CASUAL GARDENER / GENERAL MAINTENANCE WORKER

APPLICATION PACKAGE
Dear Applicant

Thank you for your interest regarding the position of Casual Gardener / General Maintenance Worker with the Shire of Northam.

The following information is provided to assist in the preparation of your application:

- Copy of advertisement;
- Shire Profile
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application. Please read these guidelines carefully and follow all instructions.

The Shire of Northam is an Equal Opportunity Employer.

Yours sincerely

JASON WHITEAKER

CHIEF EXECUTIVE OFFICER

28 February 2014
CASUAL GARDENER / GENERAL MAINTENANCE WORKER

Full Time

If you have experience in grounds maintenance and turf management, and the operation of small plant, with the ability to read and understand labels in relation to chemical use then this is the role for you.

Applicants must hold

- A current unrestricted HR-Class National Driver's Licence; and
- A current National Police Clearance

This position is level 3 (Local Government Industry Award) with a salary of $20.8279 per hour plus 25% casual loading. In addition, $0.65 per hour Adverse Working Conditions Allowance is payable.

The Shire of Northam offers employees a nine day fortnight and generous subsidised Superannuation.

Application packages are available on the Shire of Northam web page www.northam.wa.gov.au or by contacting Human Resources Coordinator Bev Jones on (08)9622 6100.

Applicants should complete a statement, of no more than 2 pages, outlining their skills, experience and suitability for the role, attach their CV and completed application form and forward to the Chief Executive Officer, Shire of Northam, PO Box 613 Northam WA 6401 marked “Private and Confidential” – quoting the position title or via email to records@northam.wa.gov.au by 4.00 pm Friday 14 March 2014.

JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

395 Fitzgerald Street
PO Box 613
Northam WA 6401
P (08) 9622 6100
F (08) 9622 1910
E records@northam.wa.gov.au
W www.northam.wa.gov.au
Profile:

The Shire of Northam is situated in the Avon Valley, on the fringes of the Darling Scarp and is bounded by the Local Governments of Mundaring, York, Toodyay, Goomalling and Cunderdin.

The Shire encompasses the townships of Northam, Wundowie, Bakers Hill, Clackline, Irishtown, Spencers Brook and Seabrook, the most western of these townships being Wundowie which is just 70kms from the centre of Perth. The total area of the Shire of Northam is 1,443 square kilometres with a population of the 10,670, with 6,638 Electors and over 4000 dwellings.

The main town, Northam, is situated on the Avon River, 96 kilometres from Perth, in the picturesque Avon Valley. The town of Northam, with a population of around 7,000 people, occupies approximately 2,400 hectares and is the main urban and commercial hub of the Shire.

Northam, with its recently acquired SuperTown status is the Regional Centre of the Avon Valley and Central Wheatbelt farming communities of the Shire of Northam (which primarily produce wheat, barley, oats, sheep, wool and cattle) use Northam for their everyday banking, retail, shopping and government needs.

Northam has also been clearly established by the State Government as a Regional Centre, resulting in many Government Departments strengthening their regional office or establishing such an office. Furthermore, the four major banks have outlets in town, unlike smaller rural communities.

The Shire of Northam is well catered for in recreation, culture, health and education facilities. The town of Northam is home to a Regional Library, Hospital, Senior Citizens’ Centre and recreation facilities, including a Recreation Centre, major sporting grounds and an Olympic Swimming Pool. Wundowie also has a sporting ground, swimming pool, library and Telecentre, and there is an indoor Recreation facility in the township of Bakers Hill.

From an educational viewpoint, Northam has a Senior High School, CY O’Connor College of TAFE, Muresk Institute of Agriculture (division of Curtin University), three State Government Primary Schools and St Joseph’s Catholic School, which provides education to Year 10. There are also primary schools in the townships of Wundowie and Bakers Hill.

The townsite of Northam was first gazetted in 1836 and is the focal point for important rail and road links to Eastern Australia. It was a centre for Post-War migration and many of the residents have strong links to Eastern Europe. The Mundaring to Kalgoorlie pipeline also passes through the Shire.

Council is committed to developing the Shire and encouraging growth, through new investment and tourism, whilst maintaining a warm country feel and friendly community.
**POSITION DESCRIPTION**

**POSITION DETAIL**

<table>
<thead>
<tr>
<th>Position title</th>
<th>Gardener/General Maintenance Worker/Northam</th>
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<tbody>
<tr>
<td>Position number</td>
<td>4405</td>
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<tr>
<td>Department/Section</td>
<td>Engineering/Parks and Gardens</td>
</tr>
<tr>
<td>Date (created/revised)</td>
<td>Revised March 2014</td>
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<tr>
<td>Award</td>
<td>Local Government Industry Award</td>
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**THE ORGANISATION**

**Our mission is:**
*To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.*

Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

**Our corporate values are:**
- **Safe** - focus on importance of safety in the organisation
- **Open** - engage in two way communication, with transparency and trust
- **Accountable** – know what you are responsible for, take ownership and deliver
- **Respectful** – demonstrate respect for others skills, knowledge and differing value systems

**THE POSITION**

<table>
<thead>
<tr>
<th>Positions supervised</th>
<th>Nil</th>
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<tr>
<td>Reports to</td>
<td>Operations Manager</td>
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<tr>
<td><strong>Summary &amp; Objectives</strong></td>
<td>This position maintains Parks and Gardens within the Shire of Northam under the direction of the Parks and Gardens Leading Hand. This includes grounds maintenance, maintaining plants and planted areas, landscape construction and applying treatments to improve plant growth and control pests.</td>
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<tr>
<td><strong>Responsibilities &amp; duties</strong></td>
<td><strong>Position</strong></td>
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<tr>
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<td>- Maintain lawn and grass areas using machinery, fertilisers and chemicals.</td>
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<td>- Service equipment such as tools, lawn mowers and heavy machinery as per the schedule required.</td>
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<td>- Operate and install irrigation and drainage systems as directed.</td>
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<td>- Prepare garden beds or lawn areas by cultivating soil and adding fertilisers and compost, using growth regulators and other chemicals.</td>
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<td>- Identify and correct soil deficiencies and treat pests and diseases affecting plants.</td>
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<td>- Read landscape plans and construct rockeries, paths or ponds.</td>
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<td></td>
<td>- Plant and transplant flowers, shrubs, trees and lawns.</td>
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<td>- Maintain gardens by fertilising, trimming and making sure that plants are receiving adequate water.</td>
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<td>- Any other duties consistent with the level of the position as directed.</td>
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<td><strong>Organisational</strong></td>
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<td>- Embrace, support and participate in change to assist in achieving the Shire’s goals and objectives.</td>
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<td>- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.</td>
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<td>- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.</td>
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<td>- Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery.</td>
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<td>- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Safety &amp; Health, EEO legislation and Council’s Policies and Procedures.</td>
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<tr>
<td><strong>Authority and accountability</strong></td>
<td>Problems at this level require employees to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience. More complex problems or issues can be referred to the Parks and Gardens Leading Hand.</td>
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<tr>
<td><strong>SELECTION CRITERIA</strong></td>
<td><strong>Essential</strong></td>
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<td>1. Hold a current unrestricted HR-class national drivers’ licence.</td>
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| **Interpersonal skills** | 3. Developed oral and written literacy and numeracy skills.  
4. The ability to work within a team environment and to liaise effectively and professionally with customers if required. |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| **Judgment and problem solving** | 5. Experienced in the safe operation and maintenance of medium to high complexity mechanical plant, including a sound working knowledge of WorkSafe WA requirements.  
6. Ability to read and understand labels in relation to chemical use. |
| **Management skills** | 7. Understanding of quality control processes, materials and equipment cost estimating and job cost recording. |
| **Specialist Skills and knowledge** | 8. Experience in landscape construction and grounds maintenance, grounds maintenance and turf management.  
10. Experience in chemical handling and application practice.  
11. Experience in irrigation installation and maintenance.  
12. Experience in the operation of machinery associated with horticultural practice. |
| **Desirable** | 13. Experience in turf cricket wicket preparation and maintenance. |
GUIDELINES FOR APPLYING FOR
AN ADVERTISED VACANCY

General Information

These guidelines are designed to assist you in demonstrating that you are a suitable applicant for the advertised position.

Preparing the Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. Preferably the application should be typed, however neat and legible handwritten applications are acceptable, and stapled in the top left hand corner. Please do not submit applications in plastic or cardboard folders. Applications received will not be returned, therefore you should photocopy any original documentation.

Your application should include the following:-

- Covering Letter

The covering letter introduces yourself to the selection panel and should include the title of the position you are applying for.

You should explain why you are applying for the position and how you may be contacted during normal business hours.

- Curriculum Vitae

Your curriculum vitae should provide personal details (name, address, and telephone number), relevant work history and education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

- Referees

You should include in the curriculum vitae the names and contact numbers of at least two referees. Referees may be contacted to verify your claims in relation to the selection criteria. Preferably one referee should be your current supervisor or manager or alternatively a supervisor/manager from a previous position may be used.

- Formal Qualifications

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.
**Addressing the Selection Criteria**

This is the most important part of your application. You should use each selection criteria as a separate heading and outline relevant claims and experience. Consideration for interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects which demonstrate experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

**Preparing for the Interview**

- **Before the Interview**

  The panel will short list applicants for interview who meet the selection criteria; this may take up to two weeks after the closing date.

  If you are selected for an interview, an Officer will telephone you to organise a mutually convenient time to conduct the interview. The interview is an important part of the selection process.

- **During the Interview**

  The panel will generally consist of at least two members. Interviews will be structured and each applicant will be assessed in the same manner.

  Behavioural interviewing techniques are normally used. The aim is to obtain examples of past situations which actually occurred, how the situation was handled and the outcome of the action taken. For example, "provide the panel with a situation where you had to resolve a very difficult customer complaint and explain how the situation was resolved?"

  During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.

  If you do not understand a question, you should seek clarification before providing a reply.

**After the Interview**

In some cases, preferred applicants may be asked to undertake other selection tests.

Preferred applicants will be required to undertake a pre-employment medical to determine the applicant’s suitability to carry out the inherent requirements of the position description. Some positions will require a Police clearance.

Should you be successful, a member of the panel will contact you to verbally offer you the position and agree on a commencement date. This would normally occur within one week of the interview.
The Chief Executive Officer will then forward in writing the offer of employment to the successful applicant.

If requested, the panel convenor will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.

**Closing Date**

Vacancies with the Shire of Northam are advertised for a specific period and close at 4:00pm on the closing date shown in the advertisement.

**Late Applications**

Late applications will not be accepted.

All applications will be acknowledged in writing within two working days of receiving the application.

**Forwarding Applications for the Position**

Your application can be submitted via:

- **Post:**
  
  Addressed as follows:
  
  “Private & Confidential – CASUAL GARDENER / GENERAL MAINTENANCE WORKER”
  
  Chief Executive Officer
  Shire of Northam
  PO Box 613
  NORTHAM WA 6401

- **Email:**
  
  records@northam.wa.gov.au

Please ensure that the subject line is marked as follows:

“Private & Confidential – CASUAL GARDENER / GENERAL MAINTENANCE WORKER”
Application for employment

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<tr>
<th>CITIZENSHIP:</th>
<th>Permanent residency is a pre-requisite for appointment to permanent staff.</th>
<th>Non-permanent residents are eligible for term appointments.</th>
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<tr>
<td>Are you an Australian Citizen?</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Are you a New Zealand Citizen?</td>
<td>YES</td>
<td>NO</td>
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REFEREES:
1. Name: .................................................. Contact No: .....................
   (Business Hours)
2. Name: .................................................. Contact No: .....................
   (Business Hours)

HEALTH:
To the best of your knowledge and belief are you of sound health? Yes   No
If “No”, please give details:
...........................................................................................................
...........................................................................................................

Previous Workers Compensation Claim
A previous Worker's Compensation Claim or other injury/disability is NOT a barrier to the consideration of an application for employment. However, to assist in assessing opportunities for your placement in appropriate employment, please indicate:

Yes       No
If “Yes” will the disability or injury be likely to affect your work performance or could it recur or be aggravated by the type of work for which you are applying.

Yes       No

Please give details of previous claim:
...........................................................................................................
...........................................................................................................

CONVICTIONS:
Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have declared Spent (Spent Convictions Act 1988)

Yes       No
If “Yes”, please give details:
...........................................................................................................
...........................................................................................................
A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

I DECLARE STATEMENTS IN THIS APPLICATION TO BE 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.

Signature:………………………………………………………………………….. Date:………………..
CHECKLIST

☐ Covering Letter

☐ Statement Addressing the Selection Criteria

☐ Curriculum Vitae

☐ Copies (not originals) of supporting documentation

☐ Full application has been proof read prior to submitting

☐ The application has been photocopied for personal reference