

Position Title	Waste Planner
Department	City Future
Unit	Sustainable Future
Team	Waste Planning and Strategy
Supervises	NIL
Reports To	Team Leader, Waste Planning and Strategy
Grade	G
Date Prepared	29/02/2024
Date Last Updated	5/05/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

To lead the assessment of waste-related components of development applications (DAs) and other planning documents to ensure they meet legal and planning requirements and enable the provision of safe and efficient waste services; to provide technical advisory services to internal and external customers; and seeks to resolve non-compliant issues.






Accountabilities

- Assess waste management plans, complete waste referrals for development applications and other associated planning tasks to ensure new developments maximise resource recovery and are designed, constructed and operated in line with City policies and guidelines.
- Developing and implementing waste related development control policy, guidelines and technical specifications or other relevant documentation.
- Undertaking site inspections to verify compliance with waste related guidelines, general requirements and developing consent conditions.
- Working to resolve non-compliance issues.
- Assisting with court and legal actions by preparing development assessment documentation, technical advice and submissions, providing waste related expert advice and/or representing Council in legal actions.
- Providing technical advisory services to internal and external customers including participating in local, Council, city and state-wide strategic planning activities.
- Maintaining an active working knowledge of relevant codes, guidelines, Australian Standards and relevant technical information (e.g. Building Code of Australia, NSW Better Practice Guide for Resource Recovery, NSW Low Rise Medium Density Design Guide, waste collection vehicle specifications and keeping abreast of other contemporary waste management approaches and technologies).
- Provide support to the Team Leader Waste Planning and Strategy, Team Leader Resource Recovery Programs, Manager Sustainable Future and Director City Future as required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Innovate and Improve	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Lead Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships		
Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Innovate and Improve	Adept	<ul style="list-style-type: none"> • Produces new ideas, approaches or insights • Analyses successes and failures in the organisation for insights to inform improvement • Identifies ways in which industry developments and trends impact on own business area • Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation

		<ul style="list-style-type: none"> • Identifies, shares and encourages suggestions for organisational improvement • Experiments to develop innovative solutions
Resources		
Procurement and Contracts	Intermediate	<ul style="list-style-type: none"> • Helps others understand and comply with basic ordering, receipting and payment processes • Contributes to the identification of business requirements, deliverables and expectations of suppliers • Provides objective input to evaluation processes for proposals and tenders • Works with suppliers and contractors to ensure that goods and services meet time and quality requirements

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Environmental Management, Science, or similar, and/or relevant industry experience supported by waste and resource recovery experience.
- Class ‘C’ Drivers Licence

Essential Experience

- High level of knowledge of waste management and resource recovery issues in the built environment and/or experience in planning, development, architecture, construction and/or waste industries.
- In depth knowledge of waste operations and how a waste service is provided.
- Strong knowledge of current State Government legislation and regulations relating to waste management and resource recovery and regional waste initiatives, including Planning legislation.
- High standard of verbal communication skills including experience in providing feedback to multiple audiences and in providing evidence in legal settings.
- High standard of written communication skills including experience in providing responses to development applications and writing documents for use in planning and legal setting.
- Ability to act as an expert witness for council to advocate for waste management and planning needs.
- The ability to work both autonomously and collaboratively to tight and inflexible timeframes. Strong ability to liaise, negotiate and resolve conflicts and reconcile competing interests and excellent customer service skills.
- High level of computer literacy skills including the use of specialist planning tools.

Desirable Qualifications and or Experience

- Understanding and experience in the functions and responsibilities of local government.
- Understanding of the issues and opportunities associated with rapid urban growth.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>