



POSITION VACANCY- HORTICULTURALIST/GARDENER

We are seeking a passionate and experienced Horticulture/Gardener to play a key role in the maintenance and management of the Shire's extensive landscapes and community gardens.

The ideal candidate will have a strong passion for gardening, excellent knowledge of plant care and landscape maintenance techniques, extensive reticulation experience.

Requirements for the position include:

- Previous Gardening and Reticulation Experience
- Previous Plant Operation Experience
- Hold a current minimum 'C' Driver's License (minimum)
- Police Clearance, and
- Pass a pre-placement medical examination.

Attractive conditions of employment are offered inclusive of service payments, with matching superannuation contributions and other benefits. Suitable housing can be arranged if required.

Interested persons should obtain an information package by contacting Jasmine Geier at the Shire Office on 9046 7063. Applications addressing the selection criteria should be sent to the undersigned at Shire of Westonia, Wolfram St, Westonia 6423, by 4.00pm Wednesday 11th February 2026

Bill Price
CHIEF EXECUTIVE OFFICER



POSITION DESCRIPTION

POSITION TITLE:	Horticulture/Gardener
DEPARTMENT:	Works and Services
AWARD:	Municipal Employees Award 2023 (MEU)
STATUS:	Full Time
LOCATION:	Westonia
REVEIWED:	09/07/2025

POSITION OBJECTIVES

- *Objectives of Position*
 - Energetic, reliable, good communicator, a team player, self-starter as well as having a strong sense of pride in their work.
 - Where required, carry out the full range of works undertaken by the Shire including, maintenance on all councils road reserves/verges, maintenance of all park/garden reserves and equipment.
 - Where required, to work independently with the minimum of supervision.
 - Where required, to work as an efficient member of a team.
 - Provide an efficient and courteous service to other Shire employees, the public and customers of the Shire.
 - Ensure that safe work practices are adhered to.
- *Participation within the Organisation*

Assist with the achievement of Council's Parks and Gardens objectives by operating plant/equipment and completing labouring duties in a safe, efficient and effective manner.

REQUIREMENTS OF THE JOB:

- *Skills*
 - Developed plant operation and user maintenance skills - mowers, slashers, tractor, brush cutters, chain saws, spray equipment, etc
 - Developed Reticulation installation, repair and maintenance skills
 - Developed landscape construction and maintenance skills
 - Skilled in use of basic horticultural techniques - pruning, planting, etc
 - Basic chemical application and handling skills
 - Basic verbal/written communication skills
 - Basic construction plant operation/user maintenance skills
- *Knowledge*
 - Sound knowledge of safe working practices and procedures
 - Sound knowledge of appropriate plant species
 - Developing knowledge of local area
 - Developing knowledge of Council Policies relevant to work area

- *Experience*
 - Experienced in development and maintenance of public parks, gardens and reserves.
 - Experienced in installation/ maintenance of reticulation systems
- *Qualifications and/or Training*
 - Hold a current Western Australia Construction White Card
 - Hold a current minimum “HR” (Heavy Rigid) licence under national licence classification
 - Hold a current Basic First Aid certificate
 - Completed relevant Local Government/other training courses

MAJOR DUTIES / RESPONSIBILITIES:

- Completion of development/landscaping/maintenance tasks to Council's public parks, gardens and reserve assets, including regular mowing, tree pruning, manual weed chipping, gardening and other horticultural activities.
- Assist with maintenance and installation of reticulation systems as required.
- Periodic Slashing of Townsite Blocks.
- Periodic maintenance of town refuse sites.
- Responsible for the maintenance of the town oval including mowing, spraying and fertilizing program.
- Maintenance of Shire road verges including slashing and spot spraying when required.
- Assist with the maintenance and installation of playground equipment and street furniture and park barbecues as required.
- Operation/maintenance of plant/equipment in a safe efficient manner under general direction.
- Application of appropriate horticultural chemicals.
- Responsible for materials, tools, equipment, plant used.
- Provide assistance to Works and Services Department, as required such as limited plant operation during road construction.
- Required to ensure safety on worksites of self, other staff and public in accordance with safe working procedures.
- Attend emergency callouts as directed by CEO.
- Responsible for quality of own work under routine direction.
- Ensure that the correct signage is used and procedures are followed to comply with traffic management and occupational health and safety guidelines at all times.
- Ensure that services are located prior to earthworks being commenced to avoid unnecessary damage and disruptions (dial before you dig).
- Maintain a high standard of plant and machinery operation and maintenance and ensure that regular maintenance is carried out and logbooks are completed.
- Report any damage or faults in relation to the plant and machinery to the Works Supervisor as soon as possible.
- All employees are required to undertake manual labouring duties as required.
- When required, carry out cleaning duties such as, but not limited to, cleaning of public conveniences, litter collection.
- Take an active part in ongoing training and personal development.

ORGANISATIONAL RELATIONSHIPS:

- *Responsible to*
 - CEO
- *Liaison*

<ul style="list-style-type: none"> – <u>Internal</u> CEO Other Staff 	<ul style="list-style-type: none"> <u>External</u> Contractors Suppliers
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OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and health work environment is maintained:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

EXTENT OF AUTHORITY:

Exercises limited initiative and/or judgement within clearly established procedures.

SELECTION CRITERIA:

- *Essential*
 - Developed plant operation and user maintenance skills - mowers, slashers, tractor, brush cutters, spray equipment, etc
 - Developed landscape construction and maintenance skills
 - Skilled in use of basic horticultural techniques - pruning, planting, etc
 - Basic chemical application and handling skills
 - Basic verbal/written communication skills
 - Basic construction plant operation/user maintenance skills
 - Basic knowledge of appropriate plant species
 - Experienced in installation/maintenance of reticulation systems
 - Hold current Western Australia Construction White Card
 - Hold current minimum "HR" (Heavy Rigid) licence under national licence classification Relevant training in manual handling.
 - Ability to work with minimal supervision
 - A good understanding of occupational safety and health issues
- *Desirable*
 - Experienced in development and maintenance of public parks, gardens and reserves
 - Developing knowledge of local area
 - Developing knowledge of Council Policies relevant to work area
 - Hold current Basic First Aid certificate
 - Basic traffic management training
 - Recognised chain saw course
 - Basic lift support certificate

TRAINING:

Council will provide occupational training and development opportunities to the successful applicant including the costs of attending appropriate training.

PERFORMANCE MEASUREMENT CRITERIA:

Assessed annually on the following Key Performance Indicators:

- a) Attendance Record
- b) Time Management
- c) Work Behaviour Record
- d) Care of Council Property or Equipment
- e) Team or Individual Performance
- f) Public Relations Attitude
- g) Initiative
- h) Work Performance and Productivity

APPLICATION FORM

(Ensure to complete this form and attach to your application)



POSITION DETAILS	
Position Advertised:	Horticulture/Gardener
Location:	Shire of Westonia

PERSONAL DETAILS	
Surname:	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:	Date of Birth:
Address:	
Suburb:	Postcode:
Daytime Contact No:	Email:
Nationality:	Are you a permanent resident of Australia, or have you been granted permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach copy of a Visa validating permission to work in Australia.</i>
Do you hold a current unrestricted Western Australian Motor Vehicle Driver's Licence : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other: Licence Class (circle): C / R / RE / LR / MR / HR / HC / MC	

EMPLOYMENT HISTORY			
<input type="checkbox"/> Refer to attached CV / Resume for complete details (please tick if attached)			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

EMPLOYMENT REFERENCES	
<i>Please provide details of at least two contactable work-related referees ie your present or most recent employers / supervisors.</i>	
(Referee 1) Name:	(Referee 2) Name:
Position Held:	Position Held:
Company:	Company:

Contact No:	Contact No:
How soon would you be able to commence work?	If currently employed, what is the minimum period of notice required:

EDUCATION / TRADE DETAILS

☐ **Refer to attached Resume for complete details (please tick if attached)**

Highest Level attained (eg. Year 10, 11, 12, TAFE, University):

Year	Name of School / Institution	Certificate / Qualification Obtained

Current Studies being undertaken

Year Commenced	Name of School / Institution	Details

Other Qualifications / Training (eg trade details, certificates / licences held, or other relevant information):

SUPPLEMENTARY DETAILS - HEALTH / MEDICAL ISSUES

Do you consider your overall health to be: ☐ Excellent ☐ Good ☐ Average ☐ Fair
 Are there any reasons you may be unable to carry out the full requirements of this position? ☐ No ☐ Yes, please give details:

Are you currently receiving, or have you made claim for and received Workers Compensation or insurance benefits for any reason? ☐ No ☐ Yes Please provide details (eg. year of injury, company worked for, period of time off work)

SUPPLEMENTARY DETAILS - CONVICTIONS

Have you ever been convicted of any offence in any court or are you currently the subject of any charges pending? (You do not need to give details of any conviction that has been declared spent under the Spent Convictions Act 1988). ☐ No ☐ Yes Please provide details:

A criminal record is not a barrier to the consideration of an application for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for.

HOW DID YOU FIND OUT ABOUT THIS POSITION

How did you find out about this position? (ie. Facebook, newspaper, Shire website, local paper etc)

CHECKLIST

<input type="checkbox"/> Application Form Completed	<input type="checkbox"/> Covering Letter
<input type="checkbox"/> Position Selection Criteria Addressed	<input type="checkbox"/> Current CV / Resume Attached
<input type="checkbox"/> Required Documentation Attached	<input type="checkbox"/> Original/s will be provided at Interview (eg. police clearance, licences, etc)

APPLICANT DECLARATION

1. I certify that the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that Council reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed.
3. I understand that Council's recruitment and selection procedure involves a pre-employment medical examination by a Council approved medical centre, at Council's expense, and that original results of this examination are required to be disclosed to this organisation.

Signature of applicant:

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Date:

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