

Horticulturist - Nursery

Classification:	Level 4 - 5
Agreement:	Shire of Broome Outside Workforce Industrial Agreement 2024
Department:	Parks and Gardens
Directorate:	Infrastructure
Location:	Depot
Date reviewed:	December 2025
Approved by:	Manager Operations

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>Engaging</i>	Engaging; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, we strive to balance our social, economic and environmental needs now and for the future

Position Purposes and Objectives

Produce quality plants for the Shire of Broome's operations and community requirements for landscaping, maintenance of gardens and rehabilitation requirements. Maintain and manage the Shire of Broome nursery in a safe and hygienic manner.

Position Key Responsibilities and Duties

- Liaise with the Parks and Gardens Coordinator to ensure plants are available from the Shire of Broome nursery in the best quality and to a high industry standard when required.
- Propagate, procure if required and maintain a variety of plants including tropical, exotic and natives for the Shire of Broome landscaping requirements.
- Upkeep the nursery in a safe and hygienic condition.
- Manage allocation of work as directed by the Parks and Gardens Coordinator.
- Formulate and manage an integrated pest management program to control pest and diseases within the Shire of Broome nursery.
- Develop and maintain the Shire of Broome nursery stock list.
- Develop and maintain the Shire of Broome's indoor plants and supply for the Administration area.
- Grow and provide street trees in accordance with the Shire of Broome verge policy.
- Provide assistance, advice, and native plants to approved Shire of Broome community development projects and groups.
- Operate and maintain plant and equipment, in accordance with safety and maintenance instructions and standards.
- Assist with interpretation of plan drawings and specifications and provide recommendations in the availability and suitability of specific plant species.
- A broad knowledge of automatic irrigation and pumping systems with scheme water supplies, including operation and setting of automatic reticulation controls.
- Liaise with staff to identify plants, quantities, and recommendations for planting requirements.
- Work within other parks service areas when required including but not limited to general gardening, planting, mulching, turf care, lawn mower operation and general landscape duties.
- Work unsupervised where required.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at WHS Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations if required.

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures, and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Parks and Gardens Coordinator
Supervises:	N/A
Internal Contacts:	Manager of Operations Parks and Gardens team Operations team Other departmental staff within the Shire
External Contacts:	Contractors Community members
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Experience in all aspects of nursery work
- Experience in propagation techniques with a focus on native production
- Experience in the maintenance and application of automatic irrigation systems
- Good verbal communication
- Basic computer skills with experience in Microsoft office.
- Knowledge of Work Health and Safety procedures and regulations
- Operation and maintenance of small plant and horticultural machinery
- Good physical fitness to perform in an outdoor environment
- Ability to work overtime when required
- Ability to work autonomously and to a schedule

Qualifications and/or Training:

- White Card (Basic Construction Industry Induction)
- Horticultural Certificate 3 or above (Desirable) or relevant experience
- Current unrestricted "C" and "LR" class national driver's licence.
- Police Clearance:
 - o To be valid within last three months – It is a requirement of this position for an applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - o Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Desirable:

- Forklift ticket
- Additional horticultural, or similar, studies
- Previous local government amenity horticulture works
- Current First Aid Certificate
- Knowledge of Shire of Broome policies and procedures
- Knowledge of pests and diseases applicable to this region