



## Apprentice Gardener

Do you enjoy being outdoors?

Are you interested in a career in Horticulture?

Do you want to work for a growing local government with an exciting future?

We are excited to offer a 3 year Apprentice Gardener position within our Parks & Gardens team, commencing in early 2016. The successful applicant will work towards a Certificate III in Horticulture at TAFE plus undertake workplace learning.

You must have a genuine interest in horticulture, good written and verbal communication skills and hold a current drivers licence. You will be required to work Monday to Friday 6.30am to 3.00pm and attend TAFE as needed to complete your studies.

**For an Information Pack:** please download from [www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au) or contact Donna Bullen, Senior Human Resources Officer on 9724 0363 or email [hr@dardanup.wa.gov.au](mailto:hr@dardanup.wa.gov.au).

**How to apply:** Please ensure you have read the Information Pack before submitting your application. To be considered for this position you must provide a current resume and an Application Form together with a covering letter.

**Previous Applicants: Please do not re-apply as your application will automatically be considered for this opportunity.**

Applications close at **9am Thursday 21 January 2016** and should be addressed to;

'Confidential-Advertised Position'

MR MARK L CHESTER  
Chief Executive Officer  
PO Box 7016  
**EATON WA 6232**

OR

Upload at [www.dardanup.wa.gov.au/careers](http://www.dardanup.wa.gov.au/careers)

# Human Resources

## Information for prospective applicants

Thank you for your interest in the position advertised by the Shire of Dardanup. To assist your application, please read the following information.

### **Equal Employment Opportunity**

The Shire of Dardanup is an equal opportunity employer. All applicants for a position will be assessed against the criteria included in the position description form.

Applications will not be assessed until after the closing date. A selection panel of three staff will assess applications. Selections will be based on merit for the position through a series of selection techniques.

### **What to include:**

Your application should include:

- 1** A brief covering letter.
- 2** A copy of your current Resumé.
- 3** Details of at least two employment referees.
- 4** Application Form.

### **Resumé:**

You should attach a copy of your current Resumé, listing academic and/or professional training and memberships and your relevant employment experience. This experience should list the main responsibilities of your job. A standard Resumé is acceptable, however it is suggested that you submit a Resumé that reflects the requirements of the job you are applying for. Not all resumes contain the relevant information sought and others contain too much detail.

### **Referees:**

You should include the names and phone numbers of at least two work referees who can provide information on your work performance. At least one of the referees should be your current or last supervisor. Referees should be contacted for approval before listing them in your application.

### **Lodgement of Applications:**

Written Submissions: You should provide us with only one copy of your complete application. Please do not submit your application in plastic sleeves, binders, files or spiral bound. Please do not submit originals of documents, as applications for employment are not normally returned.

E-mailed, uploaded or hand delivered applications are acceptable.

### **Please address your application to:**

Mr Mark Chester  
Chief Executive Officer  
Shire of Dardanup  
PO Box 7016  
EATON WA 6232

Please mark your application 'Confidential Application for Employment'. Alternatively you can hand deliver your application to the Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton, between 8.30am and 4pm.

**Electronic (E-mail) Submissions:**

Please ensure that your application is submitted in Microsoft Word compatible format. Send your application to [hr@dardanup.wa.gov.au](mailto:hr@dardanup.wa.gov.au) or upload at [www.dardanup.wa.gov.au/council/careers](http://www.dardanup.wa.gov.au/council/careers).

**Late Applications:**

Ensure your application is received at the Administration Office before the closing date and time, as applications received after this date are **not considered**.

**Post Application Process:**

- Receipt of your application will be confirmed.
- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified once an offer of employment has been accepted.

**Medical Examinations:**

Prior to any offer being made applicants will be required to undergo either a pre-employment Medical Examination, at Council's expense, or complete a Medical Declaration form as per Council Policy EXEC31.

**Police Clearance:**

Prior to any offer being made applicants will be required to complete a 'fit2work' application/consent form for a National Police Clearance.

**Proof of eligibility to work in Australia:**

Prior to any offer being made applicants will be required to provide proof of their eligibility to work in Australia e.g. passport, birth certificate or visa.

**Driver's Licence:**

If offered the position, prospective employees may be required to have a current "C" class driver's licence.

**Queries?**

If you have queries about the application process or any aspect of the position, please contact Senior Human Resource Officer on 9724 0363.

Mrs Donna Bullen  
Senior Human Resource Officer  
9724 0363  
[hr@dardanup.wa.gov.au](mailto:hr@dardanup.wa.gov.au)

## SHIRE PROFILE

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The Shire of Dardanup is a medium-sized local government based in the south west of Western Australia, 185km south of Perth and covering 518sq km.

### THINK AHEAD.

With a blend of rural and fast-growing urban areas, the attention of the shire's executive team and 10 councillors is keenly focused on encouraging balanced growth and development while recognising the diverse needs of each unique community within its boundaries.

### THINK FUTURE.

Eaton forms the largest part of the Shire's rate base and commercial hub with a population of about 10,000. The Shire's main administration building is located here. Dardanup with a population of 370 and Burekup with 360 form the shire's two smaller townsites, with another estimated 1900 residents living in rural areas of the shire.

Active development – particularly construction of the expanded Eaton Fair Shopping Centre with its major supermarkets and retailers plus 75+ specialty shops - points to a bright future while natural assets and a commitment to lifestyle, create harmony. This has attracted a diverse population made up of young people, couples, retirees, families and seniors.

### THINK HARMONY.

Our community is vibrant, active and engaged. People who live here care about each other, their environment and their future. Beautifully maintained parks, picnic facilities, reserves and public open spaces plus a variety of picturesque natural wonders like the Collie River Valley, draw people to the outdoors.

And committed to supporting and encouraging its residents of all ages – from children to seniors - to be more active, the Shire opened the Eaton Recreation Centre in 2003 which boasts the most modern gymnasium equipment outside Perth plus basketball/netball courts, crèche, meeting rooms and a cutting edge group fitness program for adults and kids alike.

### THINK SPACE.

The seeds of the Shire were sewn in its picturesque agricultural hinterland where traditional farming enterprises like beef and dairy production have been joined in more recent times by a now thriving tourism industry based on local drawcards like Gnomesville, a network of wineries, restaurants and boutique accommodation.





## HUMAN RESOURCES

# CONDITIONS OF EMPLOYMENT

The following Conditions of Employment are as per the Local Government Industry Award 2010 [LGIA] and/or the National Employment Standards [NES] and the below mentioned conditions should not be construed to be the limitations of conditions.

The conditions of the LGIA apply to all employees unless a variation to the award is agreed between the employee and employer. Clause 7.3(b) states that the employee must be better off overall when comparing the award and the variations.

In accordance with Section 144 of the Fair Work Act 2009 and Clause 7 of the Local Government industry Award 2010, both the Employer and the Employee agree:

1. To vary the Local Government Industry Award 2010 in the way outlined below.
2. That we have not been subject to coercion or duress to make this agreement.
3. That we can terminate this agreement at any time by agreement, or by one of us giving the other party thirteen weeks written notice of termination.
4. Employees under the age of 18 need their parent or guardian to sign on their behalf.

I agree to vary the Local Government Industry Award as follows:-

### AWARD VARIATIONS:

LGIA TERM TO BE VARIED	DETAIL
<p><b>15.8</b>  <b>Adverse working conditions</b>  <i>(b) An employee will be paid an additional hourly allowance for each hour in which work under adverse working conditions is performed as follows:</i>  <i>(i) Level 1 working conditions—3.5% of the standard rate; or</i>  <i>(ii) Level 2 working conditions—5% of the standard rate; or</i>  <i>(iii) Level 3 working conditions—100% of the standard rate.</i></p>	<p><b>How term to be varied:-</b>            An adverse working conditions allowance will not be claimed.</p> <p><b>How employee better off overall:-</b>            Compensation to be given : -</p> <ul style="list-style-type: none"> <li>• Wages over the award level to be paid, which will amount to more than the provision of the award.</li> </ul> <p>This agreement results in the employee being better off overall as outlined above; and also by the provision of the outlined 'Additional Benefits'.</p>
<p><b>21.7</b>  <b>Flexible working arrangements</b>  <i>An employer and employee may agree to flexible working arrangements which include flexitime, banked hours, make-up time, accrued and rostered days off, and/or seasonal working arrangements.</i></p>	<p><b>How term to be varied:-</b>            Seasonal working arrangements - Start and finish times may vary due to seasonal conditions.</p> <p><b>How employee better off overall:-</b></p> <ul style="list-style-type: none"> <li>• Work can be performed at times that best suit the weather conditions e.g. early summer start to make the most of the cooler conditions.</li> </ul> <p>This agreement results in the employee being better off overall as outlined above; and also by the provision of the outlined 'Additional Benefits'.</p>

<p><b>24.2</b> <b>Payment for overtime</b> <i>(c) The payment for overtime rates is calculated on the employee's hourly ordinary time rate. (hourly ordinary time rate =employee's classification level rate)</i></p>	<p><b>How term to be varied:-</b> Overtime rates will be calculated on the value of actual gross income.</p> <p><b>How employee better off overall:-</b> Overtime will be calculated at a higher hourly rate than called for in Clause 24.2 (c).</p> <p>This agreement results in the employee being better off overall as outlined above; and also by the provision of the outlined 'Additional Benefits'.</p>
<p><b>24.3</b> <b>Time off instead of payment for overtime</b> <i>(b) Overtime taken as time off during ordinary time hours must be taken at the ordinary time rate, that is an hour off for each hour of overtime worked.</i> <i>(c) Time off instead of payment for overtime must be taken at a mutually convenient time and within four weeks of the overtime being worked.</i></p>	<p><b>How term to be varied:-</b> (b) TOIL will be accrued at the appropriate overtime rate (not hour for hour). (c) TOIL accruals do not have to be taken within four weeks, but should not accrue above 22.8 hours without written permission of the Chief Executive Officer.</p> <p><b>How employee better off overall:-</b> TOIL and overtime accumulated at the same rate. TOIL can be saved up for longer.</p> <p>This agreement results in the employee being better off overall as outlined above; and also by the provision of the outlined 'Additional Benefits'.</p> <p><b>Employee can claim payment for overtime instead of TOIL.</b></p>

### STANDARD CONDITIONS:

CONDITION	DETAIL
<b>OVERTIME:</b>	All overtime must be approved in advance by your supervisor. If you are approved overtime, it is 'normally' accrued as TOIL.
<b>EQUAL EMPLOYMENT OPPORTUNITY:</b>	Council is an equal opportunity employer and has adopted an EEO policy in accordance with legislation. A copy of the policy is available for all staff to read and is provided in your 'Employee Information Booklet'.
<b>ANNUAL LEAVE:</b>	Annual leave is as per the NES Division 5, being 4 weeks accrued progressively during a year of service. Pro-rata equivalent for part time employees. Annual Leave is not applicable to employees employed on a casual basis.
<b>PERSONAL/CARER'S LEAVE:</b>	This was previously referred to as 'sick leave'. Notification to be made by telephone to Supervisor as per reference in 'Employee Information Booklet'. Personal/carer's Leave is as per the NES Division 6. Ten days accrued progressively during the year.
<b>LONG SERVICE LEAVE:</b>	Long Service Leave is as per the Local Government (Long Service Leave) Regulations.

CONDITION	DETAIL
<b>PROBATIONARY PERIOD:</b>	A probationary period of three (3) months applies to this position. During this period performance will be assessed and managed against the requirements set out on the Position Description. The probation period can be extended if initial performance is unsatisfactory.
<b>STAFF DEVELOPMENT PERFORMANCE REVIEW:</b>	If the appointee is granted permanency a Staff Development Performance Review will take place annually.
<b>CODE OF CONDUCT:</b>	All staff are to be familiar with and abide by the adopted Code of Conduct. A copy of the Code is available for all staff to read and is provided in your 'Employee Information Booklet'.
<b>POLICE CLEARANCE:</b>	The successful applicant will be required to complete a 'fit2work' application/consent form.

The following Additional Benefits are applicable to Shire of Dardanup employees and are above the requirements of the Local Government Industry Award 2010 and the National Employment Standards.

#### ADDITIONAL BENEFITS :

CONDITION	DETAIL
<b>ADDITIONAL SUPERANNUATION:</b>	Council pay an extra 3% contribution into superannuation.
<b>TWO EXTRA DAYS LEAVE:</b>	Two extra days leave are provided annually. Dates at CEO's discretion.
<b>PROTECTIVE CLOTHING PROVISION:</b>	Council has a protective clothing and equipment policy (ENG32) which will apply to this position from commencement.
<b>STAFF TRAINING TRAVEL &amp; ACCOMMODATION:</b>	Council has a Travel Expenses policy (EXEC17) and a Staff Training Travel Costs policy (EXEC18) to encourage staff to attend training courses.
<b>PURCHASED LEAVE – DEFERRED SALARY ARRANGEMENT</b>	Council has a Purchased leave policy (EXEC3) which enables permanent staff to access one full paid year off following a four-year period receiving 80% of their regular salary.
<b>STUDY ASSISTANCE:</b>	Council has a Study Leave and Assistance policy (EXEC35) available for employees pursuing qualifications relevant to their role within the Shire of Dardanup.
<b>STAFF HEALTH CHECKS:</b>	Council has a Staff Health Check policy (ENG320) which encourages regular medical examinations for those working in the areas of handling chemicals or dangerous substances, working in noisy environment and those who may be exposed to or handle used syringes.

CONDITION	DETAIL																																								
<b>FLU VACCINATIONS:</b>	Staff will be reimbursed for the gap portion of receiving a flu injection, upon receipt of appropriate paid account.																																								
<b>EMPLOYEE ASSISTANCE PROGRAM:</b>	Employee Assistance Programs is covered under policy EXEC32 and is designed to assist employees with personal and work related problems by providing a counselling service.																																								
<b>TEA BREAKS:</b>	Tea breaks are not catered for under the Local Government Industry Award 2010. Council permits its employees a 10 minute allocation for a morning tea break.																																								
<b>ROSTERED DAY OFF: (LGIA Clause 21.7)</b>	<p>If applicable to your position, the Rostered Day Off is calculated on a nineteen day month. A rostered day off system in place which allows you one day off in every twenty (20) days actually worked.</p> <p>Example:</p> <table border="1" data-bbox="587 808 1241 1189"> <tbody> <tr> <td>Hours of duty</td> <td>8.00am to 4.30pm</td> <td>= 8.30 hrs</td> <td></td> </tr> <tr> <td></td> <td>Less ½ hour lunch</td> <td>.30</td> <td></td> </tr> <tr> <td></td> <td></td> <td>8.00 hrs</td> <td></td> </tr> <tr> <td></td> <td>Paid</td> <td>7.60 hrs</td> <td></td> </tr> <tr> <td></td> <td>Accrue</td> <td>0.40 hrs</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RDO Accrual</td> <td>19 days x paid</td> <td>7.60 hrs</td> <td>144.40 hrs</td> </tr> <tr> <td></td> <td>19 days x accrued</td> <td>0.40 hrs</td> <td>7.60 hrs</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Worked over 4 weeks</td> <td></td> <td>152.00 hrs</td> </tr> </tbody> </table> <p>Please note. RDO accrual is only based on the hours actually worked. If you take a leave day or are away sick you do not accrue the 0.40hrs. It is the equivalent to a <u>'bank'</u> of hours. N.B. you must be present at work for the full 8 hours worked to accrue the 0.40 hrs.</p>	Hours of duty	8.00am to 4.30pm	= 8.30 hrs			Less ½ hour lunch	.30				8.00 hrs			Paid	7.60 hrs			Accrue	0.40 hrs						RDO Accrual	19 days x paid	7.60 hrs	144.40 hrs		19 days x accrued	0.40 hrs	7.60 hrs						Total Worked over 4 weeks		152.00 hrs
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<b>REDUNDANCY:</b>	<p>The following Condition of Employment details employee entitlements upon retrenchment.</p> <p>ENTITLEMENTS</p> <p>Entitlements under this redundancy condition of employment:</p> <p>a) Shall not be less than the total legislative or award entitlement of an employee.</p> <p>b) Should a redundancy entitlement calculated under this condition of employment be less than what an employee is entitled under legislation and award conditions then legislation and award conditions shall override these entitlements.</p> <p>CONSULTATION</p> <p>a) The Chief Executive Officer will consult affected employees.</p> <p>b) Wherever possible and practical, appropriate employees may be offered a transfer to other positions within Council and</p>																																								



CONDITION	DETAIL
	<p>also offered necessary and reasonable training to effect a successful transition.</p> <p>c) Where an employee is transferred to other duties for the purpose of avoiding retrenchments and those duties attract a lesser rate of pay than the incumbents' previous position, the Shire of Dardanup will make up the difference between the two rates of pay for a period of twelve months. After this time, the lesser rate will apply.</p> <p>d) In the situation of Local Government reform (including boundary changes), guaranteed employment conditions shall be determined by the Local Government Act.</p> <p><b>REDUNDANCY BENEFITS</b></p> <p>Where a position has been made redundant and a suitable transfer has not been possible, an employee shall be retrenched on the following basis:</p> <p>a) A maximum period of notice possible but in any event no less than 12 weeks, or payment in lieu of notice to a maximum of 4 weeks pay;</p> <p>b) Payment of 4 weeks pay;</p> <p>c) Plus 4 weeks pay for each completed year of service with the local government;</p> <p>d) The maximum payable under (b) and (c) shall be 52 weeks pay.</p> <p>e) Where an employee has been employed with the Shire of Dardanup for a minimum of 5 continuous years, pro rata long service leave shall be provided if the employee is not otherwise entitled to 5 years pro rata long service leave under the Local Government Long Service Leave Regulations;</p> <p>f) All other pro rata entitlements payable under the appropriate award or agreement to a terminating employee will be paid;</p> <p>g) During the notice period the employee shall be allowed reasonable time off from the work place, without loss of pay, to attend employment interviews or other similar activities to assist the employee find employment;</p> <p>h) Where the circumstances of a retrenched employee are such that it will be extremely difficult for that employee to find other employment, Council may exercise its discretion to provide additional benefits to such employees. In this event, details of the total redundancy package for such an employee shall be published in accordance with section 5.50 of the Local Government Act.</p> <p>i) In the context of a redundancy payment to an employee, the terms;  <i>“Annual Remuneration” means “Annual Remuneration” defined under regulation 19A(2) Local Government (Administration) Regulation 1996 and including;</i></p>

CONDITION	DETAIL
	<p>a) <i>the normal annual salary or wage payable to the employee including penalty rates paid for ordinary hours but excluding overtime or intermittent payments.</i></p> <p>b) <i>Includes salary or wages sacrificed for additional benefits.</i></p> <p>c) <i>Includes superannuation.</i></p> <p>d) <i>Includes the value of additional benefits provided to employees where that benefit is a non cash component of an employment package (such as motor vehicle, additional superannuation, telephone, equipment, personal leave).</i></p> <p>e) <i>Calculation of annual remuneration for part time employees will be upon the hours worked in the preceding 12 months.</i></p> <p><i>“weeks pay” or “weekly pay” means the following formula;</i></p> $\frac{(\text{Annual Remuneration}) \times 38.00}{1976.00}$ <p>LOCAL GOVERNMENT BOUNDARY CHANGES, AMALGAMATIONS AND BREAK-UPS</p> <p>a) Where a restructuring of Local Government boundaries (such as a break up of a Local Government or an amalgamation of Local Governments) result in a surplus of employees, clauses 11(4) and 11(5) of Schedule 2.1 of the Local Government Act provides for two years guaranteed employment except where employer and employee are able to agree to a mutually acceptable severance package.</p> <p>b) Where a transfer is not possible, retrenchment will be offered in an endeavor to reach a mutually acceptable severance package.</p> <p>COUNSELLING</p> <p>Counseling by a professional counseling service shall be available for any employee who has been or is to be retrenched.</p> <p>TERMINATION DURING NOTICE</p> <p>An employee who has been given notice of retrenchment may voluntarily terminate during the period of notice and shall be entitled to the same benefits and payments as if he/she had remained until the expiry of the notice. In such circumstances, the employee shall not be entitled to payments in lieu of notice.</p>

## POSITION DESCRIPTION

1. **TITLE:** Apprentice Gardener
2. **LEVEL:** Local Government Industry Award 2010  
1<sup>st</sup> Year Apprentice
3. **DEPARTMENT/SECTION:** Engineering & Development Services Directorate  
Engineering Operations – Parks & Gardens
4. **POSITION OBJECTIVES:**
  - 4.1 Objectives of Position
    - 4.1.1 Upkeep and maintain parks, gardens and reserves in the Shire of Dardanup. To complete tasks as directed for the upkeep of municipal services in the Shire.
  - 4.2 Within the Section
    - 4.2.1 Assist in day to day maintenance of parks, gardens and reserves.
  - 4.3 Within the Organisation
    - 4.3.1 Assist in overall parks, gardens and reserve development.
5. **REQUIREMENTS OF THE POSITION:**
  - 5.1 Qualifications and/or Training -
    - 5.1.1 Apprentice Gardener is to work toward the completion of Certificate III in Horticulture (Parks & Gardens);
    - 5.1.2 Safe operation and user maintenance of minor to medium mechanical plant including tractors and ride on mowers;
    - 5.1.3 Safe operation and user maintenance of medium vehicles;
    - 5.1.4 Specialised hand tools and other equipment (mechanical);
    - 5.1.5 "C" Class Drivers Licence is required;
    - 5.1.6 Construction Safety Awareness Card.
  - 5.2 Knowledge & Skills
    - 5.2.1 An employee is required to obtain and exercise the skills and knowledge of the horticultural trade;
    - 5.2.2 An employee will exercise good interpersonal and communication skills;

5.2.3 Oral and written literacy and numeracy skills to provided information and advice to other employees, higher level staff and members of the public;

5.3 Communications

5.3.1 Oral and written literacy and numeracy skills to provide information to other employees, high level staff, clients and members of the public.

5.4 Complexity/Multi Skilling

5.4.1 Staff are required to attend to other duties as directed by their Director, Manager or Supervisor within the employees range of skills.

## 6. RESPONSIBILITY AND ACCOUNTABILITY

6.1 Perform work under direct supervision in a team environment on a broad range of projects;

6.2 Responsible for the quality and completion of your own work subject to routine direction;

6.3 Responsible for the following in your use:

6.3.1 Tools, equipment, materials – store and safety;

6.3.2 Vehicles/plant – daily maintenance, fuel ups, maintenance (fault and book) recording;

6.4 Responsible for quality control assurance procedures including to recognise quality of day to day faults;

6.5 The application of quality control to industry standards;

6.6 Comply with Occupational Health & Safety provisions.

## 7. DECISION MAKING AND PROBLEM SOLVING:

7.1 Required to undertake routine work activities and clearly defined work which is co-ordinated by other employees that relates to own safety and work and safety of other employees and the public;

7.2 Judgment is minimal and work activities included are routine.

## 8. ORGANISATIONAL RELATIONSHIPS:

8.1 Responsible to - Director Engineering & Development Services  
Manager Operations  
Principal Parks & Gardens Supervisor

## 8.2 Internal and External Liaison –

Engineering & Development Services Staff  
Council Staff

EXTERNAL Public Utilities and Authorities  
General Public

## 9. **EXTENT OF AUTHORITY:**

9.1 Work in accordance with general direction from Supervisor as directed.

## 10. **EMPLOYEES SAFETY RESPONSIBILITIES:**

Employees have an important role to play in helping Dardanup Shire Council achieve its desired excellence in Health Safety and Welfare.

In your own interests, and as a legal obligation, all employees therefore have a responsibility to ensure that nothing is done to make health and safety provisions less effective. In particular they must:

- 10.1 Take responsible care to protect their own health and safety at work;
- 10.2 Ensure that they do not endanger any other person through any act or omission at work;
- 10.3 Report property damage, accidents, injuries and near accidents to their supervisors as soon as possible after the event;
- 10.4 Ensure that correct use is made of all equipment provided for health and safety purposes;
- 10.5 Obey all instructions, such as policies and procedures issued to protect their own personal health and safety, and the health and safety of others;
- 10.6 Report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding conditions or methods;
- 10.7 Ensure that they are not under the influence of alcohol or other substance during working hours, with the exception of prescribed medication.
- 10.8 Keep their work area tidy.

## 11 **GENERAL TERMS OF APPOINTMENT**

- 11.1 All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest.
- 11.2 Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.

- 11.3 The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellency and best practice; open, fair, accountable and efficient work practices; and staff development.

**Note:**

1. ***Employees are reminded that penalties exist under the safety legislation for breaches of their responsibilities;***
2. ***Council Policy states that all prospective employees undergo a medical examination prior to confirmation of appointment. The medical is paid for by the Shire of Dardanup. Medical report forms are prepared by the Shire of Dardanup and are to be completed by a Medical Doctor.***



HUMAN RESOURCES

# APPLICATION FORM PARKS & GARDENS

## APPRENTICE GARDENER

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Day time telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Employment History:

Current/Most recent employer: \_\_\_\_\_

Position held: \_\_\_\_\_ Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Second most recent employer: \_\_\_\_\_

Position held: \_\_\_\_\_ Date from: \_\_\_\_\_ Date to: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Are you aware of any illness, injury, disability or any other factor(s) which may preclude you from doing the duties of the position or which could recur or be aggravated by the duties of this position, or cause you to take frequent time off work?

Yes  or No 

If yes, please specify: \_\_\_\_\_

Current WA Driver's Licence Class: \_\_\_\_\_ Expiry: \_\_\_\_\_ Points lost: \_\_\_\_\_

Do you have;

Blue/White Card No: \_\_\_\_\_ Issue date: \_\_\_\_\_

Traffic Management Level: \_\_\_\_\_ Expiry: \_\_\_\_\_

First Aid Certificate: \_\_\_\_\_ Expiry: \_\_\_\_\_

What experience do you have with:

Working outdoors	
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Working in a team	
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Operating power tools	
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Using hand tools	
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Occupational Safety & Health	
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Completing study e.g. assignments and exams	
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Level of education achieved e.g. completed Year 12	
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Referee:	Name:	Position:
	Company:	Contact No:

Referee:	Name:	Position:
	Company:	Contact No:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are under the age of 18 years you must have your parent or guardian sign this application form.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_