



POSITION TITLE	Bushland Conservation Officer
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 3
DIRECTORATE	Infrastructure & Development
BUSINESS UNIT	Natural Resources
REPORTS TO	Natural Resources Supervisor
SUPERVISES	Nil
EMPLOYMENT STATUS	Full Time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council’s vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

The Natural Resources team plays a key role in protecting and enhancing Wodonga’s environmental assets, biodiversity values and natural landscapes. Through the management of environmental reserves, native vegetation, cultural heritage sites and habitat restoration projects, the team contributes to the long-term sustainability and resilience of the municipality’s natural environment.

The Bushland Conservation Officer supports the delivery of conservation and land management programs that



Trust



Respect



Integrity



Learning

Vision: A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

Mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

maintain ecological health, protect indigenous flora and fauna, improve visitor experiences and support environmental stewardship. The role contributes to achieving Council's environmental objectives through practical field-based conservation activities, reserve monitoring, habitat management and ongoing maintenance of environmental infrastructure.

POSITION OBJECTIVES

Contributes to the protection, enhancement and sustainable management of Wodonga Council's environmental reserve network through the delivery of conservation, land management and environmental maintenance activities. The role supports biodiversity outcomes, visitor safety, cultural heritage protection and environmental sustainability through reserve monitoring, pest plant and animal control, infrastructure maintenance, revegetation projects and stakeholder engagement.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Deliver vegetation management, revegetation, habitat enhancement and environmental maintenance activities to support biodiversity conservation, ecological resilience and the long-term health of Council-managed environmental reserves.
- Identify, control and monitor pest plants and animals using approved methods and practices to minimise environmental impacts, protect native species and achieve land management objectives.
- Inspect, maintain and repair reserve infrastructure including fencing, gates, water systems, signage, walking tracks, park furniture and associated assets to ensure safe, functional and accessible public environments.
- Undertake regular inspections and monitoring of environmental reserves, vegetation offset sites, indigenous flora and fauna populations and cultural heritage sites to identify issues, inform management decisions and support compliance obligations.
- Assist with the planning, implementation and maintenance of revegetation, regeneration, habitat restoration and capital improvement projects to enhance environmental outcomes and visitor experiences across Council reserves.
- Support fire management, grazing management and broader land stewardship activities to reduce environmental risks, maintain ecological values and ensure compliance with management plans and lease agreements.
- Maintain accurate records relating to maintenance activities, inspections, customer requests, environmental monitoring, timesheets and work orders to support compliance, reporting and effective service delivery.
- Provide professional and courteous assistance to reserve users, lessees, contractors, volunteers and community members to encourage responsible reserve use, support positive relationships and contribute to customer service outcomes.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	<p>Talk straight – Say what you mean and mean what you say</p> <p>Create transparency – Do not withhold information unnecessarily or inappropriately</p> <p>Right wrongs</p> <p>Practice accountability – Take responsibility for results without excuses</p> <p>Extend trust – Show a willingness to trust others, even when it involves a measure of risk</p>
Respect	<p>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</p> <p>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</p>
Integrity	<p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation’s objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p> <p>Speak of those that are absent only in a positive way</p>
Learning	<p>Work together and learn from each other</p> <p>Continuously improve and innovate</p> <p>Be open to change</p> <p>There is a high degree of responsibility for results – delivery without excuses</p>

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Prioritise daily and weekly activities to achieve maintenance, conservation and operational objectives within established timeframes.
- Apply sound judgement to identify issues, determine appropriate actions and select suitable methods, equipment and resources to complete assigned tasks safely and effectively.
- Work independently within established procedures while recognising matters requiring escalation to the supervisor.
- Assess environmental, operational and safety risks and implement appropriate controls in accordance with policies and procedures.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge of bushland conservation, natural resource management, ecological restoration and environmental maintenance practices.
- Understanding of indigenous vegetation, pest plant and animal management techniques and habitat protection principles.
- Experience operating and maintaining plant, equipment and tools used in environmental and land management activities.
- Ability to safely select, handle and apply agricultural chemicals in accordance with legislative and operational requirements.
- Experience using GPS, mapping, monitoring and record-keeping systems to support environmental management outcomes.
- Understanding of environmental, cultural heritage and land management legislation, standards and procedures relevant to the role.

MANAGEMENT SKILLS

- Ability to organise and manage workloads effectively while working independently across multiple sites.
- Demonstrated ability to meet deadlines, follow work programs and achieve required service standards.
- Ability to contribute to planning and scheduling activities to ensure efficient use of resources.
- Commitment to maintaining safe work practices and complying with Council policies, procedures and legislative requirements.
- Ability to provide guidance and on-the-job support to contractors, volunteers or other personnel as required.

INTERPERSONAL SKILLS

- Ability to communicate effectively with colleagues, contractors, lessees, volunteers and members of the public.
- Ability to work cooperatively within a team environment and contribute positively to workplace culture.
- Demonstrated ability to develop productive working relationships and gain cooperation from stakeholders.
- Ability to document information accurately and maintain confidentiality where required.

INFORMATION TECHNOLOGY SKILLS

- Proficient in the use of mobile devices, electronic record-keeping systems and standard business software applications.
- Ability to utilise Council systems for work orders, inspections, timesheets, customer requests and document management.
- Ability to learn and adapt to new technologies and systems relevant to environmental management activities.

CUSTOMER SERVICE SKILLS

- Provide professional, respectful and responsive customer service to internal and external stakeholders.
- Communicate clearly and effectively, ensuring information is understood and expectations are managed.
- Respond to enquiries and service requests in a timely manner and keep stakeholders informed of progress.
- Support equitable access to Council services through respectful and inclusive interactions.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Appropriate technical and/or trade qualifications in park management, horticulture, bush land and or natural resource management or similar;
- Knowledge and experience in conservation maintenance, environmental works, procedures and operation of bushland reserves;
- Knowledge and experience in the maintenance of fencing, gates, park furniture and other park infrastructure;
- Demonstrated experiences as a park ranger desirable;
- Knowledge, skills and experience in controlling pest plants and animals.
- Level two first aid;
- Occupational health and safety induction card;
- Farm chemical user's certificate;
- Chainsaw user's certificate, level one cross cut;
- 4WD training and or experience; and
- High risk work license (forklift).

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Pre-employment Functional Assessment

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Certificate I or II in conservation and land management, or equivalent, and demonstrated experience in the maintenance of native vegetation;
2. Experience with the management of stock animals, and the replacement and repair of farm infrastructure including fences, gates and water troughs;
3. Demonstrated ability to use hand and power equipment, such as chainsaws, small pumps, and generators, in the delivery of natural resources management outcomes;
4. Training and experience in the identification and control of pest plant and animals including significant experience identifying and spraying weeds; and
5. Ability to contribute to the development of systems and processes to facilitate improved environmental outcomes.
6. Ability to work as part of a team and or independently away from town centre and established facilities.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
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Build and Enhance Relationships

Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
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Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
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Future Focus	
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<p>Looks for improvements and is adaptable to change.</p>	<ul style="list-style-type: none"> Understands council vision and purpose and how their role fits in Is willing to adapt to changing processes, systems, technology and environments Looks for improvements and better ways of doing things Seeks support and clarification when required
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People Development	
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<p>Welcomes opportunities for learning and self-development.</p>	<ul style="list-style-type: none"> Displays council values Reflects upon own performance Seeks and acts upon feedback Sets goals for personal and professional development Finds ways to learn and improve in the completion of day-to-day tasks Takes responsibility for own work and meeting job requirements
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Manage Health and Wellbeing	
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<p>Takes responsibility for self-care and managing work-life balance.</p>	<ul style="list-style-type: none"> Demonstrates effective time management and prioritising of tasks Is aware of, controls and expresses their own emotions appropriately Recognises when support is needed Accepts responsibility for their own actions and outcomes Is aware of the importance of self-care
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Safety and Risk Management	
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<p>Takes responsibility for personal actions and reports safety and compliance concerns.</p>	<ul style="list-style-type: none"> Remains vigilant in ensuring a safe working environment for self and others Is aware of risk and takes action to prevent problems Reports hazards, incidents (including near misses) and compliance concerns in a timely way Understands the importance of honesty and transparency Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets Complies with policies and procedures
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ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Slashing	The slashing of grass	<ul style="list-style-type: none"> Safely operating out front mower, brush cutter, and tractor mounted slasher Safely maintain above equipment Walking on uneven surfaces Driving manual company vehicles 	Standing				X
			Sitting		X		
			Walking				X
			Lifting up to 20kg			X	
			Carrying up to 20kg over 50m		X		
			Pushing		X		
			Pulling		X		
			Bending			X	
			Twisting			X	
			Squatting		X		
			Kneeling		X		
			Reaching			X	
			Fine motor		X		
			Gripping				X
			Neck postures				X
			Decision making		X		
Problem solving		X					
Prioritisation		X					

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Preparation and planting / revegetation watering	The preparation of areas for planting of new plants shrubs and trees	<ul style="list-style-type: none"> • Safely using rake, shovel, broom • Safely operating motorised rotary hoe • Walking on uneven ground • Repetitive twisting, bending, squatting, kneeling, pushing, pulling • Hammering stakes • Guard construction • Pulling hose reel • Driving manual company vehicles • Hitching trailer 	Sitting		X		
			Standing				X
			Walking			X	
			Lifting up to 20kg			X	
			Carrying up to 20kg over 50m			X	
			Pushing			X	
			Pulling			X	
			Climbing		X		
			Bending			X	
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Reaching			X	
			Gripping				X
			Fine motor		X		
			Neck postures				X
			Decision making			X	
Problem solving			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Shrub and plant maintenance	The upkeep of existing plantings	<ul style="list-style-type: none"> Safely using rake, shovel, broom, secateurs Walking on uneven ground Repetitive twisting, bending, squatting, kneeling, pushing, pulling Guard and stake removal Driving manual company vehicles 	Standing			X	
			Sitting		X		
			Walking			X	
			Lifting up to 10kgs			X	
			Carrying up to 10kgs over 100m			X	
			Pushing		X		
			Pulling		X		
			Climbing		X		
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling		X		
			Reaching			X	
			Gripping			X	
			Fine motor		X		
			Neck postures				X
			Decision making			X	
Problem solving			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Weed control / spraying	The removal and disposal of weeds within garden beds, including management of weeds, insecticides, and fungicides	<ul style="list-style-type: none"> • Safely using rake, shovel, broom, hand hoe, mattock, secateurs • Carrying knapsack sprayer up to 20kgs • Pushing and pulling spray tank • Pumping hand operated sprayer • Extended periods of walking • Walking on uneven ground • Repetitive twisting, bending, squatting, kneeling, pulling • Driving manual company vehicles • Pulling hose reels • Chipping using rake hoe • Safe operation of chainsaw and handsaw • Dabbing trees using chemicals 	Standing			X	
			Sitting		X		
			Walking			X	
			Lifting up to 20kgs			X	
			Carrying up to 20kgs over 50m		X		
			Pushing			X	
			Pulling			X	
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling	X			
			Reaching			X	
			Gripping				X
			Fine motor		X		
			Neck postures				X
			Decision making			X	
Problem solving			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Trail maintenance	The maintenance of existing trails	<ul style="list-style-type: none"> • Safely using secateurs and hand shears • Safely lifting and operating pole saw and chainsaw • Sustained work above shoulder height • Moving of logs • Extended periods of walking • Walking on uneven ground • Driving manual company vehicles 	Standing			X	
			Sitting		X		
			Walking			X	
			Lifting up to 20kgs			X	
			Carrying up to 20kgs over 50m			X	
			Pushing		X		
			Pulling		X		
			Twisting			X	
			Squatting		X		
			Kneeling	X			
			Reaching			X	
			Gripping			X	
			Fine motor		X		
			Neck postures				X
			Decision making			X	
			Problem solving			X	
Supervision of others			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Fencing	The preparation and construction of fences	<ul style="list-style-type: none"> • Safe use of fencing hand tools (wire cutters, wire strainers, pliers etc.) • Wire spinner operation, including pushing pulling and lifting (two person lift) • Safe operation of pneumatic, manual, and petrol post rammers • Sustained work above shoulder height • Driving manual company vehicles 	Standing			X	
			Sitting		X		
			Walking			X	
			Lifting up to 25kgs			X	
			Carrying up to 25kgs over 50m			X	
			Pushing		X		
			Pulling		X		
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling				
			Reaching			X	
			Gripping				X
			Fine motor		X		
			Neck postures				X
Decision making			X				
Problem solving			X				
Prioritisation			X				

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Depot operations	The cleaning of shed areas- sweeping, removal of rubbish and old pallets to transfer station, tidying generally	<ul style="list-style-type: none"> • Safely entering and exiting fork lift • Safely operating a forklift • Safely using brooms, shovels and rakes • Tidying of guards, stakes etc • Plant and fleet maintenance • Completion of time sheets 	Sitting		X		
			Standing			X	
			Walking			X	
			Lifting <15 kg		X		
			Carrying < 15kg		X		
			Pushing		X		
			Pulling		X		
			Bending		X		
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Reaching				
			Gripping				
			Fine motor		X		
			Neck postures				X
			Decision making		X		
Problem solving		X					
Prioritisation			X				