



APPLICATION PACKAGE

PARKS & GARDENS – GENERAL HAND



Parks & Gardens - General Hand

The Shire of Boddington is a values driven organisation proud to be serving our community with a diverse range of services. The Shire is seeking suitably experienced and motivated individual to join our Works & Services team. The primary objective of the role is to operate various items of plant and equipment in relation to completing high quality maintenance activities for parks, reserves and streetscapes within the town of Boddington.

Responsibilities of the role include:

- Mowing, gardening, and other maintenance of the town ovals, Council's parks, gardens, reserves, street verges, footpaths and laneways.
- Litter control.
- Slashing of blocks and rugged areas.
- Pruning and maintenance of all street trees and shrubs.
- Cemetery maintenance (mowing, watering, etc).
- Assist with other work such as concreting footpaths, private works, tree lopping, rubbish removal, carting of non-road making materials as required.
- Maintenance of all items of plant and equipment used.

The successful candidate will have a great attitude, experience in a similar role, and possess competency tickets (or be willing to obtain these).

A competitive salary package of up to \$78,432 per annum is on offer, inclusive of;

- Cash component of up to \$66,824 inclusive of allowances
- Superannuation
- Training and development opportunities

To apply for this role, applicants should provide a cover letter outlining relevant experience, a resume including details of qualifications and competencies, and a response to the selection criteria.

For any further queries about the role, please contact Jeff Atkins, Manager Works & Services on 9883 4999. For further information about the application process, contact Deb Lang on 9883 4999 or hr@boddington.wa.gov.au.

Applications are open until the Shire receives a suitable pool of candidates. This means the applications will close without notice so, if you are interested, apply as soon as possible.

BODDINGTON PROFILE

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, apples, olives), vineyards, Bluegum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



INFORMATION AND STATISTICS

COUNCIL

Shire President: Garry Ventris
Deputy Shire President: Eugene Smalberger
Councillors: Coert Erasmus
Earl Schreiber
Ian Webster
Lee Lewis
Andrew Ryley

Office: 39 Bannister Road
Boddington WA 6390
Email: shire@boddington.wa.gov.au
Website: www.boddington.wa.gov.au
Telephone: (08) 9883 4999

SHIRE STATISTICS

Population: 1,844 (2016 Census)
Area: 1,900km²
Distance from Perth: 123km
Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974
Number of Dwellings: 828
Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

Council Meetings: 5:30pm on the third Thursday of each month

REMUNERATION DETAILS

1. Total remuneration package

Item	Lower Limit	Upper Limit
Salary	\$57,288	\$59,024
Superannuation (10.5%)	\$ 6015	\$ 7627
Matching Superannuation (6%)	\$ 3437	\$ 3541
Uniform Provision (\$440 per annum)	\$ 440	\$ 440
Other Allowances (\$300/week)	\$ 7,800	\$ 7,800
Total	\$74,980	\$78,432

2. Employment Basis

Permanent

3. Hours of Work

76 hours per fortnight.

4. Annual Leave

Four (4) weeks annual leave.

5. Personal Leave

Ten (10) days per year.

6. Long Service Leave

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

7. Superannuation

- a) Superannuation Guarantee 10.5%
- b) Matching up to an additional 6%

8. Probationary Period

A six (6) month probationary period is applicable to this position.

9. Other requirements

New staff may be required to complete a pre-employment medical prior to commencement.

A National Police Clearance (no more than 3 months old) is to be provided by the preferred candidate prior to commencing in the position.

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. To enable a valid assessment of your application, it must include the following information.

1. Covering Letter

A covering letter introducing yourself and explaining why you are applying for this position.

2. Selection Criteria Responses

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

3. Resume (Curriculum Vitae)

4. Other Documents (optional)

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

5. Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

6. Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.



POSITION DESCRIPTION

1. POSITION TITLE

Parks and Gardens – General Hand

2 DEPARTMENT

Works and Services

3. SALARY & CONDITIONS

Salary and Conditions as per the Municipal Employees (Western Australia) Award 2021 (Dependent upon qualifications and experience).

4. ORGANISATIONAL RELATIONSHIP

Responsible to: Manager Works and Services

5. KEY DUTIES/RESPONSIBILITIES

- Mowing, gardening, and other maintenance of the town ovals, parks, gardens, reserves, street verges, footpaths and laneways.
- Litter control.
- Slashing of blocks and rugged areas.
- Pruning and maintenance of all street trees and shrubs.
- Cemetery maintenance (mowing, watering, etc).
- Assist with other work such as concreting footpaths, private works, tree lopping, rubbish removal, carting of non-road making materials as required.
- Maintenance of all items of plant and equipment used.
- Operate the equipment in a responsible manner and to observe safety standards to ensure colleagues or members of the public are not threatened by careless acts.
- Any other duties are directed by Manager Works & Services.

6. GENERAL RESPONSIBILITIES

- Adhere to the Shire's policies, procedures and code of conduct
- Contribute to the attainment and development of relevant Corporate and departmental goals and objectives
- Promote a harmonious working environment respecting all others
- Work in accordance with the Shire's Work Health & Safety policy and make a proactive contribution to WHs

7. OCCUPATIONAL SAFETY & HEALTH

- Comply with the Shire's Occupational Safety and Health Policy and Procedures and Work Injury Management Program

- Actively participate in the Shire's risk management program, performance review and continuous improvement program
- Conform with duty of care requirements, ensuring your own safety and that of others through the prevention of any adverse acts or omissions
- Comply with safety procedures and directions agreed between management and employees
- Not wilfully interfere with or misuse items or facilities provided in the interests on safety and health
- Use, store and maintain items, equipment and facilities provided in the interests of safety and health in manner properly instructed
- Report potential and actual hazards and accidents/incidents, including near misses, in accordance with Shire procedures
- Cooperate with the employer in the carrying out of their safety and health obligations under legislation.

8. EXTENT OF AUTHORITY

Will work with limited supervision, however, work outcomes will be regularly monitored by the Leading Hand Parks and Gardens, and Manager Works and Services.

9. SELECTION CRITERIA

Essential

- Experience in a similar role
- Possess a current WA C Class motor vehicle driving licence
- Excellent interpersonal skills
- Reliable and able to work within a small team
- Possess a Construction White Card
- Demonstrated ability to operate and maintain plant and equipment

Desirable

- Current WA HR driver's license
- Qualifications relevant to the position
- Traffic management accreditation