



APPLICATION PACKAGE

Parks & Gardens Trainee



Vision Statement

To assist our community towards a prosperous future by providing a positive environment in which to work and live.

SHIRE OF MUKINBUDIN

PARKS & GARDENS TRAINEE

Full-Time

Situated in the north-eastern Wheatbelt of Western Australia, the Shire of Mukinbudin is enthusiastic and progressive, with an abundance of community spirit. Mukinbudin is friendly and safe, with a relaxed and informal lifestyle.

This position is based in Mukinbudin located 296kms north-east of Perth in the Wheatbelt. The town is well equipped with shopping and banking facilities, medical services, excellent sporting amenities, day-care and a district high school.

The Shire of Mukinbudin is seeking a highly motivated individual to join our Works Crew in the role of Parks & Gardens Trainee.

The successful applicant will assist with the maintenance and presentation of the Shire's parks, gardens, reserves and public areas. Duties will include gardening and general horticultural maintenance, planting, pruning, weed control, turf and garden maintenance and various other duties in accordance with the Position Description.

This is an excellent opportunity for someone who enjoys working outdoors and is looking to commence or develop their career in Local Government. The successful applicant will gain practical, hands-on experience, develop their horticultural skills and work towards a nationally recognised qualification in a supportive and community focused environment.

The successful candidate will be given the choice to enrol in a formal qualification to obtain either a Certificate in Horticulture or Turf Management. The Shire will cover the cost of the training and provide dedicated time during work hours to undertake study and complete the requirements of the qualification.

Depending on skills and experience, the successful candidate will be offered applicable trainee wages in accordance with the Local Government Industry Award 2020 and Fair Works requirements, 4 weeks and 2 days' Annual Leave with 17.5% Leave Loading, all PPE supplied, plus a 9-day fortnight and a generous superannuation scheme. A rental property may be available to the successful applicant, if required, with relocation expenses negotiated in accordance with Council Policy. For full details regarding the remuneration and entitlements, please refer to page 4 of the Application Package.

Written applications clearly marked "Parks & Gardens Trainee", including a cover letter and a detailed resume outlining relevant experience and the contact details of two (2) professional referees, should be submitted to the Chief Executive Officer via email at ceo@mukinbudin.wa.gov.au by the closing date.

Applications close: 12:00pm, Monday 26th October 2026

For additional information regarding this vacancy, please contact Dave Waters, Technical Officer, on (08) 9047 2100 or via email at dave.waters@mukinbudin.wa.gov.au.

Tanika McLennan
CHIEF EXECUTIVE OFFICER

Prior to commencement, the successful applicant will be required to provide an up to date National Police Clearance and undergo a medical examination, both at the Shire's expense. Please note that the Shire reserves the right to conduct random alcohol and drug testing as necessary.

Canvassing of elected members is strictly prohibited.

POSITION DESCRIPTION



POSITION DETAILS

TITLE:	Parks & Gardens Trainee
PURPOSE OF ROLE:	<i>To assist with the maintenance and presentation of the Shire's parks, gardens, reserves and public areas, while developing practical skills and experience and working towards a nationally recognised qualification in Horticulture or Turf Management.</i>
DEPARTMENT:	Works
CLASSIFICATION:	Local Government Industry Award 2020 – Trainee Level
ORGANISATIONAL RELATIONSHIPS:	Reports to: Technical Officer
<u>Internal Liaison</u> • Works Supervisor • Technical Officer • Town crew • CEO • Other Executive staff members • Administration Staff <u>External Liaison</u> • Consultants/Contractors and other representatives • Residents/Ratepayers	
EXTENT OF AUTHORITY:	Authority to act in accordance with the Local Government Act, the Shire of Mukinbudin's Code of Conduct, Shire policies and procedures appropriate to the position and under the direction of the Technical Officer.

Physical Requirements

- Fitness level and agility to operate plant and equipment as required for the position, including hand and power tools.

General Requirements

- Basic knowledge of horticulture, landscaping, reticulation and nursery. (Desirable)
- Basic knowledge of chemical and herbicide handling and application. (Desirable)
- Prior experience in the gardening and/or horticultural industry. (Desirable)
- Ability to operate plant and equipment in a safe manner.
- Clear communication skills, both written and verbal.
- Ability to exercise initiative and/or judgement within clearly established procedures and guidelines.
- Ability to work in a team environment.
- Ability to work with minimal supervision, either individually or in a team environment.

Work Health & Safety

- Sound knowledge of safe work practices, to care for their own health and safety and that of others.
- Sound knowledge of safe operational procedures and proper use of tools and equipment (Including personal protective equipment).
- Participation in developing safe work procedures and training.
- Report hazards and incidents to Supervisor/Manager.

Key Activities

- Carry out routine maintenance of Council's parks, gardens, reserves and public areas.
- Carry out minor tree pruning and other activities associated with clearing and maintaining of street verge vegetation.
- Assist in the control of weeds and other unwanted plant species by hand or spray application of chemical and herbicide treatments.
- Assist in the reticulation and watering of Council's parks, gardens and oval.
- Daily and seasonal turf and garden maintenance.
- Utilise allocated time to complete traineeship requirements and work toward obtaining the certificate through the chosen training provider within the expected timeframe.
- Assist in the collection of street rubbish.
- Ensure plant, vehicles, tools, and equipment are maintained in a clean, tidy, and roadworthy condition and take responsibility for all materials and resources used on the job.
- Maintain daily timecards and other records as required.
- Be courteous to contractors, other staff and members of the public.
- Assist in other areas as directed by Works Supervisor or Executive staff.
- Be prepared to work additional hours as required.
- Undertake other duties consistent with the skills and level of this position.

Selection and Performance Criteria

All are essential unless otherwise denoted

Skills, Knowledge & Experience

- Basic knowledge of horticulture, landscaping, reticulation and nursery. (Desirable)
- Basic knowledge of chemical and herbicide handling and application. (Desirable)
- Prior experience in the gardening and/or horticultural industry. (Desirable)
- Ability to operate plant and equipment in a safe manner.
- Clear communication skills, both written and verbal.
- Ability to exercise initiative and/or judgement within clearly established procedures and guidelines.
- Ability to work in a team environment.
- Ability to work with minimal supervision, either individually or in a team environment.

Qualifications and or Training

- First aid certificate (Desirable)

Licences/Clearances & Checks

- Minimum unrestricted C class of WA Drivers' Licence (Essential)
- LR Class of WA Drivers' Licence (Desirable)
- National Police Clearance
- Medical Clearance

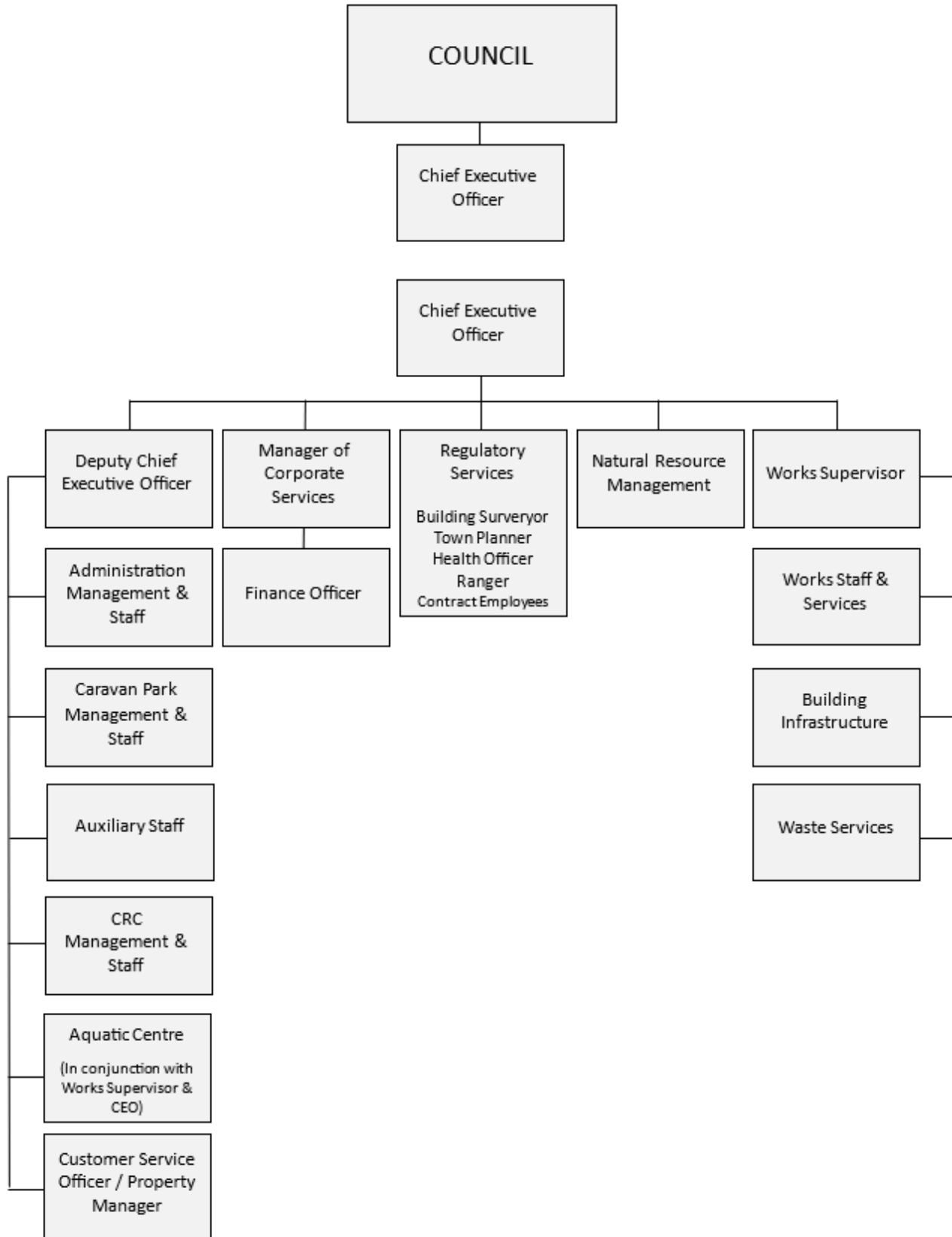
Remuneration & Benefits

The total remuneration package and associated benefits for the position of Parks & Gardens Trainee include:

- A 9-day fortnight, with one Rostered Day Off (RDO) every two weeks
- Opportunity to work 4 hours overtime per fortnight, paid at the applicable overtime rates
- Base salary ranging from \$28,692 to \$41,911 (Trainee Level) - per annum, as per the Local Government Industry Award 2020.
- Service Allowance - \$858 per annum
- Housing Allowance - \$9,152 per annum (Must reside within the Shire of Mukinbudin boundaries)
- Adverse Working Condition Allowance - \$1.03 per hour
- Employer Superannuation Guarantee - 12%
- Additional Employer Superannuation - 5.5% (Voluntary, if the Employee contributes an additional 5%)
- 22 days of Annual Leave (4 weeks and 2 days) with 17.5% Leave Loading – per annum
- 10 days of Personal Leave – per annum
- Long Service Leave – As per the Local Government Industry Award 2020
- Other Leave entitlements – As per the Local Government Industry Award 2020
- Paid study and training undertaken during work hours
- Provision of Personal Protective Equipment at the commencement of employment
- Annual Single Gym Membership
- Annual Family Aquatic Centre Pass
- Housing may be available, subject to availability, with the first 500KL of water usage covered by the Shire
- Voluntary Staff Social Club membership

THE ORGANISATION

The Shire of Mukinbudin has total annual revenue of approximately \$8.0 million and consists of seven Councillors, including the Shire President.



GENERAL INFORMATION

Introduction

The Shire of Mukinbudin, nestled in the Northeastern Wheatbelt, boasts a strategic location just 296 kilometers northeast of Perth and 85 kilometers north of Merredin.

3,414 square kilometers in area, the Shire's economy is based around wheat growing and with advances in farming practice and technology, the district is prospering. There has been a notable surge in tourist engagement, drawn by the abundance of captivating rock formations and stunning wildflowers.



The District

Mukinbudin shines as the sole developed Townsite within the Shire, boasting a vibrant population of 555 residents. Situated at the southern end of the Shire, it serves as a bustling service centre for a thriving farming community of 281 individuals. The extensive road network spans an impressive 930 kilometres, connecting various districts such as Bonnie Rock, Wialki, Wilgoyne, and Lake Brown.

Climate

The region enjoys a generally pleasant climate, especially during autumn, winter, and spring. Summers are characterised by high temperatures and low humidity, with evenings perfect for outdoor pursuits. The area receives an average annual rainfall of 300mm.

Administration and Services

The contemporary Shire Offices, erected in 1993, stand as a source of pride within the community. The Administrative Team comprises the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Corporate Services, Finance Officer, Customer Liaison Officer and Communications & Engagement Officer.

The maintenance of the Council's extensive 930 kilometers of roads is overseen by the Works staff, under the coordination of a Works Supervisor who operates under the direction of the Chief Executive Officer.



Council

The Shire is represented by seven Councillors who advocate for the electors. Council convenes on the third Tuesday of every month, starting at 2.30pm and typically concluding by 4:30pm. The Council demonstrates strong support for its staff, fostering a culture that promotes continuous training and professional growth.

Sport & Recreation

Sports play a crucial role in the Mukinbudin Community, with outstanding facilities provided to support various activities. From football, hockey, cricket, and basketball to golf, netball, lawn bowls, swimming, tennis, pistol shooting, and a gym, there's something for everyone, especially those who are highly active. Additionally, the Council manages an Olympic-sized 50-meter pool, with an active Swimming Club and offers free seasonal pool passes to employees and their immediate family members (children aged 18 and under). Furthermore, the townsite hosts several art and craft groups along with community service organisations.





Shopping/Services

Mukinbudin proudly offers a diverse range of stores, including an IGA supermarket, butcher, clothing and giftware shops, café, newsagency, hotel, service station, Bendigo Bank branch, 24-hour fuel station, mechanic, auto-electrician, Community Resource Centre, two machinery dealerships, hardware store, tyre dealership, bookshop, hairdresser, beautician, and various local trades such as plumbers, electricians, carpenters, glaziers, and builders.

Medical

In the newly constructed \$5 million Health Centre, a dedicated Community Health Nurse offers services four days a week, complemented by weekly visits from a doctor. Despite the nearest hospital being located 45 kilometres away in Kununoppin, residents benefit from access to a range of Allied Health Services provided at the Mukinbudin Health Centre.



Education

The Shire of Mukinbudin proudly features a modern, purpose-built Early Learning Centre situated within the Department of Education grounds. In addition to the local Primary School, which includes Pre-Primary and Kindergarten classes, there is a District High School serving up to Year 10. For students in Years 11 and 12, assistance with online learning is provided through SIDE. Tertiary and Further Education, as well as Distance Education options, are also accessible within the region.



Above: Aerial photograph of the Mukinbudin District High School.

Mukinbudin thrives as an energetic, forward-thinking, and deeply proud community, brimming with a strong sense of unity. The town is experiencing growth, particularly in the southern subdivision, where numerous building projects by both the Local Government and private owners and businesses are underway. Additionally, new businesses are showing confidence in the district by investing here.



Above: The Annual Model T Fords visit to Mukinbudin, April 2024.



Above: The Annual Pre-Harvest Sundowner, October 2023.



Above: The Annual Pre-Harvest Sundowner, October 2023.



Above: The Annual Seniors Dinner, November 2024.



Above: Annual Gunfire Breakfast, following the traditional ANZAC commemorative Service.



Above: Centenary Celebrations – Yarns by the Campfire, September 2022.



Above: Centenary Celebrations – Long Table Breakfast, September 2022.

Known for its friendly and secure environment with minimal crime, Mukinbudin offers an informal yet vibrant lifestyle, characterised by high levels of community involvement and expectations. It's truly a wonderful place to call home and pursue career opportunities.

For more information, visit our website: www.mukinbudin.wa.gov.au or call our Technical Officer to discuss on 08 9047 2100.

Tanika McLennan
CHIEF EXECUTIVE OFFICER