



Port Augusta
CITY COUNCIL

Port Augusta City Council

POSITION DESCRIPTION



A new career waits for you...

APPLY NOW



A new career is waiting for you...

GARDEN COORDINATOR

Infrastructure
Full Time Position

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

THE ROLE

Maintain and develop the Australian Arid Lands Botanic Garden (AALBG) plant collection. Plan future plantings and projects in accordance with the various Master and Vision Plans, in conjunction with the AALBG Gardener.

The successful applicant will have:

- Knowledge of arid lands flora and fauna.
- Demonstrated understanding of horticultural practices.
- Experience in effective water management techniques and ability to operate computer controlled watering systems.
- High level of time management, project management and problem solving skills.
- Effective and sensitive communication and interpersonal skills with fellow workers and the public.

The Position Description is available from Council's website www.portaugusta.sa.gov.au with enquiries to Jordan Crabtree, Manager Tourism on 8641 9100.

Applications must address the specified personal criteria in the position description. Applications are to be submitted to the Human Resource Officer, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to admin@portaugusta.sa.gov.au

Application closing date 5:00pm, Tuesday 3 November 2026.

JOHN BANKS
CHIEF EXECUTIVE OFFICER
PORT AUGUSTA CITY COUNCIL



POSITION DESCRIPTION

OUR STRATEGIC VISION

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

TITLE:	Garden Coordinator
LEVEL:	General Officer Level 3
STREAM:	Municipal Salaried Officers Award
DEPARTMENT:	Australian Arid Lands Botanic Garden

POSITION OBJECTIVE:

Maintain and develop the Australian Arid Lands Botanic Garden (AALBG) plant collection.

1. REPORTING RELATIONSHIPS

This position reports to the Manager Tourism.

2. POSITION DETAILS

- Plan future plantings and projects in accordance with the various Master and Vision Plans, in conjunction with the AALBG Advisory Group.
- Maintain and develop the AALBG plant collection by planning future plants and projects.
- Maintain and repair irrigation systems and employ effective water management methods to minimise water efficiency across the site.
- Responsible for maintaining infrastructure across the AALBG site and planning all works.
- Lead the garden and nursery team, and volunteers, in conjunction with the AALBG Visitor Coordinator, to achieve the aims of the AALBG.
- To be reasonably aware of Work Health and Safety requirements of the Council.
- Liaise with external organisations regarding AALBG Garden Projects.
- Maintain the AALBG plant collection in conjunction with the AALBG Gardener and other workers (this includes individual responsibility for set areas in the garden).
- Develop plans for the replacement and maintenance of the plant collection in conjunction with the AALBG Gardener.
- Maintenance of all interpretive signage and displays, path networks and fencing.
- Responsible for planning the weekly work program with staff, taking into account duties in accordance with the annual maintenance schedule.
- Design and installation of automatic watering systems.
- Responsible for site security and safety.
- Undertake minor maintenance work in the nursery, garden and visitor centre.
- Manage the maintenance and repairs of vehicles, including weekly checks and servicing.
- Manage the monitoring and maintenance of the onsite Waste Water Treatment Plan.
- Manage tools and equipment on site.
- Communicate at all levels in a patient, clear and courteous manner with Government and Non-Government Departments, the public and promote the AALBG.
- Recognise and support the AALBG and the Council's policies, practices and procedures.

- Ability to analyse relevant information and submit competent reports as requested.
- Process accurate and timely reports using Council's computer system and Microsoft Office applications.
- Lead Australian Arid Lands Botanic Garden volunteer group perform weekly tasks throughout the garden.
- Exercise proper courtesy, consideration and sensitivity in dealings with the public, members of the Council and fellow officers and employees.
- Exercise reasonable care to protect your own health, safety and welfare at work.
- Be conscientious in the performance of responsibilities and duties in the use of official or confidential information, equipment and facilities.
- Supervision of volunteers, Garden and Nursery staff.

3. PERSONAL CRITERIA

3.1 Skills

- 3.1.1 Leadership skills with a demonstrated ability to lead a small, diverse team of staff and volunteers.
- 3.1.2 Effective and sensitive communication and interpersonal skills with fellow workers and the public.
- 3.1.3 Sound and accurate typing and word processing skills with the ability to operate other office equipment.
- 3.1.4 High level of time management skills, ability to prioritise duties and problem solving techniques.
- 3.1.5 Experienced in installing and managing irrigation systems and water management.
- 3.1.6 Ability to work autonomously without supervision.
- 3.1.7 Demonstrated skills in maintenance and/or minor construction desirable.

3.2 Knowledge

- 3.2.1 Knowledge of arid flora and fauna is desirable.
- 3.2.2 Demonstrated knowledge of effective weed control methods.
- 3.2.3 Demonstrated understanding of horticultural practices.

- 3.2.4 Experience in effective water management techniques and ability to operate computer controlled watering systems.
- 3.2.5 Knowledge of arid lands seed and plant collection, processing and storage or willingness to learn.
- 3.2.6 Sound knowledge and understanding of Work Health and Safety procedures and policies.

3.3 Experience and/or Qualifications

- 3.3.1 Trade certificate or equivalent in Horticulture (or equivalent work experience within the industry).
- 3.3.2 Minimum five years experience working in the horticulture industry.
- 3.3.3 Hold a current Class C drivers licence.

4. WORK HEALTH & SAFETY RESPONSIBILITIES

As an employee within Council you will lead by example and ensure compliance to the WHS Legislation, Australian Standards, Codes of Practice and Council Policies and procedures.

You will hold Council and your team accountable to the same standard expected of yourself and manage accordingly.

Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.

Risk Awareness, responsibilities and accountabilities:

- Part of risk awareness is actively encouraging employees to report potential issues and making this process easy. Create and share a clear protocol for reporting within your organisation to identify threats before they escalate.
- Manages risk within their area of influence
- Follows risk management policy and procedures
- Participates in a risk-aware culture
- Assesses new risk and monitor change in known risks
- Contributes to the continuous improvement of risk management frameworks, processes and culture.

5. SPECIAL CONDITIONS

- Some out of hours work may be required.
- Successful medical clearance prior to commencement of employment.

- Successful completion of a three month probation period from commencement of employment.
- Must be prepared to undertake training from time to time including after hours if appropriate and off-site training if required.
- Ordinary hours of duty from Monday to Friday.

6. CONFIDENTIALITY

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- 6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.
- 6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.
- 6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- 6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.
- 6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

7. ACCOUNTABILITY

- 7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.
- 7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.
- 7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.
- 7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council's WHS & Legislative – Position Responsibilities Register.

8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision. As an employee you will play a key role in demonstrating these values:

- ***Respect and Social Cohesion***
Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.
- ***Optimism and Confidence***
We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.
- ***Courage***
We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.
- ***Leadership***
We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through our Professional Development Review process.

9. ACKNOWLEDGEMENT

Employee Name: _____

Signature: _____

Date: _____

Human Resources Department Use Only

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy: AR26/56817

Position Description Prepared 03/09/2026