Blacktown City. Made Together

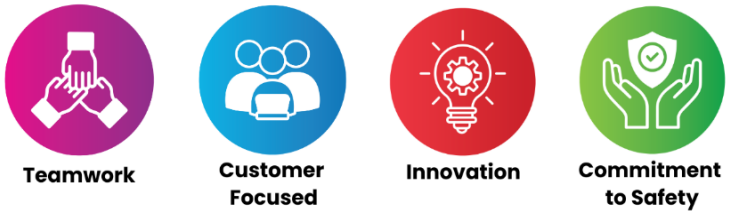
Position description

Senior Water Sensitive Urban Design (WSUD) Compliance Officer

Summary information

Section	Asset Design	**Directorate**	City Architect and Transformational Design
BCC number(s)	BCC2015, BCC1826	**Position type**	Permanent, full-time
Grade	Grade 16	**Skill descriptor**	Band 3 Level 3
Reports to	Coordinator Waterways	**Direct reports**	No
Approval limit	$0	**Release limit**	$0
Created/reviewed	October 2026		

Our values



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their team's success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Blacktown City Council

1. Position purpose

This role is primarily responsible for developing and implementing activities to support the implementation of Council's Six streams Integrated water strategy to help Blacktown transition to a water sensitive City that values and improves its waterways for the benefit of the community and the environment. Develop, deliver and enforce Council's (WSUD) Water sensitive urban design (WSUD) Compliance Program to ensure effective management of WSUD systems on private properties.

As per Clause 35(i)(a) of Blacktown City Council Enterprise Agreement, this position is funded by the Stormwater Management Service Charge to implement the Environmental Stormwater Management Project 2024/25 to 2028/29.

The incumbent will comply with all applicable legislation, regulation and other law, including the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2025 and Council's Safety system.

2. Qualifications and experience

Essential:

- Degree in Engineering (Civil or Environmental), Environmental Science or related field
- Extensive experience in developing and administering large financial budgets including scoping project costs
- Demonstrated in-depth knowledge of the asset management requirements of WSUD systems including, but not limited to, on-site stormwater detention systems (OSDs), rainwater tanks (RWTs) and stormwater quality improvement devices (SQIDs) including bioretention systems and gross pollutant traps
- Demonstrated in-depth experience in interpreting WSUD design and construction documentation including Works as executed and standard drawings
- Extensive experience and knowledge of applicable legislation and regulations relating to development approval documentation, positive covenants and restrictions on the use of land
- Demonstrated in-depth conflict resolution skills and ability to communicate clearly and effectively with a wide range of stakeholders
- Demonstrated interpersonal skills and ability to build effective working relationships with internal and external stakeholders with a focus on commitment to customer service
- Demonstrated time management and organisational skills
- Current class C driver's license.

Desirable:

- Relevant local government experience
- Experience in TechnologyOne, CM9, Technology One and Microsoft Office

- Experience in the use of Geographic Information Systems (GIS) including ESRI ArcGIS

3. Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4. Key accountabilities

Position specific

- Lead the continued improvement of Council's WSUD Compliance Program
- Increase compliance of private properties with WSUD systems in accordance with their legal obligations
- Develop and manage a budget and ensure expenditure is in accordance with the Environmental Stormwater Management Program objectives and timeframes
- Oversee the development and delivery of material and tools to engage and educate owners of WSUD systems to help ensure they comply with their legal obligations
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
    - familiarise yourself with our volunteers policy and standards
    - implement the policy and follow this Managing volunteers standard in a consistent and fair manner
    - undertake training needed to effectively coordinate volunteers
    - allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001.
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working with Children) Act 2012*, the Child Protection (Working with

Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years.

Corporate

- Contribute to a positive workplace culture that embraces diversity and fosters the welfare of all staff.
- Undertake all activities in line with approved governance practices, especially in relation to risk, fraud and corruption.
- Contribute to the delivery of outcome necessary to achieve the goals and objectives of Councils currently adopted Community Strategic Plan.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5. Duties

- Ensure the WSUD Compliance Program remains compliant with current legislative instruments and development approvals.
- Undertake action for non-compliant properties to ensure compliance and ensure risk to Council is minimised.
- Manage the allocation of work activities to the WSUD Compliance Support Officer.
- Enforce Council policies and statutory responsibilities relating to the Positive Covenant and Restriction on Use of Land for private WSUD systems and minimise risk to Council throughout this process.
- Collect and compile data to monitor, evaluate and report on the progress of the WSUD Compliance Program.
- Manage all non-compliant properties including issuing corrective action notices.
- Manage projects for the improvement and delivery of the WSUD Compliance Program.
- Establish and maintain effective record keeping of private WSUD system documentation.
- Develop educational materials and tools to support the WSUD Compliance Program.
- Inspect as required, WSUD systems as part of WSUD Compliance Program.
- Manage private property non-compliance with positive covenants and restrictions on use of land and minimise the risk to Council throughout this process.

- Ensure where necessary the imposition of appropriate penalties.
- Manage the collection and disbursement of revenue raised from non-compliance fines.
- Establish and maintain effective record keeping of private WSUD system documentation.
- Provide specialist advice to internal and external stakeholders on the maintenance of private WSUD systems.
- Manage the WSUD Compliance Program budget to ensure operational and budget targets are met.
- Provide professional technical advice to enquiries and investigations relating to private WSUD systems.
- Develop education material and tools to help owners of private WSUD systems effectively manage their devices.
- Assess, inspect, evaluate and issue notices and recommend orders as appropriate for properties where Council is the appropriate regulatory authority.
- Ensure where necessary the imposition of appropriate penalties.
- Provide professional technical advice to Manager Asset Design and other departments of Council concerning issues pertaining to stormwater management in particular on-ground operations and integrated water cycle management and WSUD assets and practices.
- Remain informed of and apply technological advances pertaining to stormwater and WSUD as well as proprietary products and services.
- As required liaise with other departments of Council, other councils, government departments and statutory authorities, public utility authorities and the community.
- Prepare correspondence and reports as required.
- Attend seminars, workshops and conferences where approved to improve technical knowledge and enhance or acquire essential skills.
- Promote the WSUD Compliance Program to industry through participation in presentations and webinars.
- Maintain adequate records on appropriate files of all projects, having regard to Asset Design Services section's Quality Assurance.
- Maintain the highest ethical and professional standards.
- Accept delegated authority from Manager of Asset Design to supervise, direct and train other staff as required.
- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6. Performance criteria

As per Council's performance management system.

Acknowledgement and agreement

Employee	Name:	
	Signature:	Date:
Supervisor	Name:	
	Signature:	Date: