



APPLICATION PACKAGE

Leading Hand – Parks & Gardens

**Hourly Wage from \$34.15 to \$38.36 depending on skills and experience
Level 5 or 6, Municipal Employees (Western Australia) Award 2021.**

The Shire of Brookton is looking for an experienced and self-motivated person to provide practical leadership to our Parks & Gardens crew.

The successful applicant will be part of a Shire of Brookton Works Department, responsible for leading the Parks and Gardens team to create and maintain an attractive and functional environment in the townsite of Brookton.

Working under the direction of the Shire's Works Coordinator, ideally the Leading Hand – Parks & Gardens will possess:

- practical experience in operating and maintaining various horticultural type equipment such as reticulation, mowers and pumps.
- qualifications and practical experience in use and control of herbicides and pesticides;
- strong communication and interpersonal skills;

In return the Shire is offering a remuneration package, dependent on experience and qualifications, including:

- Hourly wage of between \$34.15 to \$38.36 depending on skills and experience;
- Negotiated private use of vehicle;
- A 76 hour, nine-day fortnight;
- Superannuation of up to 15.5%;
- 4 weeks pro-rata annual leave per annum with leave loading; and
- Additional 2 recreation days per year.

Further information is available on the Shire's website at

<https://www.brookton.wa.gov.au/council/employment/employment.aspx>

Confidential enquiries about the position should be directed to Mr Kevin D'Alton, Acting Manager Infrastructure and Works on 0436 109 294.

Applications should be addressed to the Chief Executive Officer, or emailed to ceo@brookton.wa.gov.au, marked "Confidential – Leading Hand – Parks & Gardens", by **4pm, Monday 24 March 2025.**

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position and we wish you well with your application.

Please visit our website at www.brookton.wa.gov.au for further information about the Shire of Brookton.

Your application should consist of at least:

Covering Letter

A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae

A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications

Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to ceo@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION

Attn: Gary Sherry

Shire of Brookton

PO Box 42

BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is by **4pm, Monday 24 March 2025**.

GENERAL EMPLOYMENT INFORMATION

Salary Package:

The offered Salary Package includes:

COMPONENT	FROM	TO
Base Salary (cash component)	\$65,596.96	\$73,981.44
Industry Allowance	\$1,877.20	\$1,817.92
Superannuation (11.5%)	\$7,759.53	\$8,716.93
Superannuation 4.0% - subject to employee matching	\$3,011.72	\$3,011.72
Negotiated Private Use of Vehicle		
Package Total	\$78,245.41	\$87,528.01

There is no Shire accommodation allocated to this position.

Work Place Address:

Shire of Brookton Works Depot, Lennard Street, Brookton.

Your "workplace" i.e. your normal place of commencement of duties each day, may change to suit the Shire's requirements. Should this occur, reasonable notice will be given.

Award and Enterprise Agreement

All conditions are in accordance with the Municipal Employees (Western Australia) Award 2021.

Contract of Employment

Continuing

Probationary Period

This position has a six-month probationary period.

Hours of Work

The regular hours of work are 76 ordinary hours per fortnight as per the Municipal Employees (Western Australia) Award 2021.

The 76 hours are to be worked as a 9 day fortnight:

7.00am to 4.00pm

30 minute lunch break

Local Government Recreation Days

Council provides two days each year that are normally taken during the Council approved, Shire closure period, between Christmas, and New Years each year. Or as otherwise approved by the CEO.

Classification:

Level 5 or Level 6, depending on skills and experience.

This classification level is in accordance with the Municipal Employees (Western Australia) Award 2021.

Wage Rate

The rate of pay applicable to this position is dependent on experience.

	FROM		TO	
	WEEKLY	HOURLY	WEEKLY	HOURLY
Base Wage (cash component)	1,261.48	33.20	1,422.72	37.44
Industry Allowance	36.10	0.95	34.96	0.92
TOTAL	1,297.58	34.15	1,457.68	38.36

Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Overtime

Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of Clause 21 of the Municipal Employees (Western Australia) Award 2021.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

Salary Increases

Your salary will increase automatically in accordance with the provisions of the Municipal Employees (Western Australia) Award 2021.

Superannuation

Compulsory Occupational Superannuation contributions (currently 11.5% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the AWARE Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 4.0%. Subject to compliance with legislative requirements your additional superannuation contributions may be made on a salary sacrifice basis.

Meal Break

An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Personal Leave:

Paid personal leave is available to you when you are absent due to the following:

- Sick leave
- Carer's leave
- Compassionate leave

Sick Leave/Carers Leave

You are entitled to Sick Leave or Carer's leave. You will accumulate a pro-rata 10 days of Sick Leave/Carer's leave each year.

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

You are entitled to get 2 days unpaid carer's leave each time an immediate family member or household member of the employee needs care and support because of:

- Illness,
- injury, or
- an unexpected emergency.

Full-time and part-time employees can only get unpaid carer's leave if they don't have any paid sick/carer's leave left.

Compassionate Leave

You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family or household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave

You are entitled to a period of 4 weeks of Annual Leave per year of service on a pro-rata basis.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

Employee Wellbeing Program

The Shire is committed to providing employees with a safe, healthy and supportive work environment. The Shire recognises the importance of a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

This program applies to all permanent full time or part time employees of the Shire of Brookton.

Initiatives include:

1. Wellbeing Program

The Shire of Brookton offers employees access to health services including:

- Health Assessments
- Skin Cancer Screenings
- Annual Flu Vaccinations
- Health Seminars/ Workshops
- Ergonomic Assessments
- Manual Handling Training

2. Swimming Pool Discount

The Shire of Brookton will provide interested permanent full time and part time employees with an annual single or family membership for the Brookton Aquatic Centre at no charge to encourage fitness and general wellbeing.

3. Gymnasium Discount

The Shire of Brookton will provide interested permanent full time and part time employees Brookton Gymnasium memberships at no charge to encourage fitness and general wellbeing within the workforce.

Employee's taking up this offer will no other special benefits. All employees will:

- will be required to pay the \$70 Gymnasium key deposit. This deposit is refundable on return of the key;
- need to meet all induction requirements of the Shire; and
- need to accept and understand the obvious and inherent risks in activities undertaken at the Shire of Brookton's All Hours Gym and acknowledge activities whilst at the gym may involve a risk of physical harm and that by participating in these activities voluntarily, they do so at their own risk.

This membership is only applicable to the employee and not the employees family.

This membership does not include any benefit associated with any organised activities or sports activities at the facility.

4. Smoke Free Workplace

The Shire is committed to promoting a smoke free workplace. Smoking in the following places is prohibited –

- all Shire buildings;
- all Shire vehicles and plant; and
- Outdoor courtyards and gathering places.

TITLE: LEADING HAND – PARKS AND GARDENS

PURPOSE: The objectives of this position are to:

- To work as a team member in the Works crew ensuring that all the Parks and Gardens needs of Council are met effectively and efficiently.
- To undertake a range of activities involved in maintenance and improvements of Council’s parks and gardens, including road reserves and other Council managed property, to present these places in an attractive manner so as to reflect a positive image of the Shire.
- General town site maintenance tasks as and when required.
- Supervise, organise and manage team members directly reporting to this position.

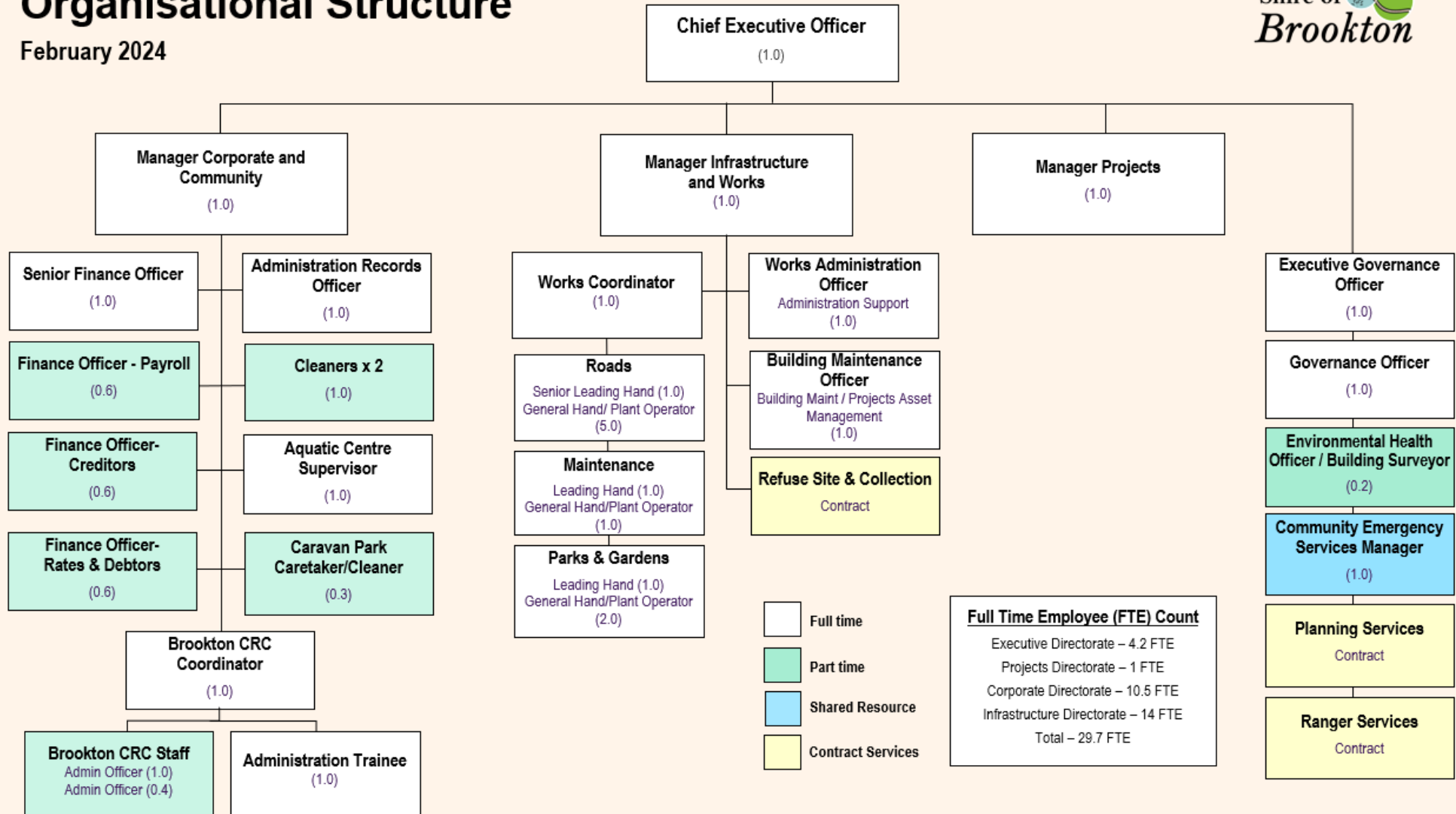
KEY RESPONSIBILITIES	REQUIREMENTS
<p>Parks, Reserves and Gardens</p> <ul style="list-style-type: none"> - Works with the team to carry out maintenance, mowing, clean-up and construction tasks on Council parks, gardens, reserves and other Council properties. - Undertake planting of areas from plans supplied and/or carry out the replacement of established gardens including brick, block or slab paving, signs and other park fixtures. - Carry out, as authorised, the spraying of garden beds, parks and other Council owned property with herbicide or pesticides, in accordance with training and skill acquired, manufacturers application rates, the requirement of the material safety data sheets and any formal procedures and practice. - Ensure an efficient water program is maintained. - Undertake reticulation repairs and minor upgrades. - Prepare quantities of materials and goods for authorisation. - Operation of multi-functional equipment, small tools and appliances. - Carry out a reasonable amount of overtime as required. <p>Plant and Equipment</p> <ul style="list-style-type: none"> - Tools – responsible for care of tools and equipment used. - Maintain plant by cleaning and checking oil, fuel and water on a daily basis and ensure that all machinery (plant) and hand tools assigned are maintained in a workable and safe condition. = Responsible for the completion of service maintenance and construction as directed by the Principal Works Supervisor. 	<p>Experience & Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • “C” and “HR” class driver’s licence. • Ability to operate and maintain plant and parks machinery to safety standards. • Knowledge of reticulation systems and turf management. • Knowledge and use of road safety signs. • Demonstrate an understanding of plant types and their characteristics, an ability to recognise plant types and to make informed assessment of the condition of the plant. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of safety procedures. • Experience in a range of operational procedures. • Knowledge of playground equipment inspection procedures and standards. • Knowledge of Occupational Safety and Health Procedures.

KEY RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none"> - Report any faults, accidents or maintenance requirements of plant or equipment to the Principal Works Supervisor. <p>Waste Treatment Plant and Re-use Water System</p> <ul style="list-style-type: none"> - Read and record Flow Meters. - Pumping Station to be monitored for faults and fluid levels - Perform minor repairs to the wastewater treatment plant as directed by the Principal Works Supervisor. <p>Occupational Health and Safety</p> <ul style="list-style-type: none"> - Exercise a duty of care to understand the need to work in a safe and efficient manner having regard to own safety, that of other workers, and any other person. - Ensure appropriate safety clothing issued by Council is worn and maintained by employee and team members. - Ensure that all machinery and hand tools assigned are maintained in a safe and workable condition. - Report and where appropriate take immediate corrective action on any faults, accidents or maintenance requirement of machinery and safety issues. - Monitor safe work practices in the placement of the required road work signs in accordance with Traffic management for Road Works Code of Practice. <p>Other</p> <ul style="list-style-type: none"> - Other tasks as directed by the Works Coordinator. - Supervise, organise and manage general hands to achieve works program as directed by Works Coordinator. - Ensure own and team members timesheets completed in an accurate and timely manner. - Works unsupervised and is subject to limited direction. Responsible for leading and supervising small teams. - Problems encountered resolved using initiative, knowledge and prior experience. If required guidance and assistance is usually available. - Exercise basic judgement, relating to own work and personal safety as required by relevant legislation and Council safety procedures. - This position is responsible for quality and standard of own work – and 	<ul style="list-style-type: none"> • Experience within Local Government environment. • Use of a two-way radio. • First aid certificate. <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> • Demonstrate ability to work in a team environment. • Ability to follow direction or established procedures. • Genuine commitment and responsiveness in providing high quality customer service. <p><u>General:</u></p> <ul style="list-style-type: none"> • Living in the District or prepared to relocate. • National Police Clearance. • Medically fit to undertake duties as outlined in this document. • Possess or working towards horticultural qualifications. • Previous experience in maintenance of lawns and gardens. • Previous experience in the operation and use of mowers and other types of gardening machinery and equipment. <p><u>Reports to:</u> Works Coordinator</p> <p>Name:</p>

KEY RESPONSIBILITIES	REQUIREMENTS
<p>productivity and efficiency of work group supervised.</p> <ul style="list-style-type: none"> - Provision of on-the-job training and guidance to employees under their supervision. 	<p>Date:</p> <p>Signature:</p> <p>This position has been reviewed in February 2024.</p>

Organisational Structure

February 2024



Full Time Employee (FTE) Count

Executive Directorate	4.2 FTE
Projects Directorate	1 FTE
Corporate Directorate	10.5 FTE
Infrastructure Directorate	14 FTE
Total	29.7 FTE