

## POSITION DESCRIPTION

| 1. POSITION DETAILS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                              |                                    |                                           |
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| Position Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Recycling and Waste Officer                                                                                                                                                                                                                                                                  | Designation & Classification Level | Level 2                                   |
| Position No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                              | Division                           | Council Services and Community Engagement |
| Business Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Council Services                                                                                                                                                                                                                                                                             | Reports To                         | Council Services Manager                  |
| Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Borrooloola                                                                                                                                                                                                                                                                                  | Date Created                       | May 2026                                  |
| 2. POSITION CONTEXT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| Position Summary/<br>Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The Waste and Recycling Officer is responsible for engaging in waste management and recycling initiatives within the Roper Gulf Regional Council. This involves on site customer service at the recycling centre in Borrooloola and processing the products for transport and / or disposal. |                                    |                                           |
| 3. KEY RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| <b>1. Service Delivery, Planning and Monitoring</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| <ul style="list-style-type: none"><li>Assist in planning resources, tools, equipment and machinery needed for a task.</li><li>Engage in customer service activities at the recycling centre.</li><li>Follow the established procedures for the counting, crushing and bailing on cans and bottles.</li><li>Report to the Supervisor and / or Council Services Manager on numbers of products presented.</li><li>Complete relevant paperwork for the recycling process.</li><li>Carry out preventative maintenance checks daily and ensure all plant and equipment is clean, presentable and safe.</li><li>Report daily to the Works Supervisor for instruction and inform of any operational matters.</li><li>Collect all litter and hazardous material and dispose of in an appropriate manner.</li><li>Operate Council vehicles and plant in a safe and efficient manner as authorised in Council's day to day operations.</li><li>Ensure all loads carried by vehicles are secure and covered to prevent item / materials dislodging.</li><li>Drive and operate vehicles in a safe, efficient and effective manner at all times ensuring the safety and comfort of all passengers.</li></ul> |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| <b>2. Organisational Sustainability</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| <ul style="list-style-type: none"><li>Carry out duties in accordance with relevant legislation and management plans for the areas maintained.</li><li>Ensure all necessary paper work is completed correctly and promptly.</li><li>Conduct daily inspections of the work vehicle.</li><li>Ensure that the mechanical workshop is notified of any damage / defect to the vehicle immediately. As necessary, complete occurrence reports (for accidents / incidents) and hazard reports in a timely manner in accordance with Council's determinations, business rules, procedures and practices.</li><li>Complete and submit time and attendance records, leave and higher duty applications to the Human Resources department in accordance with Council's business rules, procedures and practices, within specified timeframes for each pay period.</li></ul>                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| <b>3. Quality and Continuous Improvement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| <ul style="list-style-type: none"><li>Be responsible for the promotion of positive and courteous dealing with all Council staff, the public and stakeholders.</li><li>Observe and implement as appropriate all Council policies and procedures including the Code of Conduct, Equal Employment Opportunity and Work Health &amp; Safety principles.</li><li>Exhibit an excellent attendance record, including being punctual and able to work unsupervised, remain self-motivated and productive (efficient / effective) in accordance with Council's priorities.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| <b>4. Work Health and Safety (WHS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| All Council staff have a duty of care and a legal obligation to ensure that they:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                              |                                    |                                           |
| <ul style="list-style-type: none"><li>Undertake work in a manner that is not harmful to their health and safety or the health and safety of others</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                              |                                    |                                           |

- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

#### 4. SELECTION CRITERIA

##### ESSENTIAL

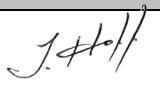
1. Certificate II or equivalent licence(s), certificate(s) or competencies acquired on the job or the ability to acquire.
2. Ability to deal with and solve problems by reviewing options and applying established practices and procedures.
3. Ability to carry out detailed written or oral instructions and/or procedures under general direction and the ability to work efficiently with minimal supervision.
4. Ability with planning daily activities to achieve predetermined goals, targets, outcomes and objectives set for the role.
5. Good interpersonal skills with the ability to work in a team environment with the ability to coordinate elements of work with other positions in order to successfully complete tasks.
6. Good oral communication skills with the ability to communicate with the public in a courteous manner.
7. Ability to maintain a level of health and fitness to carry out physical requirements of the role.
8. Experience with the use and maintenance of various types of small plant and equipment
9. Provide current First Aid Certificate and/or willingness to participate in relevant training.

##### DESIRABLE

1. Experience in outdoor work such as recycling, parks and gardens maintenance; waste management and asset management.
2. Experience in same or similar role.

##### MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.

| 5. ACKNOWLEDGEMENT |           |                         |                                                                                                |
|--------------------|-----------|-------------------------|------------------------------------------------------------------------------------------------|
| GENERAL MANAGER    | Tony Hopp | Date Approved: May 2026 | Signature:  |
| Employee Name      |           | Date:                   | Signature:                                                                                     |