

Position Description

Biosecurity Weeds Officer

Directorate	Planning & Environment
Business Unit	Environment & Regulatory Services
Location	Council Administration Building, Yass
Award Band	Administrative/Technical/Trades Band 2, Level 2 or Professional Specialist Band 3, Level 1
Position Number	341009
Grade	12
Date position description approved	December 2025

Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorate of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Planning & Environment Directorate comprises of Building Certification, Planning Strategy & Development, Environment & Regulatory Services and Community Spaces. The role of Biosecurity Weeds Officer is located within the Environment & Regulatory Services business unit.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

To deliver education, inspection, monitoring, regulation and enforcement services relating to biosecurity weed management.

To ensure that Council's weed management obligations as a Local Control Authority under the *Biosecurity Act 2015* are met.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Assist Council with the implementation of a weeds inspection plan for public and private property and identified high risk sites and pathways in accordance with Councils obligations under the *Biosecurity Act 2015* and Southeast LLS Region Strategic Weed Management Plan
- Respond effectively to enquiries, service requests and requests for professional advice
- Prepare inspection notices and consult with landholders/occupiers regarding inspection results and the actions necessary to manage priority weeds
- Implement an education and awareness program to increase community knowledge and capacity regarding weed management and their general biosecurity duty
- Investigate and enforce the requirements of the *Biosecurity Act 2015*, regulations and other delegated legislation and applicable local policies with the LGA.
- Schedule and supervise weed control activities on Council owned land
- Carry out on ground weed and vegetation control works including physical and chemical methods of weed control.
- Undertake weed map reporting in the Biosecurity Information System (BIS) and Council GIS software
- Represent Council on community or agency committees directly relating to weed management
- Maintain accurate records of activities, inspections, investigations and actions undertaken and report on those activities.

The Manager may direct the Officer to carry out other duties within the limits of the employee's skill, competence and training.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Workers are required to follow WHS policies, procedures and safe work practices, identify and report hazards, risks and incidents, support risk management activities, and actively participate in WHS initiatives and continuous improvement.

Key Challenges

Maintaining a sound knowledge of the statutory functions whilst keeping abreast in a changing legislative environment to provide a professional service to customers.

Key Internal Relationships

Who	Why
Manager Environment & Regulatory Services	Receive guidance and support, provide advice and exchange information.
Coordinator Regulatory Compliance	Receive guidance and support, provide advice and exchange information.
Planning Strategy & Development staff	Receive guidance and support, provide advice and exchange information.
Environment & Regulatory Services Staff	Receive guidance and support, provide advice and exchange information.

Key External Relationships

Who	Why
Customers and wider community	Communicate, engage and provide professional service.
DPIRD - LLS	Communicate, engage and provide professional service.
Neighbouring Councils	Communicate, engage and provide professional service.

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Senior Biosecurity Weeds Officer

Essential Requirements

- Substantial experience in an agricultural or natural resources management field
- Demonstrated knowledge in the identification of weeds and weed management practices and the ability to provide advice on weed control techniques to a wide variety of people
- Demonstrated negotiation, problem solving, conflict resolution and public relations skills.

- Demonstrated high quality communication and report writing skills.
- Demonstrated computer skills including the use of Microsoft suite of products and case management systems.
- Demonstrated ability to work autonomously and as a member of a team
- A current class “C” driver’s licence.

Desirable Requirements

- Traffic Controllers Certificate – or willingness to obtain.
- ChemCert training – or willingness to obtain.
- Sound knowledge of relevant legislation, in particular the Biosecurity Act 2015 and Pesticides Act 1999
- Experience in weed management in Local Government
- Demonstrated experience in the use of a four wheel drive vehicle

Approval History

Stage	Date	Comment	MagiQ Reference
New Position	9 December 2025	Organisation Restructure	
Updated	12 October 2026	Software/It added	

Ownership and Approval

Responsibility	Role
Author	Manager Environment & Regulatory Services
Approver	Director Planning & Environment

Software/ IT Requirements

Platforms Required	Access Required
Magiq	PO/ Invoicing/ Internal Doc Including cost centres access required.
ELMO	Employee
DoneSafe	Employee
Sharepoint WHS	All WHS Page
Sharepoint	Access to teams SharePoint page
Any Position Specific platforms?	Biosecurity Information System (BIS) and Council GIS software

Tech Requirements	Y/N
Mobile Phone	Y
Laptop	Y
Swipe Card	Y
Tablet	Y
Credit card	N