



## SHIRE OF MURCHISON

### Casual Gardener

#### POSITION DESCRIPTION

1. **TITLE:** Casual Gardener
2. **AWARD:** Local Government Industry Award 2010
3. **SECTION:** Works and Services
4. **POSITION OBJECTIVES:**

##### 4.1 Objectives of Position

The purpose of this position is to ensure the delivery of an effective, efficient and compliant maintenance service for the grounds, gardens and buildings of the Shire of Murchison.

##### 4.2 Within Section

Provide a high level of service and forward planning in the works and services area – gardens, grounds and buildings - in a safe and highly efficient manner.

##### 4.3 Within Organisation

Liaise with other team members to ensure gardens, grounds and buildings are maintained to a high standard.

#### 5. REQUIREMENTS OF THE POSITION:

##### 5.1 Skills

- 5.1.1 Demonstrated ability to work independently without direct supervision and within a team environment, with good communication skills.
- 5.1.2 Demonstrated competency at planting out, pruning and shaping of trees and shrubs and layout of gardens and lawns.
- 5.1.3 Demonstrated ability to be able to fault find and repair irrigation systems.
- 5.1.4 Demonstrated competency in general handyman skills in relation to building, plant, equipment and grounds maintenance.

##### 5.2 Knowledge

- 5.2.1 Well developed knowledge of Occupational Health, Safety and Welfare legislation, Equal Opportunity legislation and policies.

### **5.3 Experience**

Demonstrated skills in gardening, reticulation and building maintenance.

### **5.4 Qualifications and Training**

- 5.4.1 Must Hold a current unrestricted "C" class Motor Drivers Licence or a commitment to obtain this licence within three months of appointment.
- 5.4.2 Horticultural qualifications preferred but not essential.
- 5.4.3 Current portable appliance testing licence or a commitment to obtain this licence within three months of appointment.

## **6. KEY RESPONSIBILITIES**

- 6.1.1 Carry out designated tasks as outlined by Works Supervisor;
- 6.1.2 Manage the settlement mains water supply and pumping station.
- 6.1.3 Manage and maintain the low pressure reticulation system throughout the settlement.
- 6.1.4 Maintain and extend existing gardens and lawns in public areas, around the sports club, the shire office, the museum and the caretakers' cottage.
- 6.1.5 Keep all public areas including the sports club free of leaves by raking and removing. Pick up litter, fallen branches and other debris throughout settlement along roads.
- 6.1.6 Maintain lawns and edges at council houses.
- 6.1.7 Maintain cleanliness of outside and surrounds of Shire Office.
- 6.1.8 Maintain the cleanliness of the sports club building (except the bar) including BBQs. Prepare the building for any visitors or events.
- 6.1.9 Replace gas bottles at houses, roadhouse, public toilet blocks, sports club kitchen and BBQs when empty.
- 6.1.10 Pick up and empty all bins once each week or as necessary after any event.
- 6.1.11 Conduct roadside rubbish clean-ups on a regular basis, including camp areas at the Ballinyoo Bridge.
- 6.1.12 Maintain the rubbish disposal site by keeping site tidy and ensuring rubbish is placed in the pit. Liaise with Works Foreman to have pit pushed up and buried as necessary.
- 6.1.13 Carry out minor repairs to buildings and facilities as necessary including general duties such as plumbing, welding and minor construction.
- 6.1.14 Ensure that fire-fighting appliances are in place and that equipment and fire hydrants are operational.
- 6.1.15 Maintain and service equipment and machines provided for the position.
- 6.1.16 Operate fogger to control mosquitoes.
- 6.1.17 Ensure the cleanliness and general good order of the gardener's sheds.
- 6.1.18 Other duties as requested by the Works Supervisor.

## **7. ORGANISATIONAL RELATIONSHIPS.**

### **7.1 Responsible to:**

Works Supervisor

## **7.2 Internal and External Liaison:**

Internal: Chief Executive Officer.  
Works Supervisor.  
Other Staff and Employees.

External: Nil

## **8. EXTENT OF AUTHORITY.**

Operates under direction of the Works Supervisor within the established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## **9. SELECTION CRITERIA.**

### **9.1 Essential.**

- 9.1.1 Well developed knowledge of Occupational Safety and Health legislation.
- 9.1.2 Well-developed time management skills.
- 9.1.3 Strong team player
- 9.1.4 Hold a current unrestricted "C" class Motor Drivers Licence or a commitment to obtain this licence within three months of appointment.

### **9.2 Desirable.**

- 9.2.1 EWP and Chainsaw Tickets
- 9.2.2 Current portable appliance testing licence or a commitment to obtain this licence within three months of appointment.
- 9.2.3 Hold a current unrestricted "HR" class Motor Drivers Licence

Prior to appointment the applicant will be required to undergo a medical examination, drug and alcohol test, provide a Police Clearance, as well as police proof of a current motor driver's licence.

**SHIRE OF MURCHISON**  
**SALARY PACKAGE AND EMPLOYMENT CONDITIONS**  
**Casual Gardener**

The Casual Gardener will be offered the package indicated below.

<b>12.1</b>	<b>Salary Package Range</b>	<b>Minimum</b>
12.1.1	Salary (cash component)	72,800.00
12.1.2	Superannuation	6,916.00
12.1.3	Super (Employer to match max 5%)	3,640.00
	<b>TOTAL PACKAGE</b>	<b>\$83,356.00</b>

**Employment Conditions**

Hours of work are 100 per fortnight (5 days per week, generally Monday to Friday or a 4/6 fortnight). Other conditions are as per the Local Government Industry Award 2010.

**Protective Clothing**

Council provides protective clothing as per Council's OSH policies.

**Superannuation**

Council contributes a statutory 9.5% as well as up to 5% (on a matching basis), of employee's wage/salary towards the Local Government Superannuation Scheme, or a Fund of the employees choice.

# SHIRE OF MURCHISON

## GENERAL INFORMATION

### The Shire of Murchison

The Shire of Murchison is one of the older Local Governments in Western Australia having its origins in the Murchison District Roads Board, established 31 August 1875 and Upper Murchison Roads Board established 12 July 1907. These two were amalgamated in 1911 as the Murchison Roads Board. In July 1961, under the provisions of the Local Government Act, the Roads Board became the Shire of Murchison. The Shire has the distinction of being the only Local Government in Australia without a town and is believed to have the second lowest population in terms of number of people and population density.

Until 1963, the Shire was administered from one or other of the stations. In that year, 400 hectares were excised from the Wooleen pastoral lease and vested in the Shire, a house which contained the office was built as was a workshop and airstrip, these were followed by sporting facilities, and then in 1986 a new office, museum and staff houses were constructed. The Murchison Settlement was proclaimed on 15th July 1988.

The entire area of the Shire is taken up by pastoral, mining and exploration leases.

Two Schools of the Air serve the district, Carnarvon and Meekatharra, and children are taught at home, most but not all attend boarding schools in Geraldton or Perth for their secondary education.

The Shire holds a Royal Flying Doctor Service (RFDS) Medical Box and minor ailments and injuries are treated locally under the direction of a doctor stationed at the RFDS Meekatharra Base. There is a resident doctor and a hospital in Mullewa, 202kms south of the Settlement. Child health and immunization are covered by services from Mullewa. Five strategically located airstrips are maintained by the Council to allow convenient access to the district by RFDS planes, one of these is at the Settlement and emergency evacuations are possible twenty four hours a day.

Planning is underway for a major project in the Shire of Murchison that will unlock access to global markets from Western Australia's mid-west region – a radioastronomy facility, the SKA, is planned for construction in 2018.

Murchison Council meets every third Friday of the month at 10.0am in the Murchison Council Chambers.

### The Murchison Settlement

The Shire Administration Centre is located at the Murchison Settlement, which is 202km's north of Mullewa, 300kms north east of Geraldton and 670kms north of Perth. The population of the shire is 150 (approximately), covering a total area of almost 50,000 sq km. Council is responsible for maintaining approximately 2,000 kms of unsealed roads.

The road between Murchison and Mullewa has approximately 120 kms of sealed road and 80 kms of high quality unsealed road and this journey can be achieved in 2 hours in an ordinary 2wd vehicle, subject to the road being dry. SkyWest offer 7 trips per week from Geraldton to Perth and this journey takes approximately 60 minutes.

The settlement has twelve dwellings, the Shire office, the district museum, roadhouse, cricket pitch and practice nets, a tennis courts under lights, a bowling green, three ablution/toilet blocks, stables and horse yards. It is home to approximately seventeen men,

women and children, of whom all are either Shire employees or their families and the lessees of the Roadhouse.

The Shire Office has a modern Library facility with regular book exchanges from the State Library of WA.

Electricity and water supplies are owned and run by the Council. Numerous free to air television stations are available through ABC, WIN, GWN and SBS. Foxtel programs are also available, for which all staff are charged a set fee of \$15 per fortnight.

### **Climate**

Very pleasant weather is experienced in autumn and spring with sunny days and mild evenings. In winter the days are mainly sunny with temperatures usually from the high 'teens' to low 20's. The nights are cool to cold. A lot of rain over the winter period is not usual. In summer some hot weather can be experienced with a number of days over 40°C being expected. The occasional thunderstorm provides a break to periods of prolonged warm to hot weather. The annual rainfall is 200mm, but this does not fall predominately in one period of the year.

### **Mail Service**

Mail is delivered to and picked up from the settlement on Thursdays and Mondays.

### **Freight Service**

Freight from Geraldton is delivered free of charge for employees of the Shire every Thursday evening, from nominated pick-up points around Geraldton. This allows residents to shop for groceries on-line rather than driving to Geraldton. Pick-ups from other points are charged at a negotiated rate by the freight provider.

### **Applications**

Applications are to include Full Name, age, qualifications, experience, employment history and a minimum of two professional referees and/or references.

Applications close with the undersigned at **4.00pm on Thursday 23<sup>rd</sup> May 2019** and may be sent via mail, fax or email.

Please contact the Works Supervisor to discuss any aspect of the position on (08) 9963 7999 during normal office hours or by email on [works@murchison.wa.gov.au](mailto:works@murchison.wa.gov.au) .

Council reserves the right to make discrete enquires in regards to the prospective employees work history, but will not contact their current employer without the applicant's permission.

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**Peter Dittrich**  
**CHIEF EXECUTIVE OFFICER**