

## Position Description

### A. POSITION PROFILE

**Position:**

**Bio Security Officer**

**Position Evaluation:**

*Award: Band 2 Level 2*

*Salary System Grade: 9*

**Conditions of Employment:**

*Australian Citizen or Right to Work in Australia  
Local Government (State) Award 2023  
Permanent Full-time*

**Additional Benefits:**

*38hr week*

*Nine Day Fortnight*

**Position Occupant:**

*Vacant*

**Department:**

*Operations*

**Section/Group:**

*Regional Services*

**Location:**

Cootamundra ☒ Gundagai ☐

**Direct Supervisor:**

*Coordinator Regional Services*

**Number of Staff Supervised by this position:**

*Nil*

*Occasional liaison with Contractors*

### B. STATEMENT OF FUNCTION

Develops and implements priority weed control programmes including co-ordinated inspection and control, liaison with landowners and affiliations with regional weeds groups and reporting weed data to NSW DPI.

### C. KEY RESPONSIBILITIES

1. Ensures Council's compliance with the Bio-security Act 2015, by conducting regular inspection control of all Council lands, and assisting in the development implementation of management strategies.
2. Ensure public compliance with the Bio-security Act 2015, by conducting regular inspections of all public land and assisting in the inspection of private rural properties.
3. Ensure private landholders within the Shire are made aware of their obligations to control or remove priority weeds through assisting with ongoing consultation and education.
4. Ensure timely and effective delivery of weed control programs.
5. Ensure use of appropriate application safety and health requirements during the application of weed control chemicals.
6. Interpret the regulatory framework and issue biosecurity undertakings or directions if required throughout the Local Government Area
7. Identify new and emerging invasive weeds within LGA.

## **D. DUTIES**

### **Bio Security Act 2015 Compliance**

1. Routinely inspect and monitor Council, private and business property and crown land for the identification and monitoring and reporting of priority weeds in compliance with the Bio-Security Act of 2015.
2. Attend relevant meetings, information gathering and training sessions. Capture and effectively share learnings and any relevant information with key members of the team.
3. Liaise with the Riverina Local Land Services Weeds Committee (RLLSWC) and other relevant priority weeds management organizations, as Cootamundra-Gundagai Regional Council's representative.
4. Advise Management, in accordance with the Bio-security Act of 2015, of any weed control notice or weed control action plans served to property owners/managers. Take enforcement action if necessary.
5. Map priority weed locations and provide regular reports to NSW Department of Primary Industries.

### **Weeds Management**

6. Provide advice to Council and other land holders on weed control methods e.g. chemical, biological etc
7. Conduct spraying programs and physical and biological weed control.
8. Liaise with other Council staff and conduct seasonal roadside spraying on major rural roads including contract spraying as directed.
9. Handle and apply chemicals in a safe manner in accordance with industry standards, supplier/manufacturers specifications and follow Safe Work Method Statements (SWMS) and Safety Data Sheets (SDS).
10. Maintain Spray application records and a register of chemicals used and stored, technology and applicable software systems.
11. Assist with the provision of information for grant applications.

### **Public Education**

12. Provide assistance and advice to internal and external committee's/groups to facilitate and promote their environmental improvement and land care works and distribute information to the public as required concerning priority weeds threats.
13. Promote public awareness of priority weeds and related programs.
14. Attend Field days as per NSW Weed Action Plan requirements .

### **General Duties**

15. Contribute to monthly activity and inspection reports.
16. Respond to Customer Action and Service Requests (CARS) regarding enquiries and complaints pertaining to weed management.
17. Adhere to all Council's policies and procedures, corporate record keeping requirements as relevant to this position.
18. Maintain Council vehicles and equipment to expected standards.
19. Arrange for the purchase, delivery and correct storage of chemicals used.
20. Carry out any other duties that are within the limits of the employees' skill, competence and training.

## **E. ESSENTIAL CRITERIA**

1. Demonstrated, minimum 2years experience in the same or similar role
2. Current Chemical Application AQF3 Certificate-(eg ChemCert, SmartTrain etc) and demonstrated ability to apply chemicals using spray equipment.
3. Current drivers licence Class C (car) and proficiency in 4WD operation over varied terrain.
4. Sound knowledge of the Bio Security Act 2015.
5. Demonstrated planning and organisational skills, and sound communication skills.
6. Demonstrated ability to capture, input and maintain records utilising available (tablet) technology.
7. Demonstrated computer skills, proficient use of Office applications especially Word, Excel and Outlook, and experience with GPS location/ mapping programmes.
8. Proven ability to work effectively in a team environment and contribute to continuous improvement and organisational values.
9. WorkCover WHS General Induction and Construction Induction Certification (White Card)

## **F. DESIRABLE CRITERIA**

1. Certificate IV in Horticulture / Agriculture field and related field experience in weed identification and management practices (minimum of 2 years preferred).
2. Driver's Licence MR (Medium Rigid Truck)
3. Chainsaw operator certification (Level 1)
4. RMS Traffic Controller Certification
5. AQF4 Certificate -managing risk when controlling pesticide application (also required when supervising staff/contractors)
6. Completion of Biosecurity Act Authorized Officer training
7. Demonstrated knowledge of weed species, threatened species and significant vegetation communities that are characteristic of the Riverina and Cootamundra – Gundagai Regional Council Local Government Area.