

## Position Description

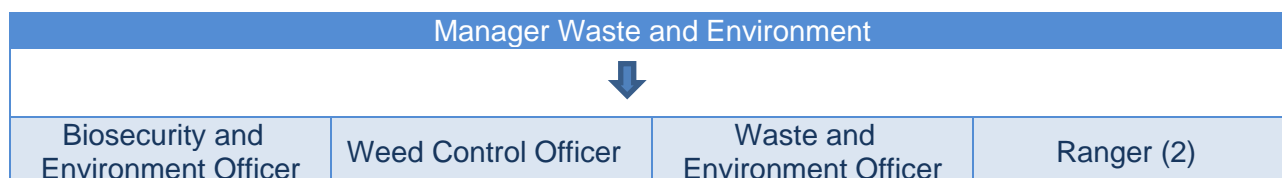
<b>Position Title</b>	<b>Manager Waste and Environment</b>
Position Code	ENV029
Department	Planning and Growth
Division	Waste and Environment
Reports To	Director Planning and Growth
Direct Reports:	Five (5)
Position Classification	Executive Band
Position Status	Permanent, Full-time
Allowances	Nil

### SPECIAL CONDITIONS

Some out of hours work may be required to attend Council Meetings, Council committee meetings and community engagement functions.

This position will also include a full, private leaseback arrangement in line with Council's Policy.

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to ensure Council operates in a sustainable manner and continues to meet its waste, sustainability, Biosecurity and Regulatory and compliance objectives in line with the *Local Government Act* and other relevant legislation.

This position will also lead the development of programs and initiatives in accordance with Council's Environmental Management Systems to minimise Council's energy use, pollution, waste generation and treatment in compliance with environmental legislation to ensure corporate sustainable development and climate change adaptation.

Responsibility for Council's Regulatory and Compliance and Biosecurity responsibilities including Animal Control, Vegetation and Litter, Illegal dumping and pollution incidents as well as the management of Council's Weed Action Program (WAP) in compliance with mandatory Statutory and legislative reporting under the Biosecurity Act 2015 to external Government Authorities including Department Primary Industries (DPI) and Local Land Services (LLS).

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
Responsible for the strategic direction and delivery of the Waste and Environment actions and responsibilities, leadership, planning, communication and technical Waste management.	50%
Undertake the management and ongoing maintenance of Council Waste Depot and Council's rural waste depot including compliance and contractor management.	40%
Undertake the Supervision, leadership and mentoring of Waste and Environment staff as well as all Administration and Reporting functions.	10%

## **POSITION RESPONSIBILITIES**

### **Waste and Environment**

- Develop and in partnership with the Waste and Environment team, implement environmental strategies, policies, practices and action plans to ensure corporate sustainable development for Council and the community including initiatives to minimise Council's energy use, climate change, adaptation and waste generation;
- Manage all aspects of pollution control, waste management, recycling, conservation and renewable energy to ensure compliance with environmental legislation;
- Provide oversight to the management of the Darroobalgie Waste Depot including compliance with licensing and contract conditions;
- Participate in the development of contracts for future waste services and environmental service agreements and manage associated costs and revenues;
- Responsible for the management of Council's rural landfill depots;
- Responsible for the management of Council's kerbside waste collection and recycling contract;
- Develop of strategies for waste minimisation and future operation of Council's waste facilities;
- Liaise with other regional councils and groups to promote activities identified in the Joint Regional Sustainability Action Plan;
- Liaise with EPA on all matters relating to Council's Waste and Environment matter including reporting functions as required;
- Represent Council at Netwaste meetings and assist in implementing Netwaste initiatives;
- Represent Council at Council Committee meetings as required and as directed by the Director Planning and Growth;
- Attend Interagency Meetings as required including:
  - Central West Lachlan Landcare;

- Central West Local Land Services
  - Environment and Waterways Alliance
- Conduct Audits, analyses and undertake reporting on environmental performance to internal and external stakeholders including regulatory bodies;
- Undertake impact assessments to identify, assess and reduce Council's environmental risks and financial costs;
- In partnership with Council's Grants Officer, research and apply for Grants relating to waste and sustainability, Biosecurity and Regulatory and Compliance;
- Promote and raise awareness to Council and the community on environmental issues and responsibilities;

### **Biosecurity**

- Set annual programs for Council's Biosecurity Team in accordance with Council's Weeds Action Program (WAP) ensuring compliance with mandatory Statutory and legislative reporting under the Biosecurity Act 2015;
- Develop and in partnership with the Biosecurity and Environment Officer in the implementation and delivery of Council's Biosecurity strategies and programs of control to ensure that biosecurity risks, including weeds and plants are managed throughout Forbes and the Local Government Area;
- Maintain a comprehensive knowledge of the legislative and regulatory requirements related to Weed Management to achieve intended outcomes including compliance with relevant legislation, policies and procedures;
- Manage Stakeholder relationships with DPI RD and LLS regarding:
  - Plant biosecurity investigations and surveillance activities;
  - Rapid identification of new and emerging biosecurity threats that apply to Councils areas of operation
  - Animal health, welfare and biosecurity related issues;
- Responsible the management of inspections of private land, crown land, state forests, national parks and public land within the Local Government Area for priority weeds infestations as outlined under the Central West Strategic Weed Management Plans (CWSWMP) including reporting;
- Undertake all statutory and legislative reports including Biosecurity Information System (BIS) reporting to DPI RD monthly, and Council reporting as required;

### **Regulatory and Compliance**

- Develop and in partnership with Council Rangers implement animal control strategies and programs to enable Council to proactively manage companion animal issues for Forbes and the Local Government Area including micro chipping programs and facilitating a re-homing program;

- Ensure the timely management and close out of all complaints/CRM's about companion animals, including noise complaints and dog attacks and ensure these are reported and closed out within appropriate timeframes;
- Ensure full compliance with the Public Space (Unattended Property Act), Prevention of environment Operations Act and Companion Animal Act in the management of impounding, infringements and reporting.
- Oversight of Council Pound Animal refuge ensuring continued operation , compliance and minimum standards of operation and rehoming.
- Ensure Parking compliance is undertaken in accordance with Council's expectations;
- Liaise with key internal and external stakeholders regarding enforcement matters including infringement notices and reports for Court matters;

### Energy and Sustainability

- Implement sustainability initiatives that benefit the community and Council.
- Undertake, direct or assist with sustainability audits of Council buildings and operations.
- Monitor Councils energy and greenhouse emissions.
- Engagement with internal and external stakeholders to meet emissions and energy targets.
- Collaborate with the Central NSW Joint Organisation on energy efficiency and emissions reduction as identified in the Strategic Plan, including representation at NetZero Group meetings.
- Monitoring and strategy around electricity usage/accounts and procurement by CWNSWJO and in partnership with Manager Town Presentation.

### Organisation – Professional

- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements.
- Ensure compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;


- Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines
- Manage and develop staff through implementation of Council's Human Resource Management Systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews and the promotion of learning and development;
  - Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be affected promptly;
  - Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
  - Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council.
  - Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
  - Comply with all Council's policies, procedures and Code of Conduct;
  - Complete other duties as directed by the nominated supervisor.
  - Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Director Planning and Growth	Direct Supervisor – Support, Guidance and Assistance
Waste and Environment Team	Direct Report – Support, Guidance and Assistance
General Manager	Advice, guidance and support
Leadership Team	Advice, guidance and support
Council Staff	Colleagues, advice, guidance and support
External	

Business Community, Community Members, Government Departments	Advice and support as required
Authorities	Reporting, legislative changes, compliance with relevant legislation
Councillors within the scope of Councils Code of Conduct 'Model'.	Through consultation with the Director Planning and Growth

## POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Highly Advanced
	Displays Resilience and Adaptability	Highly Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Highly Advanced
	Community and Customer Focus	Highly Advanced
	Works Collaboratively	Highly Advanced
	Influence and Negotiate	Highly Advanced
 Results	Plan and prioritise	Highly Advanced
	Think and solve problems	Highly Advanced
	Create and Innovate	Highly Advanced
	Deliver Results	Highly Advanced
 Resources	Finance	Highly Advanced
	Assets and Tools	Highly Advanced
	Technology and Information	Highly Advanced
	Procurement and Contracts	Highly Advanced
 Workforce Leadership	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Highly Advanced
	Optimise Workforce Contribution	Highly Advanced
	Lead and Manage Change	Highly Advanced





## **PERSON SPECIFICATION**

### **Essential**

- Tertiary qualifications in Environmental Health, Environmental Science, Natural Resource Management or relevant degree;
- Demonstrated ability to competently interpret legislation, guidelines or policy;
- Class C (Standard) Drivers Licence

### **Experience**

- Demonstrated 5 years' experience in Waste or Environmental Management (desirable);
- Demonstrated expertise and experience working alongside and leading multi-disciplinary teams including contractors;
- Major projects experience including inception to delivery with demonstrable outcomes and direct community engagement;
- Demonstrated experience with accountability in the successful delivery of communication as well as experience relating to people at all levels;
- Demonstrated well developed conflict management skills;

### **Authority and Accountability**

- Worker level responsibilities in regards to WHS Legislation
- Financial delegation as per Councils delegation register

## **EQUIPMENT REQUIRED FOR THE POSITION**

- Vehicle allocated to the position with full leaseback opportunities including full private access)
- Mobile Phone
- Mobile Tablet + Cradle (fitted to vehicle)



## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No