

Position description

Apprentice Gardener

Summary information

Section	Greenspace Services	Directorate	City Assets
BCC number(s)	BCC322, BCC323, BCC324, BCC369, BCC395, BCC430, BCC1089, BCC1091, BCC1092, BCC1590, BCC1591 and BCC1592	Position type	Term contract, full-time (4 years)
Grade	Apprenticeship wage rates	Skill descriptor	N/A
Reports to	Greenspace Services Supervisor Central, Greenspace Services Operations Coordinator	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	August 2025		

Our values



Teamwork



Customer Focused



Innovation



Commitment to Safety

Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual

team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1. Position purpose

This role is primarily responsible for serve Council for the purpose of being taught a trade and shall accept and undertake any training and introduction prescribed by Council, including relevant training under the Vocational Training Order.

The apprentice shall make all reasonable efforts to successfully complete the required TAFE course leading to the attainment of the trade.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Applicant must be minimum 15 years of age or older
- No longer at school or home-schooled
- If currently enrolled in school or home-schooled must:
 - Have completed year 9 or equivalent
 - Provide written approval to proceed from either a school principal or NSW Education Standards Authority (NESA) or an authorised person acting in lieu of a school principal.
- No experience required
- Ability to obtain class C driver's licence when able to.

Desirable:

- Computer literate.

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Produce quality and quantitative work to a high standard and equivalent to the stage of the apprenticeship.
- Annual TAFE subjects are completed successfully, in conjunction with appropriate stage of apprenticeship, and to a reasonable standard.
- Skill books contain regular entries and these entries to be parallel to the equivalent stage of apprenticeship.
- Council provided work journals completed to prescribed format and time frames, and to a high standard.
- Able to undertake 'special projects' with minimal guidance, as part of final year of apprenticeship.
- Completion of an Apprentice Resume, during the final stage of Apprenticeship based on work journal entries.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our volunteers policy and standards
 - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the *Child Protection (Working with Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Quality and output of work is to a high standard and in line with current stage of apprenticeship.
- Successful application of learnt knowledge and skills in workplace practices.
- Successful completion of TAFE subjects in conjunction with appropriate stage of apprenticeship.
- All duties carried out with a gradually decreasing need for guidance and a gradually increasing display of competence, as apprentice progresses through stages.
- Demonstrate ability and skills in carrying out tree care works.
- Demonstrate ability and skills in carrying out nursery operations works.
- Demonstrate ability and skills in carrying out park maintenance works.
- Demonstrate ability and skills in carrying out minor landscaping works.
- Demonstrate ability and skills in operating and maintaining small plant and equipment, safely and efficiently.
- Demonstrate ability to select and utilise correct tools and methods for various tasks within the trade.
- All work undertaken in accordance with Council's safe working code of practice.
- Make every effort to ensure that quality and quantity of work is to a high standard.
- Undertake to diligently learn and conscientiously apply knowledge and skills, relating to competently carrying out various duties within the trade.

- Make every endeavour to successfully complete all training at TAFE to a reasonable standard.
- Undertake works relating to tree maintenance.
- Undertake works relating to tree planting.
- Undertake works relating to parks maintenance.
- Undertake works relating to nursery operation.
- Undertake works relating to minor landscaping.
- Undertake works relating to special projects.
- Undertake all works in accordance with Council's safe working code of practice.
- Prepare and present, on a regular basis, apprentice work journal, in prescribed format, to a high standard and within designated time frames.
- Regularly arrange assessment of skills for the purpose of keeping skills book up to date.
- Present up to date skills book within designated time frames.
- Undertake 'special projects' as part of final year, as directed.
- Complete and present, on the final year of apprenticeship an apprentice resume.
- Other duties as required and/or directed.
- Controlling any hazards identified and reporting those hazards that cannot be controlled.
- Comply with all Work Health and Safety policies, procedures, work instructions and codes of practice.
- Participate and co-operate in the establishment and implementation of Injury Management Plans and Return to Work Plans for injured workers.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: