



APPLICATION PACKAGE

For the position of

Leading Hand – Parks and Gardens Full Time

Applications for this position close at

4 pm 31 July 2026

[The Shire reserves the right to close the position early.](#)

Employment Application Package – Leading Hand – Parks and Gardens

Shire of West Arthur
PO Box 112
31 Burrowes Street
Darkan WA 6392
T: (08) 9736 2400
E: shire@westarthur.wa.gov.au



Thank you for your interest in this position with the Shire of West Arthur.

Enclosed is a copy of the position description and guidelines to assist you in preparing a written application.

If you would like to find out anything further about the position, please contact the Shire office on 08 9736 2400 or email hr@westarthur.wa.gov.au

Preparing Your Application

Applicants are required to address the selection criteria. Applications should include a cover letter, information about previous employment, experience, education, training, qualifications, or volunteer roles that relate to this position and at least two recent relevant referees.

Along with the name of your referee, please include the relationship to you (e.g., Supervisor), company name and daytime telephone numbers. Written references are not required. Referees may be contacted by the selection panel as part of the selection process for this position.

This information may be provided in a resume or on an application for employment form available from the Shire website www.westarthur.wa.gov.au

Applications can be delivered to the Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392, or lodged electronically to hr@westarthur.wa.gov.au

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JOB DESCRIPTION

POSITION TITLE:	Leading Hand – Parks and Gardens
POSITION NUMBER	
DEPARTMENT:	Works and Services
LEVEL/GRADE:	LGIA Level 5
REPORTS TO:	Manager Works and Services
RESPONSIBLE FOR:	Parks and Gardens Team

OUR VISION:	To be a safe, friendly, welcoming community with a dynamic and expanding local economy.
OUR VALUES:	Honesty, Responsibility, Respect, Excellence, Fairness, Teamwork.

PURPOSE OF POSITION:	The purpose of this position is to oversee the maintenance, presentation and cleaning of Shire-controlled public facilities, gardens, townsites and community areas, including Lake Towerrinning, Darkan, Duranillin and Arthur River. The role provides day-to-day leadership and direction to the Parks and Gardens team, supports community activities and infrastructure projects, and contributes to fostering community pride by ensuring public spaces are safe, attractive and well maintained.
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DUTIES OF POSITION:	<u>Volunteer Management and Community Programs</u> • Encourage and promote volunteer involvement with shire gardens and public areas. • Provide support to these volunteers. • Assist with programs such as school programs and volunteer work at Lake Towerrinning. • Assist with coordination of Tidy Towns activities and nominations for corresponding awards. <u>Public Facilities and Council Buildings</u> • Ensure all buildings and public facilities are cleaned and maintained satisfactorily, including town halls, Health and Resource Centre, Youth Areas, sporting facilities and amenities, parks and gardens, cemeteries, public toilets, information bay areas, playgrounds, and public open space. • Prepare for community or private events such as birthday parties in the skate park, hall bookings, events in the railway reserve, etc. • Participate in Lake Towerrinning Strategic Plan review meetings, and oversee implementation of shire responsibilities in the Plan, including monitoring water quality. • Maintain Darkan and Arthur River Cemeteries and coordinate burials and internments with office staff. • Oversee maintenance of gardens of shire houses which are vacant, or as directed by Manager Works and Services or CEO.
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Town Maintenance

- Ensure townsites are kept neat and tidy, including approaches.
- Coordinate works in bush reserves around the Darkan townsite, in consultation with local Bush Fire Brigades, DFES and Landcare Officers, to control weeds and reduce the risk of fire.
- Provide support to gardeners and caravan park caretakers to establish new gardens and other relevant projects.
- Coordinate pruning of street trees as required.
- Oversee water transfer from town standpipe to dam as per Water Corporation requirements and arrange for pumping water from creek to dam when required.
- Ensure all reticulation is maintained at parks and gardens, ovals, shire houses (where the tenant does not maintain reticulation), and public facilities.
- Oversee maintenance of the Darkan Town Oval to ensure that the surface is maintained to a high standard.
- Arrange for ant control on pathways and in public areas in townsites.
- Organise and arrange for Fruit Fly control to carry out when required.
- Coordinate weed control in townsites, at Lake Towerrinning, and along Nangip Creek.

Human Resources Management

- In consultation with the Manager Works and Services, carry out annual performance reviews for staff under the direction of this position.
- Provide regular feedback to all staff on their performance.
- Provide new staff with an effective induction program.
- Ensure that parks and gardens staff have correctly completed all paperwork and timesheets before the Manager Works and Services reviews for payroll.
- In consultation with employees, identify required training and coordinate as required.
- Make recommendations to the Manager Works and Services on persons to be appointed to permanent positions.
- Promote and personally demonstrate a strong commitment to Work Health and Safety in the workplace and ensure that staff are not exposed to hazards where practicable.
- Ensure that accidents and significant incidents are properly and promptly reported.
- Ensure that the plant and equipment provided is in good condition and suitable for the purpose for which it is to be used.
- Ensure that there is competent and sufficient supervision to facilitate the work to be carried out in a safe manner.
- Ensure that any contractor engaged in the area of authority operates in accordance with Council's required safety, health, and environmental standards.

General

- Coordinate other duties as directed by the Manager Works and Services
- Provide support to the Manager Works and Services in other areas of operations as required.
- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness that is compliant with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes..

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QUALIFICATIONS / ACCREDITATION REQUIRED:

Essential:

- National Police Clearance Certificate.
- Current "C" class driver's licence.

Desirable:

- "MR" Class motor vehicle license.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Essential:

- Knowledge of Workplace Health and Safety and Equal Employment Opportunities legislation.
- Time Management and Organisational Skills.
- Knowledge of reporting work place problems or faults.
- Excellent communication skills.

Desirable:

- Nil.

REVISION DATE:	13/07/2026
APPROVED BY:	Mark Hook (Acting CEO)

Certification

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the job. This position description is indicative at this point in time. It is envisaged that the position may be reviewed in the next 12 months.

Probationary Period

A standard probationary period of three (3) months applies to all new appointments. The probation period may also be extended if necessary.

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Salary

Hourly rate Level 5 LGIA (includes over award, with potential increase after 12 months).

Adverse Working Conditions Allowance (paid on hours worked, not paid on leave).

Housing Allowance for staff not living in subsidised Shire housing.

Conditions of employment are in accordance with the Local Government Industry Award 2020 (LGIA 2020) and Council Policy including four weeks annual leave per annum and relevant sick and carers leave.

Superannuation

A 12% superannuation contribution will be made per statutory requirements. Salary sacrificing is offered. The Shire matches employee contributions up to 3.5%.

Hours

This role typically requires working from 7:00am to 4:00pm, Monday through Friday, with every second Friday off as part of a rotating schedule. Opportunities for overtime are available, which can lead to a higher overall salary.

Uniform

Uniform including three pairs of trousers/shorts, three shirts, two jumpers or a jumper and jacket is provided annually. Boots are replaced on an as needs basis.

Housing

Shire provides a rental subsidy pro rata of \$60 per week for employees in part-time or full-time positions. If required, subsidised housing is available.

Employment Medical

The successful applicant will be required to provide a medical declaration and will be required to undertake a medical examination and drug test prior to an offer of employment.

Supporting Documents

Originals of supporting documents must be made available (e.g., motor vehicle licence/s and qualifications where applicable).

Location Amenities

The Shire is well serviced with various recreation and amenities including a small local general store, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café, roadhouse and sporting facilities.

Further information is available from the Shire's web site or the Shire Office.

Application for Employment

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Thank you for your interest in this position with the Shire of West Arthur. Please complete the following questions and attach with your application.

Vacancy Details

Position Title: _____

(Circle applicable) Permanent / Temporary / Part-time / Casual

Personal Details

Surname: _____ Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Given Names: _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Email: _____

Daytime Contact Number: _____ Mobile: _____

Are you an Australia Citizen or permanent resident of Australia? ☐ Yes ☐ No If no,

Do you currently hold a Visa allowing you to work in Australia?
(If yes, please attach a copy) ☐ Yes ☐ No

Do you hold a current Motor Vehicle Driver's License?
(If yes, please provide details) ☐ Yes ☐ No

State: _____ Class(es): _____ Number: _____ Expiry: _____

Do you hold a current: ☐ National Police Clearance ☐ Working with Childrens Check

OR ☐ willing to obtain clearance/s.

Recruitment Sources

How did you first become aware of this vacancy?

☐ Shire of West Arthur website

☐ Other website

☐ Local Government Jobs website

☐ Local newspaper

☐ WA Govt Jobs website

☐ West Australian

☐ Word of mouth

☐ Other

Attachments

Please ensure you have attached all the required documents (see *Information for Prospective Applicants* for details).

☐ Cover Letter

☐ Resume/Curriculum Vitae

☐ Referees (2 contactable work referees, preferably supervisors or managers)

☐ Copies of relevant qualifications

Availability

How soon would you be able to commence work?

(If currently employed, what is the minimum period of notice required?)

Declarations

To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for?

☐ Yes ☐ No

If “yes”, please provide details of condition:

Workers’ compensation claim

Have you ever made a workers compensation claim?

☐ Yes ☐ No

If “yes”, please describe claim details (e.g., year of injury, what type of injury, company worked for, period off work, etc.):

Year of injury	Type of injury	Name of Company	Period off work

Are any claims still current? ☐ Yes ☐ No

If “yes”, please provide details of current claims:

Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, or the subject of an investigation before a tribunal? *(You do not need to give details of any conviction which you have had declared spent under the "Spent Convictions Act 1988".)*

☐ Yes ☐ No

If "yes", please provide details:

Applicant Declaration

I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. *(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)*

Applicants signature: _____ Date: _____