

Position Description

Position Title	Community Bushcare Officer
Position Number	PKEE01
Directorate	Infrastructure
Business Unit/s	Parks & Environment – Conservation & Wildlife
Reports to	Environmental Education Officer
Classification	Level 6 - Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

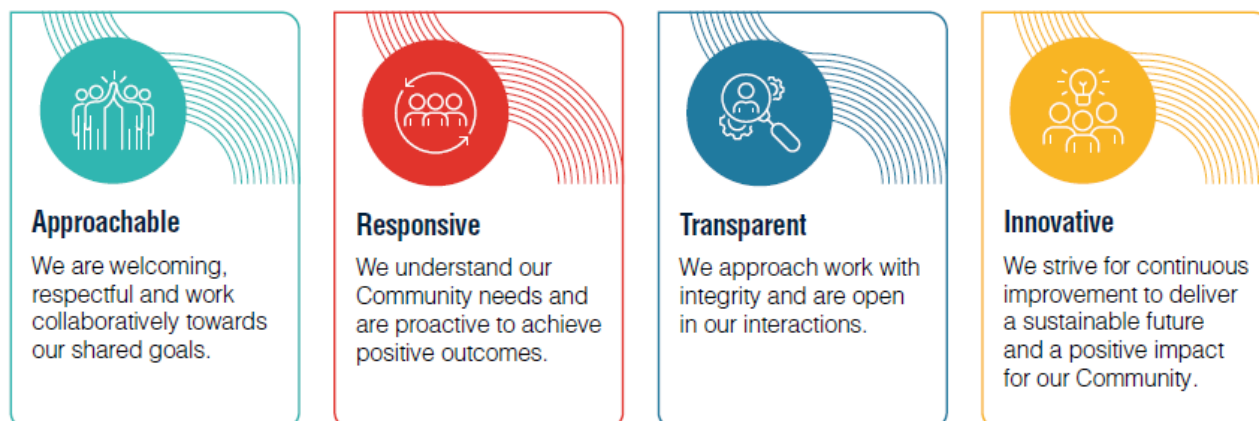
A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to Environmental Education Officer.

Business Unit Objective

To provide attractive, safe and well-maintained parks, public places and environment for passive and active recreation that enable quality urban life while protecting and conserving the natural environment. The City partners with its community, schools and volunteers to conserve, protect and enhance these areas to ensure a thriving, resilient urban ecology that supports native flora and fauna.

Position Overview

The Community Bushcare Officer supports the delivery and continuous improvement of the City's Schools Bushcare Program and City-registered Biodiversity volunteers. The role works directly with participating schools and City registered volunteers to provide safe, on-ground conservation activities, practical environmental education and logistical support across designated reserves. Key functions include planning and facilitating planting, weeding and watering; inducting volunteers, students and teachers to safe work practices; coordinating Bushcare Bins and water IBCs; tracking program KPIs; and liaising with Conservation & Wildlife project officers to align activities with City operations and seasonal programs.

Position Objectives

- Deliver the Schools Bushcare Program across participating schools, ensuring activities align with City procedures, schedules and safety requirements.
- Support the City-registered Biodiversity volunteers across conservation reserves, ensuring activities align with City procedures, schedules and safety requirements.
- Provide inductions and ongoing guidance to enable confident, self-directed sessions.
- Plan and deliver on-ground conservation activities (planting, weeding, watering, litter collection) and ensure work health safety procedures are followed.
- Manage Bushcare Bins, tools and PPE; coordinate IBC placement, refills and security; and organise consumables and equipment for activities.
- Maintain accurate, fortnightly KPI records (participation hours, weeds removed by weight and plants planted) and prepare end-of-year summaries.

- Liaise with internal Project Officers to coordinate plant deliveries, pre-drilling, weed control timing, contractor schedules and watering programs.
- Undertake site checks, risk assessments and hazard controls prior to activities, adjusting or cancelling sessions when conditions are unsafe.
- Support program communications and signage with internal teams, and assist schools or volunteers to access City grants for equipment where appropriate.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Key Responsibilities

Program Delivery & School Support

- Establish and maintain regular communication with city-registered biodiversity volunteers and liaison teachers at participating schools to agree dates, locations and activities; obtain pre-approvals and avoid clashes with contractors and other City works.
- Provide initial induction sessions and ongoing mentoring so participants can run safe, self-guided sessions in their designated bushland areas.
- Promote inclusive participation adapting activities to meet varying abilities.

On-Ground Conservation Delivery

- Implement planting (May–June), targeted seasonal hand weeding and summer/shoulder-season watering programs in line with program guidance and seasonal schedules.
- Supervise litter collection and sharps procedures as required, and ensure correct bagging, storage inside fences and notifications for collection.
- Implement and model dieback hygiene protocols including Phytoclean trays for footwear, cleaning of tools and returning items sanitised and in good working order.
- Undertake pre-start site checks and dynamic risk assessments; brief groups on hazards, safe entry/exit, buddy systems near water and weather contingencies.

Resources & Logistics

- Manage Bushcare Bins (stock levels, SDS for Phytoclean, secure placement, padlocks/chains) and organise top-ups and replacements as needed.
- Organise IBC location/relocation, refills and security; check taps, stands and cages; minimise water wastage and ensure safe operation;
- Arrange activity tools and PPE (litter pickers, conservation weed bags, trowels, trays) and ensure items are clean and in good working order; coordinate deliveries/collections with Project Officers.

Data, Reporting & Administration

- Maintain the Bushcare Summary KPI workbook (volunteer numbers and hours, weed weights, plants planted) with fortnightly updates and quality checks.
- Implement the annual School Bushcare Surveys in Term 4; collate results and prepare an end-of-year summary/report of outcomes and insights.
- Maintain accurate records and program documents.

Stakeholder & Internal Liaison

- Work with Conservation & Wildlife Team members and Project Officers on plant deliveries, weed control timing and watering logistics.
- Organise site signage, hi-vis vests and promotional materials; support applications for City Grants when needed.
- Refer resident enquiries through the City's customer channels and liaise with Rangers or Patrol for safety concerns as required.

Safety, Risk & Compliance

- Apply WHS requirements and the program risk assessment controls across manual handling, weather, wildlife, sharps, water bodies and site access/egress.
- Enforce program prohibitions (e.g. no herbicide mixing/spraying by schools, no machinery) and communicate post-spray exclusion periods to schools.
- Cease or relocate activities when risk cannot be adequately controlled and report hazards, incidents or near misses in line with City procedures and timeframes.

Environmental Education and Engagement

- Occasionally support the delivery of environmental education programs, community engagement initiatives and events coordinated by the Environmental Education Officer, contributing to the effective delivery of the City's broader environmental education outcomes.
- Where required, assist with the planning and implementation of environmental education initiatives such as school holiday programs, biodiversity and community events, and the installation of nature-based activation activities within reserves and public open spaces.
- Occasionally assist the delivery of community planting days and other events on weekends when approved, including building capacity through approved higher duties or acting opportunities, to support service continuity, and enable future delivery of community events where required.

Selection Criteria

Qualifications/Education Level	
Relevant qualification and/or equivalent experience in environmental science, conservation and land management, environmental education or related field.	Essential
Provide First Aid (HLTAID011)	Desirable
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
National Police Clearance (issued within 12 months).	Essential
Working With Children Check.	Essential
Current C-Class Driver's Licence.	Essential
Knowledge, Skills, Experience & Abilities	
Practical experience delivering on-ground conservation (hand weeding, planting, watering)	Essential
Experience engaging with a variety of stakeholders such as teachers and young people, facilitating safe outdoor learning and adapting activities to varied abilities.	Essential
Experience engaging with a variety of stakeholders such as volunteers, contractors, community members to facilitate environmental projects	Essential
Demonstrated ability to plan sessions, conduct site checks and apply risk controls across manual handling, weather, wildlife and sharps.	Essential
Strong communication and relationship skills with the ability to develop schedules, liaise across teams and provide clear safety briefings.	Essential
Sound planning and time management skills to meet a variety of deadlines. Excellent organisational skills with the ability to prioritise workload within a busy environment, to deal with numerous tasks simultaneously.	Essential
Proficiency with Microsoft 365 (SharePoint, Excel, Word, Outlook); ability to maintain KPI trackers and program records.	Essential
Knowledge of Perth urban bushland ecology, common weeds and Noongar seasonal cycles; ability to use weed ID resources.	Desirable
Experience in local government natural areas or community programs	Desirable
Other	
Ability to work outdoors across seasons and undertake moderate manual tasks with appropriate PPE.	Essential
Availability and flexibility to align workdays with school timetables and seasonal operations.	Essential

Office use only

Position Creation Date	Date	March 2026	Officer	Environmental Education Officer
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