

# POSITION DESCRIPTION



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| <b>POSITION TITLE:</b>     | Open Spaces Sustainability Officer                                      |
| <b>DEPARTMENT:</b>         | Infrastructure and Delivery   |
| <b>POSITION HOLDER:</b>    |   |
| <b>REPORTS TO:</b>         | Coordinator Open Spaces   |
| <b>TERM OF EMPLOYMENT:</b> | Permanent Full Time   |
| <b>APPROVED BY:</b>        | Manager Works   |
| <b>DATE:</b>               | January 2026  |
| <b>CLASSIFICATION:</b>     | Band 6 in accordance with the Buloke Shire Council Enterprise Agreement |

## **POSITION OBJECTIVE:**

- Ensure Council's operational compliance with all relevant state legislation, licences and Codes of Practice relating to waste management, landfills, transfer stations, aerodromes, saleyards and open space assets, through the application of specialist regulatory knowledge, inspections, monitoring and reporting.
- Ensure compliance with all relevant legislation, Codes of Practice and best practice at Council's parks and playgrounds, town drainage, public amenities, aerodromes, saleyards and other urban areas
- Identify and correct Occupational Health and Safety hazards at Council Landfills, Transfer Stations, Aerodromes and Open Space assets.

## **KEY RESPONSIBILITIES AND DUTIES:**

- Provide advice and support to the Coordinator Open Spaces including identifying opportunities to improve services outcomes, efficiency and value for money.
- Provide advice and support to the Coordinator Open Spaces including identifying grant and funding opportunities to improve services outcomes, efficiency and value for money.
- Keep accurate records and documentation required for compliance in each service area including but not limited to, daily plant sheets, incident reports, waste data, inspection sheets and any other document request.
- Identify, assess and report regulatory and operational compliance risks within assigned service areas, and recommend corrective actions to the Coordinator Open Spaces to mitigate legal, environmental, financial and reputational risk to Council.
- To ensure associated customer requests are acted upon in a timely manner.
- Report and record waste and recycling data and banking deposit records for Council's Landfills and Transfer Stations.
- Routinely inspect Council Landfills, Transfer Stations, Aerodromes and Open Space assets and coordinate maintenance requests under the guidance of the Coordinator Open Spaces
- Identify hazards at Council Landfills, Transfer Stations, Aerodromes and Open Space assets and submit condition reports to the Coordinator Open Spaces

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- Ensure good housekeeping is applied consistently in all operations carried out.
- Willingness to undergo further training
- Monitor contractual conditions under Council's Kerbside Collection Waste Contract.
- Report on performance measures and standards in conjunction with agreed service arrangements under Council's Kerbside Collection Waste Contract.
- Assist the Coordinator Open Spaces with reporting Council's annual Permission Information and Performance Statements, pertaining to operating licences of landfills under the Environmental Protection Act 2017
- Regularly undertake inspections of Landfill and Transfer Station sites, in accordance with Council's Risk Management Monitoring Plans, and promptly report non-compliances to the Coordinator Open Spaces
- Actively lobby and apply for State and Federal Government funding for recycling initiatives, waste management activities, aerodrome operations and livestock sales operations.
- Partner with the local waste management alliances to provide Council with updates in conjunction with regulatory compliances under direction from the Coordinator Open Spaces.
- Assist the Coordinator Open Spaces with forecasting annual CPI adjustments in accordance with Council's Kerbside Collection Waste Contract
- Assist the Coordinator Open Spaces with review and development of long-term waste strategies and Council Plans
- Carry out all other duties as reasonably requested in accordance with Council's policies and the functional requirements of the Infrastructure and Delivery department.

## **ORGANISATIONAL ENVIRONMENT:**

Reports to: Coordinator Open Spaces

Directly Supervises: NIL

Internal Liaisons: Provide specialist compliance advice to internal stakeholders to support informed decision-making and lawful service delivery outcomes including Senior Leadership Team, Manager Works, Council Staff, Stakeholders

External Liaisons: Members of the community, Government departments and agencies, Contractors and trades persons.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- The position is accountable for the accuracy, integrity and timeliness of compliance monitoring, inspections and reporting within assigned service areas.
- Problem resolution may require the application of specialist regulatory knowledge, interpretation of legislation and adaptation of established procedures to ensure compliance outcomes are achieved. More complex or high-risk matters are escalated in accordance with Council's governance and delegation frameworks.
- Authority to provide advice to customers, subject to statutory regulations and Council Policy.
- Specialised work may require methods and procedures to be developed utilising theoretical options and/or previous experience.

## **JUDGEMENT AND DECISION MAKING:**

- Make decisions consistent with the level of delegation.
- Exercise independent judgement in the interpretation and application of regulatory requirements, permit conditions and Codes of Practice relevant to waste management, landfills, transfer stations, aerodromes and saleyards.
- Make operational compliance decisions within delegated authority, including determining inspection priorities, identifying non-compliances, initiating corrective actions, and escalating significant or systemic issues to the Coordinator Open Spaces.
- Judgement is exercised within Council policy, statutory frameworks and agreed service arrangements, with access to guidance for complex or high-risk matters.

## **SPECIALIST SKILLS AND KNOWLEDGE:**

- An understanding of the waste/recycling initiatives techniques, including regulatory compliances.
- An understanding of the long-term goals of the Infrastructure and Delivery department, including the Waste Management Strategy and the relevant policies of both the Department and the wider organisation.
- Demonstrated ability to interpret and apply complex legislative and regulatory frameworks, including EPA licensing, operating permits and compliance reporting obligations within a local government context.
- Intermediate skills and experience in the use of MS Office suite, including Word, Outlook and Excel.
- Ability to prepare correspondence including, but not limited to reports, memorandums and general correspondence.
- An understanding of the requirements pertaining to regulatory requirements of waste management, aerodromes and saleyards.

## **MANAGEMENT SKILLS:**

- Ability to manage time efficiently.
- Capability to plan your work priorities.
- Identify potential hazards and rectify.

## **INTERPERSONAL SKILLS:**

- Good oral and written communication skills are required for this position.
- The ability to liaise with suppliers, contractors, regulatory bodies, members of the public and other staff members in the administration of efficient works practices.
- The ability to identify potential problems and assist in providing solutions.

## **QUALIFICATIONS AND EXPERIENCE:**

- Previous experience and knowledge of waste management, activities and techniques.
- Demonstrated interpersonal, oral and written communication skills are required for this position.
- Construction Induction Card.
- Intermediate computer skills in Word and Excel programs.

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## **ORGANISATIONAL RESPONSIBILITIES:**

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

## **CHILD SAFE STANDARDS:**

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

## **VARIATIONS TO CONDITIONS OF EMPLOYMENT:**

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

## **ANNUAL PERFORMANCE REVIEW:**

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

## **KEY SELECTION CRITERIA:**

- Previous experience and knowledge of Waste management principles, to apply an understanding of the regulatory compliances in operating Landfills and Transfer Stations, under EPA Permit conditions.
- Demonstrated experience in lobbying for State funding for recycling and waste management initiatives.
- Understanding of building and maintaining healthy business relationships, with contactors and service agents were applied.
- Demonstrated customer service skills, to ensure timely and responsive requests are met, to provide excellence in customer service outcomes.
- Intermediate computer skills in Microsoft Office Word and Excel products.
- Demonstrated interpersonal, oral and written communication skills are required for this position.
- Construction Induction card (White Card).

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## VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Approved by: .....

**Director Infrastructure and Delivery**

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Date

Agreed by: .....

Ryan Hemley  
**Manager Works**

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Date

Agreed by: .....

Lee Patten  
**Coordinator Open Spaces**

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Date

Agreed by: .....

Vacant  
**Open Spaces Sustainability Officer**

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Date