

# Town Gardener Application Package 2021



## Town Gardener

The Shire of Bruce Rock is seeking a suitably skilled person to take on the role of Town Gardener with our Gardening Team. Ideally the applicant will be a self-motivated person who can work with limited supervision to assist in maintaining Council's parks, gardens and streets.

The Bruce Rock Shire is ideally located just 245km east of Perth in the Eastern Wheatbelt region. Bruce Rock has a district hospital, doctor, dentist and chemist. Other facilities include excellent educational and shopping amenities, and its sporting and recreational opportunities are second to none. All of this combines to make living in Bruce Rock, as part of a great community, very comfortable.

The position is based in Bruce Rock and requires a good working knowledge of maintaining lawns, gardens and other associated duties.

The position works a 9-day fortnight with wages and conditions in accordance with the Local Government Industry Award Level 2.1 - 4.4, dependent on skills and experience. Other benefits include Council's 20% over award payment and generous superannuation options.

Written applications are sought outlining work history, responses to selection criteria and two recent work-related referees. If you are not contacted within 2 weeks of the closing date, please assume your application has not been successful.

An application package can be obtained from Alan O'Toole on 9061 1377, or requested via email to: [admin@brucerock.wa.gov.au](mailto:admin@brucerock.wa.gov.au), or at the Council's website: [www.bruce-rock.wa.gov.au](http://www.bruce-rock.wa.gov.au).

Additional information about the position is available by calling Dave Holland on (08) 9061 1377. Applications can be submitted by post (address below), via email to: [admin@brucerock.wa.gov.au](mailto:admin@brucerock.wa.gov.au), or in person at the Shire Office, 54 Johnson Street, Bruce Rock.

Shire of Bruce Rock  
Private and Confidential  
Town Gardener Position  
PO Box 113  
BRUCE ROCK WA 6418  
Applications close at 12.00pm Monday 14<sup>th</sup> June 2021

Dave Holland  
Manager of Works and Services

Shire of Bruce Rock  
PO Box 113, Bruce Rock WA 6418

## POSITION DESCRIPTION

<b>Position Title</b>	Gardener
<b>Department</b>	Works and Services
<b>Award/Agreement</b>	Local Government Industry Award 2010
<b>Classification</b>	Level 2.1 – 4.4 Plus, Council's 20% Over Award Payment
<b>Status/Hours</b>	Full-time/76 hours per fortnight

### Position Objective

To assist in the maintenance and upkeep of Parks and Gardens within the townsites. Minor town maintenance and control of noxious weeds.

### Key Responsibilities and Duties

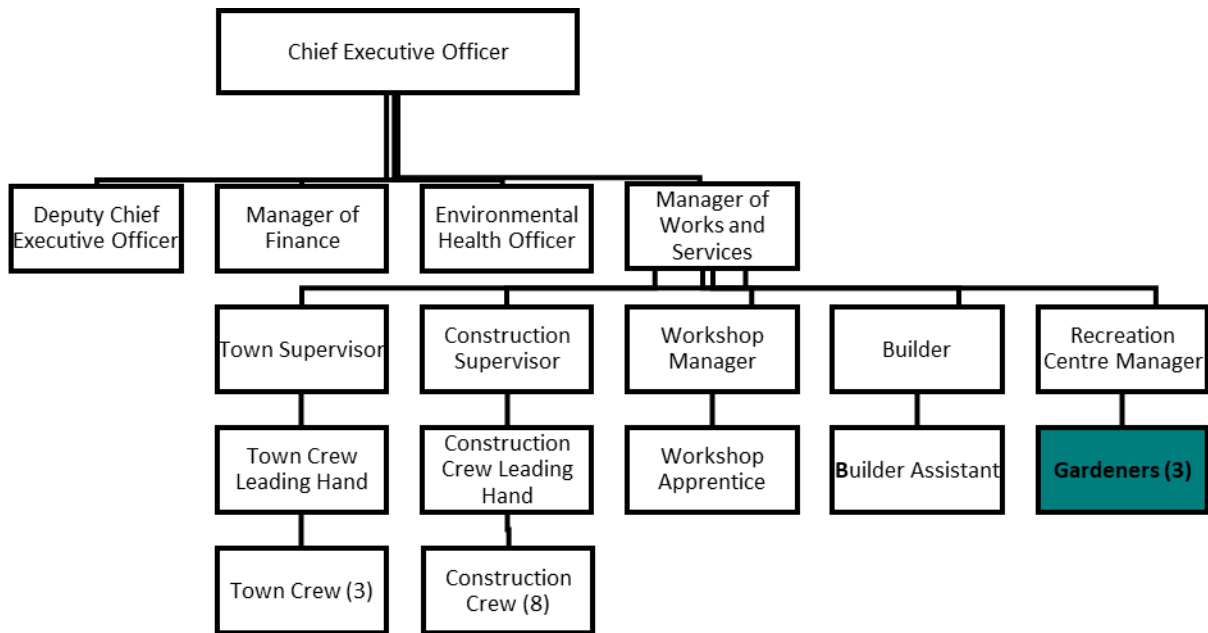
Key Areas of Accountability	
<b>General</b>	<ul style="list-style-type: none"> <li>Maintenance of parks, gardens and street footpath/verges</li> <li>Spraying and slashing of weeds in town blocks and verges</li> <li>Sundry town maintenance as required</li> <li>Maintain and keep tidy work vehicles and small plant</li> <li>Carry out any other duties as directed by the Recreation Centre Manager or Town Supervisor</li> <li>Assist other members of the workforce in carrying out their duties when directed by the Manager or Town Supervisor</li> <li>Undertake training when necessary and stipulated by the Manager</li> </ul>
<b>Occupational Safety and Health</b>	<ul style="list-style-type: none"> <li>Demonstrate a strong commitment to Occupational Safety &amp; Health including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others.</li> </ul>

### Position Requirements

Skills	Knowledge	Experience/Qualifications
Developed gardening skills.	Knowledge of basic lawn management, would be an advantage	Training in Horticulture would be beneficial but not essential.
Be self-motivated and able to work unsupervised.	Knowledge of chemical handling (Desirable) training can be provided	Possession of current WA Drivers Licence with a minimum of a MR class, but HR would be desirable.
Ability to contribute positively and productively in a harmonious workplace.	Basic minor plant repair and maintenance skills.	Certificate in Basic First Aid
Able to complete duties in an efficient and timely manner.	Knowledge of Occupational Health, Safety and Welfare requirements	Experience in a similar position.
Act honestly and in good faith.	Knowledge of reticulation system operation and maintenance.	Experience with reticulation systems and small plant maintenance.
Adhere to and promote occupational safety in the workplace	Knowledge of suitability of plants in the local environment.	Previous horticultural experience would be a benefit.
Good communication skills		



## Organisational Relationship



Responsible to	Responsible For
Town Supervisor	Not Applicable
Parks & Gardens Leading Hand	

## 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 be regularly monitored by the Works Supervisor. Freedom to act is limited by set standards and work procedures.



<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>		
Developed gardening skills.		✓
Be self-motivated and able to work unsupervised.	✓	
Ability to contribute positively and productively in a harmonious workplace.	✓	
Able to complete duties in an efficient and timely manner.	✓	
Act honestly and in good faith.	✓	
Adhere to and promote occupational safety in the workplace	✓	
Good communication skills	✓	
<b>Knowledge</b>		
Knowledge of basic lawn management.		✓
Knowledge of chemical handling training can be provided		✓
Basic minor plant repair and maintenance skills.		✓
Knowledge of Occupational Health, Safety and Welfare requirements	✓	
Knowledge of reticulation system operation and maintenance.		✓
Knowledge of suitability of plants in the local environment.		✓
<b>Experience/Qualifications</b>		
Experience in a similar position.		✓
Experience with reticulation systems and small plant maintenance.		✓
Certificate in Horticulture would be desirable but not essential.		✓
Previous horticultural experience would be a benefit.		✓
Current "C" Class Driver's Licence (minimum)	✓	
Current "MR" Drivers Licence		✓
White/Blue Card		✓

## **PROPOSED SALARY PACKAGE**

### **Salary (Cash Component)**

The Employee's salary shall be payable fortnightly, in arrears to a bank account(s) nominated by the Employee.

The position will be paid an additional **20% above the standard award**, as per Council's Over Award Payment Policy. This position will be between a Level 2.1 to a 4.1 plus overtime and 10% Superannuation.

### **Award**

Employee conditions are in accordance with the Local Government Industry Award 2010.

### **Hours of Employment**

The Town Gardner is a full-time working a 9-day fortnight, Monday to Friday (every 2<sup>nd</sup> Monday is a Rostered Day Off) with standard hours being 7:00am to 4:00pm with a ½ hour lunch break.

The position accrues 1 Rostered Day of Per Fortnight, which is taken on a set day in line with all works crews.

From time to time the officer may be required for call out work for emergency clean up, such as storm damage.

### **Annual Leave**

Employee will be entitled to four (4) weeks Annual Leave with 17 ½% Loading on Entitled Annual Leave.

### **Long Service Leave**

The Officer is entitled to long service leave in accordance with the Regulations.

### **Uniform**

The officer will be provided with appropriate uniform and safety wear, which is provided annually.

### **Superannuation**

- (a) The Local Government shall pay any superannuation guarantee charge (as defined in the Superannuation Guarantee Administration Act 1992 and the Superannuation Guarantee Charge Act 1992) payable by the Local Government in respect of the Officer ("**Statutory Superannuation entitlement**")  
***Currently Council is paying over the superannuation guarantee and contributes 10% instead of the required 9.25%.***
- (b) If (and only if) the Officer contributes up to 7% of the salary to superannuation from the Officer's own resources, the Local Government shall make an equal contribution to superannuation on behalf of the Officer of a percentage of the salary equal to:
  - (i) 7% of the salary in accordance with the Shire's superannuation policy
- (c) All contributions by way of superannuation must be paid by the Local Government in accordance with the Act and any other law but the Officer shall be permitted to have superannuation contributions paid by the Local Government into a superannuation fund of the Officer's choice if permitted under the Trust Deed of the Western Australia Local Government Superannuation Fund.
- (d) At the request of the Officer, the Local Government may from time to time vary the amount of the Officer's contributions towards superannuation by way of salary sacrifice.

### **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. Council will bear the full cost of Pre-Employment Medical Examination. A copy will be retained in the employee's personal file and made available for the employee.

### **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.

### **Police Clearance**

The Officer may be required as a condition of employment, to provide a current "Police Clearance" at Council's expense.

### **Professional Development**

Provision is available for the officer to participate in relevant training, as approved by the Manager of Works and Services or the Chief Executive Officer.

## **INTERVIEW PROCESS**

### **Preparing for the Interview**

An interview will be conducted by the CEO and Construction Supervisor.

The interview questions will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To prepare yourself for the questions which may be asked:

- Be aware of what the job involves. This information can be established from the position description
- Focus on the selection criteria and think of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think of any problems you would encounter and how you would resolve them.
- If you have any relevant reports or other work you have which will provide examples of your skills and abilities, you should prepare it for presentation at the interview
- Prepare a few questions that you may wish to ask Council.

### **The Selection Interview**

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Take time to answer each question.
- If you do not understand a question ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible relate your answers to direct experience you have had.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

### **After the Interview**

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.



## Statement of Claims against the Selection Criteria

Your Selection for an interview will depend on you demonstrating that you meet the essential criteria.

### When preparing response to selection criteria:

- Treat each selection criteria separately. Use each criterion as a heading and provide your statement underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criteria is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

### Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Referees should be contacted for approval before listing them in your application.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

### General Application Information

- Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.
- Do not attach any information that is not relevant to the position that you are applying for.
- When lodging your application, submit a covering letter, Resume, Statement of claims against the criteria and written references.
- Staple all information in the top left-hand corner.
- Please only include photocopies of your attachments as the application will not be returned.

## SUBMITTING YOUR APPLICATION

You may post, hand deliver or email your application marked: **Confidential** - Town Gardener Position. Applications must arrive by 12.00pm Monday 14<sup>th</sup> June 2021.

### Post:

Shire of Bruce Rock  
PO Box 113  
Bruce Rock WA 6418

### Email:

[admin@brucerock.wa.gov.au](mailto:admin@brucerock.wa.gov.au)

### Street Address:

Shire Office, 54 Johnson Street, Bruce Rock

Should you require any further information or assistance please contact:

Dave Holland

Tel: 08 9061 1377

Email: [works@brucerock.wa.gov.au](mailto:works@brucerock.wa.gov.au)

## **THE INTERVIEW**

### **Preparing for the Interview**

An interview will be conducted by the Manager of Works and Services and another senior staff member.

The interview questions will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To prepare yourself for the questions which may be asked:

- Be aware of what the job involves. This information can be established from the position description
- Focus on the selection criteria and think of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think of any problems you would encounter and how you would resolve them.
- If the position has a supervisory role, think about your special responsibilities as a Supervisor
- If you have any relevant reports or other work you have which will provide examples of your skills and abilities, you should prepare it for presentation at the interview
- Prepare a few questions that you may wish to ask Council.

### **The Selection Interview**

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position even though you may have worked with them or have had previous experience in the position for which you have applied.
- Try to remember the names of the person/people interviewing you.
- Take time to answer each question. In some instances, you will be given the opportunity to read the interview questions and prepare brief notes immediately prior to the interview.
- If you do not understand a question ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible relate your answers to direct experience you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

### **After the Interview**

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.

## **THE ORGANISATION**

The Shire of Bruce Rock is governed by an elected Council, consisting of 9 Councillors including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 1.30pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 43 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 (CEO)	1
Deputy Chief Executive Officer (DCEO)	1
Manager of Finance	1
Manager of Works & Services	1
Environmental Health Officer	1
Community Development Officer	1
Natural Resources Management Officer	1
Senior Finance Officer	1
Administration Staff	3
Supervisors	2
Plant Mechanic	2
Town Maintenance	5
Outside Workforce	9
Gardeners	3
Cleaning Staff	4
Aquatic Centre Manager	1
Recreation Manager	1
Building Staff	2
Medical Centre Staff	3
	<b>43</b>



## **PHYSICAL CHARACTERISTICS**

### **Location**

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

### **Population**

The permanent population of Bruce Rock townsite is approximately 700.

The permanent population of the Shire of Bruce Rock is approximately 1000.

### **Area**

The Shire has a total area of 2,772 km<sup>2</sup> 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	1258
Main roads	72
Sealed local	425
Unsealed local roads	761

## **PUBLIC UTILITIES**

### **Water**

Water Corporation

### **Sewerage**

Leach & Septic Individual Systems.

### **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 Bruce Rock.

## **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.

## **COMMUNITY SERVICES**

### **Health**

20 bed hospital servicing by a resident local GP  
Dentist

### **Emergency Services**

St Johns Ambulance  
Volunteer Emergency Services



### **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 5:30pm.

### **The Town and District Halls**

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

### **Recreation Centre and Facilities**

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, hockey, netball, tennis and squash. A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The shire also consists of 2 golf clubs, one 2km's from Bruce Rock and the other at Ardath as well as 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 recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

### **Bruce Rock Federation Amphitheatre & Sculpture Park**

The Bruce Rock Federation Amphitheatre was officially opened in October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is host for many get-togethers, community events including the annual Vietnam Veterans Reunion.

The adjoining Sculpture Park has contributions of artwork from all around the region and is a unique place for a family picnic or a stroll through the picturesque gardens that also become a popular venue for weddings.





## **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 & September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire. A wildflower drive is also sign posted from Bruce Rock.

### **Other Places of Interest**

- Mosaic Pathway & Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank

### **Accommodation**

Bruce Rock Hotel Motel, Bruce Rock B & B, Bruce Rock Roadhouse, Ardath Hotel.

### **Other Information**

Should you wish to obtain additional information on the Shire and services available you may contact the CEO, Darren Mollenoyux on 08 9061 1377 or 0428 611 377.

### **Canvassing of Councillors**

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

