responsible For
Manager of Works and Services	Not Applicable
Recreation Centre Manager	

Internal/External Liaison

Internal	External
Managers	General Public
Chief Executive Officer	
Other Council Staff Members	

Extent of Authority

Works under direct supervision and work outcomes are regularly monitored by the Recreation Centre Manager. Freedom to act is limited by set standards and work procedures.

Position Requirements	Essential	Desirable
Skills		
Developed gardening skills.		✓
Be self-motivated and able to work unsupervised when required.	✓	
Ability to contribute positively and productively to a harmonious workplace.	✓	
Able to complete duties in an efficient and timely manner.	✓	
Act honestly and in good faith.	✓	
Adhere to and promote Work Health and Safety in the workplace.	✓	
Good communication skills.	✓	
Knowledge		
Knowledge of basic lawn management.		✓
Knowledge of chemical handling (training can be provided).		✓
Basic minor plant repair and maintenance.		✓
Knowledge of Work Health and Safety and welfare requirements.	✓	
Knowledge of reticulation system operation and maintenance.		✓
Knowledge of suitability of plants in the local environment.		✓
Experience/Qualifications		
Experience in a similar position.		✓
Experience with reticulation systems and small plant maintenance.		✓
Certificate in Horticulture.		✓
Current "C" Class Driver's Licence (minimum)	✓	
Current "MR" Drivers Licence		✓
White/Blue Card		✓

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 third Thursday of every month, with meetings commencing from 3.00pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 38 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
Senior Finance Officer	1
Customer Service Officer	1
Finance Officer	2
Medical Receptionist	2
Aquatic Centre Relief	3
Building Maintenance	2
Civil Works	7
Town Crew	4
Parks and Gardens	3
Trades Assistant	1
Cleaning Staff	6
DOT Inspections	1
Total	**48**

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 & 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.

Soil Types
Good fertile soil suitable for agriculture.

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 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 BruceRock.

BUSINESS AND INDUSTRY

Rural
Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.
Expanding pulses, lupins, course 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 on 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 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.