BARKLY REGIONAL COUNCIL

Waste Management Operator

(Full-Time – Permanent)

1. Position Objectives

The Waste Management Operator is responsible for delivering effective waste management services across the Barkly Regional Council area. Duties include waste collection, landfill operations and community education, in accordance with Council policies, environmental regulations and sustainability objectives.

This position is based in Tennant Creek, however, some travel across the Barkly region may be required from time to time to support staff coverage or provide training to other team members. Overnight stays may occasionally be necessary.

2. Our Vision, Purpose and Values

VISION

"We will strive to be an innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

Integrity:	Upholding honesty and transparency in everything we do.
Diversity:	Embracing and celebrating the unique identities, traditions, and strengths of every community.
Empathy:	Understanding and valuing the needs and experiences of others.
Accountability:	Taking ownership of our actions through commitment to BRC and our communities.
Service:	Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Landfill Operations and Waste Management

- Monitor on-site activities to ensure operations comply with the Tennant Creek Landfill Operational Plan and Council policies.
- Assess incoming waste loads, determine acceptability, and inform customers of alternate disposal sites for prohibited or special waste.

- Oversee the sorting, compaction, and covering of waste in accordance with environmental and operational guidelines.
- Ensure reusable and recyclable materials are separated and placed in the appropriate areas.
- Open and close the landfill at designated times, secure gates and office areas, and set alarms as required.

Waste Collection and Transport

- Collect domestic and commercial waste and recycling bins on scheduled routes.
- Operate waste collection vehicles and equipment safely and efficiently.
- Complete all collection routes in a timely and responsible manner.

Customer Service and Fee Collection

- Greet and assist landfill users in a courteous and professional manner.
- Direct customers to correct dumping areas and provide information on waste acceptance policies.
- Process customer transactions and issue receipts in accordance with Council procedures.
- Enforce relevant Council waste disposal regulations and bylaws.

Equipment Operation and Site Maintenance

- Operate plant and machinery, including compactors, loaders, and trucks, in a safe and responsible manner.
- Conduct routine maintenance checks, report faults, and follow appropriate procedures for repairs.
- Perform housekeeping duties including snow removal (if applicable), litter control, and site tidiness within a 25-metre radius of the gatehouse.

Recordkeeping and Monitoring

- Maintain accurate computerised and manual records of tipping fees, user transactions, and site operations.
- Monitor the performance of landfill contractors and report non-compliance with contractual terms.
- Proactively identify and report operational, environmental, safety, and compliance issues to the Regional Manager Operations, Council Services Manager – Tennant Creek, and/or Chief Operating Officer, and assist with the preparation and submission of Environmental Protection Authority (EPA) incident reports, compliance documentation, and annual returns as required.

Workplace Health and Safety (WHS)

- Follow all WHS procedures and use the required Personal Protective Equipment (PPE).
- Participate in safety meetings, toolbox talks, and training sessions.
- Promptly report hazards, incidents, or unsafe conditions to the supervisor.

- Provides administrative assistance to strategic partnerships, including preparing correspondence, reports, and confidential documents.
- Maintains systems such as diaries, records, filing, and archiving.
- Assist with Human Resources (HR) compliance processes, including maintaining records related to National Criminal History Checks, Working with Children Clearances (Ochre Card – Northern Territory), and other employment-related documentation for Night Patrol staff.
- Undertakes projects, research, and data collection for senior executives.
- Manages office supply purchases and acts as a certifying officer.

Other Duties

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- The duties listed are not exhaustive and may be varied from time to time to meet the changing needs of Barkly Regional Council. The position holder may be required to undertake other duties appropriate to their position classification, as reasonably directed by their manager or another authorised Council manager.

4. Key Accountabilities

- Ensure the safe, efficient, and environmentally responsible operation of the Tennant Creek Landfill in accordance with the Landfill Operational Plan, legislative requirements, environmental standards, and Council policies and procedures.
- Deliver reliable waste and recycling collection services and support resource recovery initiatives through the appropriate handling, segregation, and disposal of waste materials.
- Provide professional customer service to landfill users, process transactions accurately, enforce waste acceptance requirements, and support the effective administration of landfill operations.
- Operate, inspect, and maintain plant, vehicles, equipment, and landfill infrastructure to ensure safe, efficient, and continuous service delivery.
- Maintain accurate operational records, monitor site performance and contractor compliance, identify and report operational or environmental issues, and assist with regulatory reporting requirements, including EPA compliance obligations.
- Provide responsive customer service and communicate effectively with community members, stakeholders and Council management.
- Ensure compliance with WHS legislation, Council policies, procedures, and relevant regulatory requirements, promoting a positive safety culture across the work team.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Waste Management Operator
Reports to:	Council Services Manager
Department:	Operational Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer
	Chief Operational Officer
	Regional Manager Operations
	Council Services Managers
	Waste Management Operator
	Other Council Staff
External Liaison:	Contractors and Suppliers
	Government and Non-Government Departments, Organisations and Representatives
	Ratepayers, Residents, and Visitors

6. Salary and Other Benefits

Classification:	Level 3 – Barkly Regional Council Enterprise Agreement 2024 (EA)
Annual Salary:	
EA Level 3.1 Salary:	*$62,583.84 per annum*
+ Above EA Payment:	*$7,032.31 per annum*
Total Annual Salary:	$69,616.15 per annum ($35.23 per hour)
Status:	Full-Time – Permanent (38 hours per week)
Leave Loading:	17.5%
SCG:	12%
Roster:	The supervisor will set a five-day roster that equals 38 hours per week, within the span of ordinary hours of work, currently 6:30 am to 6:00 pm, Monday to Sunday.
Roster Flexibility:	Employees may be rostered on varying days and hours to meet operational requirements, provide service continuity, and ensure adequate workforce coverage. Roster changes will be managed in accordance with applicable employment conditions and consultation requirements.

7. Knowledge and Skills

Organisational

- Demonstrated knowledge and understanding of Aboriginal culture.

- Excellent time management and organisational skills.
- Ability to work within a team environment while also achieving results independently.
- Ability to manage multiple tasks effectively, with flexibility in a changing work environment.

Interpersonal

- Willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to meet tight deadlines and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management

- Ability to recognise issues, use initiative to identify and propose effective solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

Commitment, Attitude, and Application to Duties

- Provide courteous and timely attention to requests for information.
- Demonstrate a positive, proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.
- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

8. Essential Criteria – Qualifications, Skills and Experience

1. Reliable with the ability to work with minimal supervision and as part of a team.
2. Ability to prioritise workload, problem-solve and manage work tasks as required.
3. Sound knowledge and understanding of Work Health and Safety legislation, practices, and risk management principles.

9. Desirable Criteria – Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory	Desirable
• Demonstrated experience in waste management, landfill operations, civil	• CPP30719 Certificate III in Waste Management

construction, municipal services, or a related field • Demonstrated experience operating plant and equipment, including loaders, compactors, or similar machinery • Operators Competency or Statement of Attainment • CPCWHS1001 Work Safely in the Construction Industry (White Card) • Northern Territory Driver's Licence Heavy Rigid (HR)	• RII30820 Certificate in Civil Construction Plant Operations • Demonstrated experience operating plant and equipment, including dozers, excavators, or similar machinery • HLTAID011 Provide First Aid • HLTAID009 Provide Cardiopulmonary Resuscitation • VTP414 4WD Operations on Unsealed Roads Course • Corporate Induction • Site Induction • Workplace Health and Safety (WHS) Induction Training • Respect @ Work – Prevention of Sexual Harassment in the Workplace Training • Prevention of Workplace Bullying and Harassment Induction Training

11. Inherent Requirements/Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

- This role is classified as Medium Work, involving waste collection, landfill operations, plant operation, site maintenance, and manual handling activities within an active waste management environment.
- This role involves manual handling tasks, including lifting, carrying, pushing, pulling, and handling waste materials, equipment, and supplies.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:
  - Stand and walk for extended periods throughout landfill and waste management facilities;
  - Work on uneven terrain and in outdoor work environments;
  - Bend, kneel, squat, and undertake repetitive physical movements;
  - Safely operate waste collection vehicles, loaders, compactors, trucks, and other plant and equipment;
  - Frequently enter and exit vehicles and plant;

- Undertake waste collection, landfill operations, and site maintenance activities.

Inherent Physical Requirements:

- Ability to stand and walk for extended periods.
- Ability to work outdoors in varying environmental conditions, including heat, dust, noise, and weather exposure.
- Ability to safely operate plant, vehicles, machinery, and equipment.
- Ability to perform manual handling tasks safely.
- Ability to lift and carry equipment, tools, waste materials, and supplies.
- Ability to bend, kneel, squat, climb, and perform repetitive physical movements.
- Ability to maintain sustained grip strength during operational tasks.
- Ability to work on uneven terrain and within active landfill and waste management sites.
- Ability to frequently enter and exit plant, equipment, and vehicles.
- Ability to undertake waste collection, site maintenance, and landfill operational activities safely and efficiently.

Physical Requirements of Job Role							
Job Role: Waste Management Operator							
Body Posture	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Standing					X		
Sitting			X				
Forward Reaching					X		
Neck flexion/extension/rotation					X		
Reaching above shoulder height				X			
Stooping & bending forward from standing position					X		
Kneeling/squatting				X			
Trunk rotation					X		
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Climbing step/platform				X			
Walking					X		
Walking over uneven surfaces					X		

Ladder climbing		X					
Mobility	**Not required**	**Rare**	**Intermittent**	**Occasional**	**Frequent**	**Constant**	**Comments**
Unilateral lifting				X			
Bilateral carrying					X		
Lifting with weight away from body <10kg					X		
Lifting with weight away from body >10kg					X		
Lowering a vertical distance > 25cm from waist to floor					X		
Lowering a vertical distance > 25cm from waist to shoulder height				X			
Lifting 0kg - 4.5kg					X		
Lifting 4.5kg - 9kg					X		
Lifting 9kg - 22kg					X		
Lifting 22kg - 45kg			X				
Lifting 45kg+	X						
Handling unstable objects				X			
Carrying					X		
Pushing/pulling					X		
Sustained/repetitive hand grip					X		
Tool use					X		
Exposure to vibration				X			

12. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



22 / 10 / 2026

Peter Harder
Chief Executive Officer

Date

13. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

_____ _____/_____/_____

Signature Date