

## Detailed Position Description

### PD-HRM-001 Herbicide Liaison Officer (Spotter)

|                       |                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------|
| Job title:            | <b>Herbicide Liaison Officer (Spotter)</b>                                                                 |
| Business Unit:        | Field Operations                                                                                           |
| Reporting to:         | Field Supervisors, Field Team Leaders, Regional Field Operations Manager, Operations Business Unit Manager |
| Hours:                | Casual, Monday – Friday                                                                                    |
| Location:             | On-site                                                                                                    |
| Performance Reviewed: | Annually                                                                                                   |
| Last update:          | 15/06/2017                                                                                                 |

### Purpose of the Position

Natural Area undertake weed control services for the City of Stirling throughout various reserves as part of annually renewed contract works. As part of the contract Natural Area is required to provide a 'Herbicide Liaison Officer' or 'Monitor' whilst undertaking any weed control works. The Herbicide Liaison Officer has a separate role to the herbicide technicians and will not undertake any spray works for the period assigned to this role.

The Herbicide Liaison Officer will patrol the specified weed control areas throughout the day, giving specific attention to the formalised/non-formalised entrances and advise any members of the local community about the weed control works in progress. The Herbicide Liaison Officer will ensure that members of the public are informed of the herbicide application activity prior to coming into contact with areas which have been sprayed (on that day) or areas which are being sprayed. The Herbicide Liaison Officer will also be responsible for ensuring that all relevant signage is placed in the appropriate locations and is maintained throughout the day and collected after a 24 hour period. The Herbicide Liaison Officer needs to be knowledgeable in the type of herbicide (name of herbicide, spray rates, additives) being sprayed, the target weed species (names and appearance) and the reasons for spraying being undertaken. All enquiries regarding spray works made to herbicide technicians should be referred directly to the Herbicide Liaison Officer on site. The Herbicide Liaison Officer will be issued with certain resources to aid in the undertaking of this role, including but not limited to:

- contract specifications
- Perth Plants by Barrett & Tay
- Material Safety Data Sheets (MSDS's)
- area/project maps
- relevant Natural Area CMS and Client guidelines & policies.

The Herbicide Liaison Officer will not:

- engage in spraying activities whilst acting in this role
- argue or be rude to community members
- ignore community members in the vicinity of the spray area.



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### Part 1 | Responsibilities and Key Performance Indicators (KPIs)

| Work Expectation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Key Performance Indicators:                                                                                                                                                                             |
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| <b>Responsibility 1: Uphold the missions, values and vision of Natural Area Holdings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>▪ Meeting and exceeding NAH policies and procedures.</li> <li>▪ Using NAH systems and contributing to their development.</li> <li>▪ Contributing to team work and building.</li> <li>▪ Adhering to professionalism and NAH quality standards.</li> <li>▪ Showing a commitment to commercial efficiency.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>a) Zero non-conformances for the period</li> <li>b) Zero reports of harassment or bullying in the workplace</li> </ul>                                           |
| <b>Responsibility 2: Adhere to NAH and statutory Occupational Health and Safety (OHS) work standards and ISO 9001 quality work standards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>▪ Comply with NAH and site OHS requirements.</li> <li>▪ Report hazards and/or incidents in accordance with NAH procedures.</li> <li>▪ Be responsible for yours and others safety at NAH operation depots, offices, nursery and works sites (duty of care).</li> <li>▪ Implement the NAH quality management system and contribute to its continuous improvement.</li> <li>▪ Report any non-conformance with the NAH quality management system to the Quality Manager, undertake corrective action as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>a) Signed acceptance of all meeting minutes</li> <li>b) All non-conformances and/or incidents are reported according to NAH OHS and Quality standards</li> </ul> |
| <b>Responsibility 3: Herbicide liaison activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                         |
| <b>Work Expectation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                         |
| The Herbicide Liaison Officer will:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>▪ be presentable in correct and neat Natural Area uniform and adhere to all NAH occupational, health, safety and environment policies and procedures; this includes no-smoking and zero use of mobile phones unless contacted by your Manager</li> <li>▪ have their own designated work vehicle, separate from the herbicide technicians</li> <li>▪ ensure all required signs are taken to site from the works depot</li> <li>▪ ensure all signs adhere to contract requirements and are in position for the stipulated timeframe, this may involve revisiting a Reserve which was sprayed the previous day to collect signs (Refer to attached 'Contract Requirement' documentation)</li> <li>▪ perform signage checks every hour using the NAH Signage Check Form</li> <li>▪ patrol the spray area in a routine and time-efficient manner</li> <li>▪ positively engage and warn members of the public of the herbicide treatment that is being undertaken and redirect pedestrian traffic away from the area. Liaise with any community members in a friendly and productive way</li> <li>▪ direct any resident feedback to the City of Stirling</li> <li>▪ maintain an up to date inventory of relevant MSDS's and have them available on site at all time</li> <li>▪ ensure that a map is available on site of the spray area</li> <li>▪ ensure herbicide technicians have their herbicide licence cards with them at all times</li> <li>▪ be knowledgeable in the herbicide being applied including:               <ul style="list-style-type: none"> <li>▪ name of herbicide (glyphosate, fusilade etc.)</li> <li>▪ type of herbicide (selective, non-selective, semi-selective) and what this means</li> <li>▪ rate of application and what this means</li> <li>▪ additives and dyes and why they are required</li> </ul> </li> <li>▪ be knowledgeable in the weed species being targeted, including:               <ul style="list-style-type: none"> <li>▪ name of weed (common name &amp; botanical name)</li> </ul> </li> </ul> |                                                                                                                                                                                                         |

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#### Work Expectation:

- being able to identify the weeds being treated
- have a broad knowledge of the native vegetation in the spray areas
- be knowledgeable in the type of equipment being used
- ensure they have all required resources prior to leaving the works depot i.e. information regarding herbicide and target species; certain resources are available to take out to site
- be knowledgeable in the PPE required and being worn by herbicide technicians
- ensure that community members do not approach herbicide technicians
- be familiar with the Code of Practice for the Use of Agricultural and Veterinary Chemicals in WA
- be familiar with the Guidelines for Pesticide Use in WA provided by Dept. of Health
- be familiar with the Guidelines for the Safe Use of Pesticides in Non-Agricultural Workplaces 2004, provided by the Western Australian Dept. of Health.

#### Key Performance Indicators:

## Part 2 | Qualifications, Training and Personal Qualities

| Essential                                                                                                                                                                                        | Desirable                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Academic &amp; Trades Qualifications*</b>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ol style="list-style-type: none"> <li>1. First aid</li> <li>2. WA manual motor vehicle licence</li> <li>3. Police clearance</li> <li>4. White Card - Construction training induction</li> </ol> | <ol style="list-style-type: none"> <li>1. Bachelor of Environmental Science tertiary qualification (or equivalent)</li> <li>2. Snake handling certification</li> <li>3. Traffic management</li> <li>4. Working at Heights training</li> <li>5. HR driver's licence</li> <li>6. Forklift certification</li> <li>7. Chainsaw certification</li> <li>8. Excavator operation certification</li> <li>9. Pesticide licence</li> </ol> |

#### Work Experience & Skills

- 1 + year of relevant field experience
- Native flora, fauna and weed species knowledge

\*It is your responsibility to provide evidence of your training to HR and to notify HR when your training qualifications expire and require renewal.

#### Personal Qualities & Behavioural Traits

- Good time management and decision making ability
- Good written and verbal communication skills
- Good problem solving abilities
- High level of professional presentation
- Able to work in a team environment, responsive to direction
- Punctual and prepared
- Organised with attention to detail
- Genuine interest and passion in native bushland management
- Excellent motor vehicle record



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### Part 3 | Relationships & Acknowledgement

| Relationships                     |                                 |
|-----------------------------------|---------------------------------|
| Field Supervisor                  | Liaise directly with on site    |
| Team Leader                       | Liaise directly with if on site |
| Regional Field Operations Manager | Liaise directly with if on site |
| Operations Business Unit Manager  | Liaise directly with if on site |

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Name \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

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### Part 4 | Associated Documentation

The following documents are vital to understanding your role and Natural Area's occupational, health, safety, environment, quality and human resource policy and procedure. These documents are available in hard and soft copy (via the DropBox) at the Whiteman and Beeliar depots. You can email [info@naturalarea.com.au](mailto:info@naturalarea.com.au) to request electronic copies.

| Document                                                                    | Document Code |
|-----------------------------------------------------------------------------|---------------|
| NAH Employee Induction Manual                                               | MAN-QMS-004   |
| NAH Employment Offer and Information Manual                                 | MAN-HRM-001   |
| NAH Environmental Management Plan                                           | NAMP-EMS-001  |
| NAH Occupational Health & Safety Management Plan                            | NAMP-OHS-001  |
| NAH Quality Manual                                                          | MAN-QMS-006   |
| Relevant Standard Operating Procedures                                      |               |
| Weed Control: Application of Herbicides                                     | MAN-QMS-001   |
| Weed Control: Manual Weed Control (small motors)                            | MAN-QMS-003   |
| City of Stirling Herbicide Liaison Officer 'Spotter' Manual                 | MAN-QMS-005   |
| Your employment contract with Natural Area Holdings Pty Ltd.                |               |
| Control of Weed & Pests within City of Stirling, contract specifications    |               |
| Code of Practice for the Use of Agricultural and Veterinary Chemicals in WA |               |
| Guidelines for Pesticide Use in WA                                          |               |
| Guidelines for the Safe Use of Pesticides in Non-Agricultural Workplaces    |               |