



CASTLEREAGH MACQUARIE COUNTY COUNCIL

POSITION DESCRIPTION - BIOSECURITY OFFICER (WEEDS)

Job title	Biosecurity Officer (Weeds)
Reports to	Senior Biosecurity Officer (Weeds)
Remuneration	Technical Band 2 Level 1
Staff reporting to this position	Nil
Hours	38 hours per week, Monday to Thursday
Location	Walgett or within County Area as directed
Date last updated	March 2022

Liaise with landowners and other stakeholders to undertake inspection of land under the direction of Castlereagh Macquarie County Council. As a regulatory role this position requires that provisions of the Biosecurity Act 2015 and all related legislation are enacted throughout the County district.

Educate landholders and members of the community in the risks of weeds.

To carry out weed control operations on roadsides or other land areas under Council jurisdiction.

To carry out weed control operations on land owned by private individuals or governmental instrumentalities as required.

To carry out and record property inspections of all parcels of land within the County area and advise landowners of weed control techniques.

Follow up property inspections and recommend appropriate follow up action.

Promote good weed control practice using Industry Weed Management Systems.

KEY TASKS FOR THE POSITION

- Co-ordinate property inspections for weeds in accordance with annual inspection schedule, implement remedial action as determined and record in Council's system
- Provide advice and guidance to landowners of responsibilities regarding weeds
- Provide advice and respond to inquiries/complaints raised by the public
- After site inspections, prepare weed control notices for issue
- When required prepare and assist in spray activities
- As required, supervise employees/contractors including WH&S & site induction process.
- As required, prepare estimates and/or quotes for private works
- Undertake risk assessments for daily activities and complete associated WH&S documentation
- Produce daily/weekly/monthly activity reports as required
- Maintain records system to ensure currency
- Undertake Biosecurity Officer (Weeds) functions as directed by Council's Operational Plans, the Senior Biosecurity Officer (Weeds) and the General Manager
- Undertake activities to contribute to the achievement of the Central West and North West Regional Strategic Weed Management Plans, CMCC Weeds Action Plans, Council's Integrated Planning and Reporting Plans and externally funded contracts as directed
- Assist with development, delivery and implementation of public education programs
- Carry out regular checks/maintenance of vehicle and spray equipment to the best of their ability.
- Read and understand the requirements of the printed label of each package or drum of herbicide used.
- Follow through on the advice of the herbicide label and observe all requirements in relation to health and safety of the operator, bystanders, non-target plants and animals, and the environment.
- Apply herbicides at the correct spray rate using the appropriate spray application technique to noxious plants.
- At the end of each day or week, carry out specific decontamination procedures of oneself, the vehicle and spray equipment as outlined in Council Policy.
- Be familiar with or have a common-sense approach to the handling of pesticides and being aware or having a basic knowledge of various acts. For example, the BioSecurity Act and the Work Health and Safety Act.
- Undertake inspections of properties, roads, reserves or other areas vested in Council, or Government controlled lands throughout the County area, and ascertain the priority weeds present, degree of infestation, the area infested and the location of the infestations of the priority weeds and ascertain the level of work being carried out and report same to the Senior Biosecurity Officer (Weeds)
- As part of Integrated Weed Management Strategy (IWMS) and Weeds Action Plan (WAP), keep a record of control works carried out on Council owned, Government controlled lands or private property.
- Maintain allocated Council depot and yards in a reasonable manner and maintain adequate supplies of herbicides at allocated depot.
- As directed by the Senior Biosecurity Officer (Weeds) carry out other duties that are within the limits of the employee's skill, competence and training.

ROLE SPECIFIC WHS RESPONSIBILITIES

- Ensure compliance with the WH&S policy, WHSMS and all Council safe work practices and procedures
- Take reasonable care for the health and safety of yourself and others who are at the place of work
- Co-operate with Council or others so far as necessary to enable compliance with any requirements under WH&S legislation
- Immediately report to your Supervisor any unsafe condition, dangerous occurrence or injury;
- Ensure you are able to competently and safely perform any work you undertake
- Communicate and/or consult with other employees, Supervisors, and the WH&S Committee

DELEGATIONS

In accordance with the Delegations Register.

PERFORMANCE TARGETS

That the employee:

1. Achieves property inspections targets per week as determined by the Senior Biosecurity Officer (Weeds).
2. Returns phone messages from customers within one working day of Council receiving the call
3. Achieves full compliance with Council's Code of Conduct and policies
4. Makes and keeps accurate records of activities that indicate the business of the Council

SELECTION CRITERIA

Essential

- An understanding of the biosecurity officer (weeds) inspectorial/eradication role
- An understanding of the Biosecurity Act 2015
- An understanding of using GIS systems for data capture
- Demonstrated computer literacy in the Microsoft Suite of Products (in particular Word and Excel)
- Class C Drivers Licence
- Current Chemical Users Certification
- Workcover Construction Induction Certification (White Card)

- Demonstrated knowledge and understanding of role and responsibilities under the WH&S Act 2011
- Demonstrated ability to work independently with high levels of self-motivation and as part of a team
- Current First Aid Certificate.

Desirable

- Demonstrated experience in a weeds inspectorial/eradication role
- Demonstrated working knowledge of the Biosecurity Act 2015
- Demonstrated competency using GIS systems for data capture
- Demonstrated interpersonal and influencing skills
- Demonstrated ability to meet the Local Government Capability Framework Core Capabilities
- Implement Traffic Control Plans (Yellow Card)
- Ability to use the CREST computer system
- Biosecurity Regulatory Training (or similar)
- Preparation of reports on daily activities of properties inspected, roads patrolled and weeds treated
- Knowledge of Council Policies and Procedures
- Present a good public image for Council
- Promote good public relations
- Knowledge of agriculture practices, soil types, plants and animals