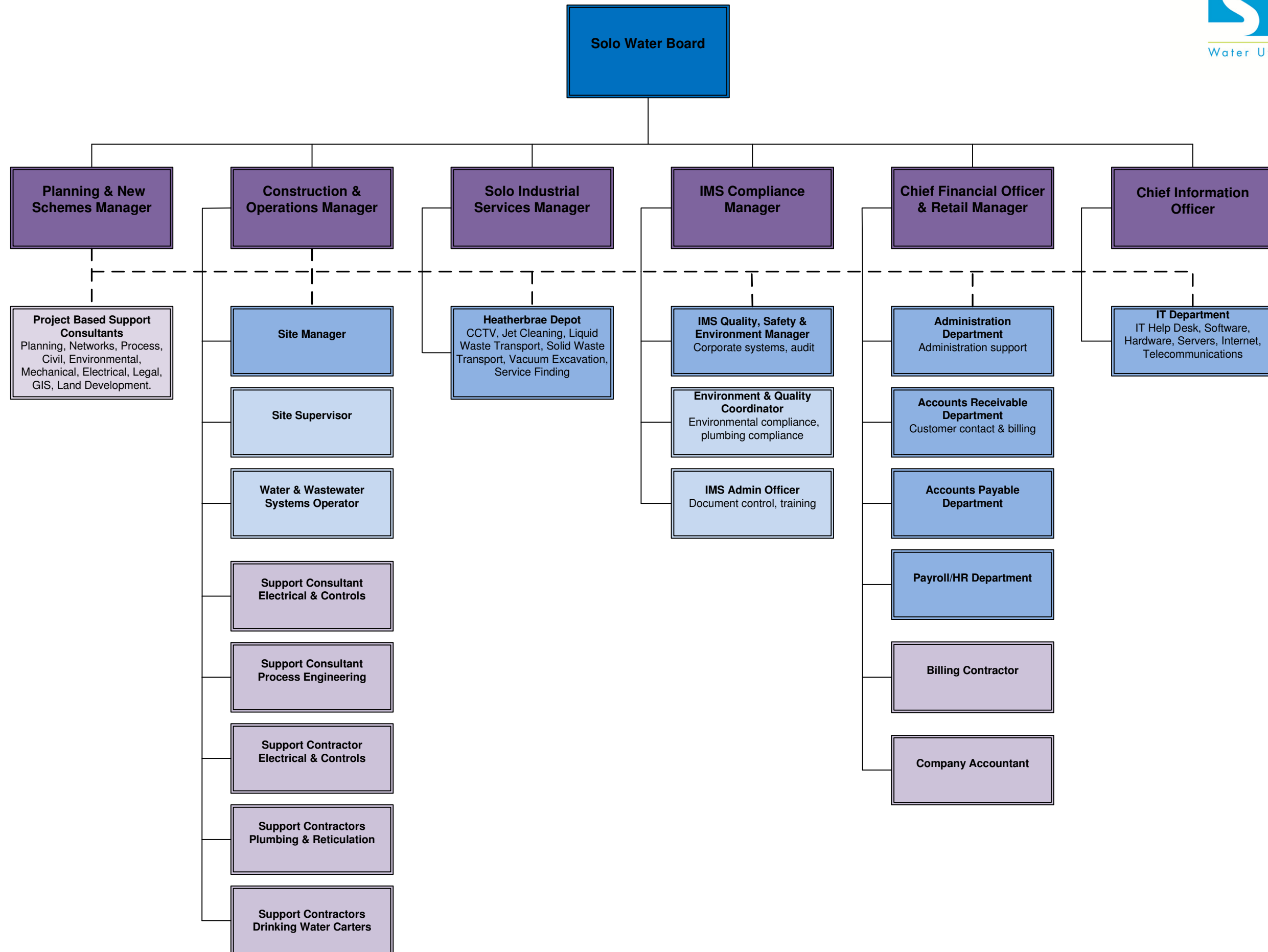


Solo Water – Organisational Chart



POSITION IDENTIFICATION

Title	Planning and New Schemes Manager
Functional Area	Solo Water
Reports to	Solo Water Management

POSITION OBJECTIVE

Primary Purpose of Position – To manage and coordinate new Solo Water schemes through the planning, approvals, licencing and conceptual design phase to ensure all new Solo Water schemes are sustainable from both an environmental and cost perspective.

This role involves negotiations with IPART, EPA, Councils, Water Utilities, Health, the community and other key stakeholders and government agencies.

This role will also provide technical support across all aspects of the Solo Water business including construction, operations and retail.

The Planning and New Schemes Manager is required to actively seek out new projects and promote the Solo Water brand throughout the water and land development industries.

Decision Making Standards with the Position - Due to the industry level of experience required to hold this position, the role will experience a large degree of accountability and autonomy combined with conditional shareholder support to achieve the defined quality and financial company objectives. It is a position that reflects a message of strong but fair leadership with an unconditional necessity to implement successful performance management strategies.

A Planning and New Schemes Manager shall have the authority to carry out the duties required by this position description.

SPECIFIC RESPONSIBILITIES

Planning New Schemes

- Ensure all new Solo Water scheme are sustainable from an environmental, social and economic perspective.
- Manage the planning approvals process for new scheme in a timely manner consistent with the program of the land development and regulatory requirements.
- Mangle the IPART application process in a timely manner to have new schemes added to the Solo Water portfolio.
- Continue to refine and improve the Solo Water decentralised model and strive towards best practice in the water and land development industries.
- Actively seek out new projects and increase awareness of the Solo Water brand in the water and land development industries.

Project and Operations Management

- Actively manage our Land development clients to ensure achievement of mutually agreeable goals.
- Deliver planning and approvals project phases in a timely manner and in line with the corporate and project budgets.
- Actively manage all consultants and contractors involved in the planning and approvals phase to ensure quality project proposals.
- Provide high level guidance and technical support to all Solo Water teams including construction, operations, retail and compliance.
- Comply with internal project and budget reporting requirements.

People Management

- Must have a “hands-on” management approach.
- Present a pleasant professional attitude at all times.
- Ensure role model behaviours are adhered to by all company staff and management.
- Ensure you and your teams adherence to legal and policy requirements (E.G Workplace Health and Safety, policies, harassment and discrimination laws)
- Ensure expectations are clearly understood with current position descriptions and employee performance plans in place.
- Carry out consistent coaching, training and succession planning at all times to ensure development of people with understanding and adherence to company standards.
- Follow Company guidelines for any disciplinary or reward actions as required.

Other Responsibilities

- Be active in growing the company
- Be accepting & willing to grow with the company
- General duties as required to assist colleagues and company performance
- Other Tasks may be assigned from time to time which contributes to the overall success of the company.

KEY PERFORMANCE OBJECTIVES

- Quality Safety & Environment at Site for personnel & sub-contractors, during planning and approvals phases.
- Ensure licence and planning approval conditions are appropriate for the schemes.
- Assist with compliance auditing and review schemes to ensure they are being operated and maintained as intended.
- Delivery of projects on time & on budget

- Performance to management approved budgeted sales and EBIT plans
- Performance to management approved budgeted returns on capital employed
- Consistent performance and achievements of group financial budget guidelines and KPI's
- Contribute to a consistent high level of customer satisfaction for Solo Water schemes.
- Quality of handover and succession planning outcomes
- Achieving growth by a brand profile built on a reputation of successful implementation and compliant operations
- Maintaining a position at the forefront of process, design and implementation
- Successful registration of required patents, inventions, IP and design

COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	Utilise high level communication skills to ensure Solo Water planning and approvals phases are conducted in compliance with policies and procedures.
Team Work	Lead and encourage team work in order to build efficiencies and maximise operational output.
Problem Solving	Draw on previous knowledge and skills to solve problems as they arise, effectively and efficiently.
Self Management	Function effectively autonomously. Be proactive in your self-management to ensure deadlines are met.
Planning and Organisation	Plan, co-ordinate and direct work accordingly to ensure completion by deadlines and budget targets.
Technology	Utilise available technologies to complete tasks as required.
Learning	Identify gaps and take necessary steps to encourage learning in the workplace.
Initiative and enterprise	Use initiative and think outside the box; maintain high levels of innovation to ensure the Company remains at the forefront of the waste management industry.

PERSON SPECIFICATION QUALIFICATIONS/ KNOWLEDGE/ EXPERIENCE

Qualifications – Essential:

- (a) Engineering Degree, preferably environmental engineering.
- (b) Team Building / Management

Qualifications – Desirable:

- a) At the discretion of the General Manager

Knowledge, Skills & Experience (Essential):

- (a) Minimum 10 years experience within the water industry focusing on planning and conceptual design of new schemes
- (b) Knowledge of planning and approval process for the water industry
- (c) Knowledge of land development master planning processes
- (d) Water and Wastewater Design, Development, Construction and Operations

Knowledge, Skills & Experience (Desirable):

- a) At the discretion of the General Manager

WORK HEALTH AND SAFETY

General

The Work Health and Safety Objectives form an essential part of this role and it is imperative that these Objectives are achieved. The achievement of these objectives will form part of the employees annual Staff Development Review.

- (a) Ensure employees care for their own health and safety and that of others.
- (b) Ensure Lockout Tags are used in accordance with work procedure IMS-SAFE-D-4806.
- (c) Work safely and maintain a safe workplace.
- (d) Ensure that you present as "Fit for Work" at all times.
- (e) Avoid taking risks.
- (f) Ensure that before starting a new job, that correct procedure is known.
- (g) Report and hazards immediately.
- (h) Submit own ideas towards safety.
- (i) Wear protective clothing where necessary or as indicated by signage.
- (j) Operate equipment in a safe manner.

QUALITY

- (a) To ensure that the dealing with customers and other company staff is supportive of the company's commitment to quality service.
- (b) Ensure that all work is of the highest standard, to minimize reliability of service to customers.
- (c) Ensure that the dealings with customers and other company employees are supportive of the Company's commitment to quality service.
- (d) Ensure familiarization with the company's Integrated Management System (IMS).
- (e) Perform all duties of the position in accordance with all policies and procedures of the Integrated Management System (IMS).
- (f) Maintain standards and controls to ensure design and quality output is maintained to legislative and other legally required standards.
- (g) Set work programs in order of priority, to maximise best practices and achieve the highest quality.
- (h) Foster a collaborative and cooperative approach in all decision making.
- (i) Lead company alignment through appropriate, clear and direct communication.
- (j) Deliver industry leading quality outcomes through a programme of continuous improvement that develops our operational capability.

ENVIRONMENT

- (a) Be environmentally aware and pro-active in the approach to environmental management.
- (b) Ensure that new schemes are environmentally sustainable.
- (c) Strive towards water industry best practice
- (d) Contribute to the appropriate resolution of significant incidents that are escalated internally
- (e) Dispose of waste in an environmentally sound manner; recycling where appropriate.
- (f) Lead by example and encourage others to operate in an environmentally responsible manner.
- (g) Educate and ensure employees are following the correct environmental procedures, following legislative requirements and operating in an environmentally responsible manner.

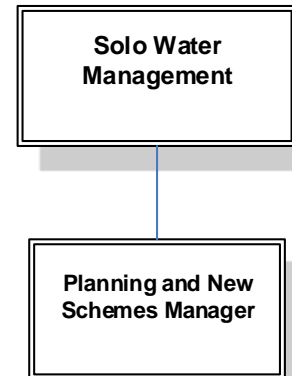
ORGANISATIONAL RELATIONSHIPS / AUTHORITY

ORGANISATIONAL RELATIONSHIPS

Reports to: Solo Water Management

Manages: Project planning and approvals

Internal Contacts: Construction and Operational Teams
Design and Engineering Team
Sales, Marketing and Financial Teams
Retail teams



External Contacts: Land development clients
Consultants through planning, approvals, conceptual design and handover to construction, commissioning and operations and maintenance.
Solo Water Customers – e.g.: Ratepayers & Developers

ORGANISATIONAL AUTHORITY

Decisions made in the position: As advised throughout training.

Decisions Referred: As advised throughout training.

ACKNOWLEDGEMENT

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the role.

POSITION IDENTIFICATION

Title	Water and Wastewater Utility Engineer
Functional Area	Solo Water
Reports to	Solo Water Management

POSITION OBJECTIVE

Primary Purpose of Position - To be able to develop the procedures required to meet the company's obligations under the IPART Licencing regime. Manage Site Staff. Responsible and accountable for the design, construction, development and implementation of a profitable compliant robust total water solution through waste water treatment plants, water treatment plants, pressure sewerage collection and recycling systems while establishing the Solo Water brand as an industry leader by premium quality of operations. Actively assist in growing the company.

Decision Making Standards with the Position - Due to the industry level of experience required to hold this position, the role will experience a large degree of accountability and autonomy combined with conditional shareholder support to achieve the defined quality and financial company objectives. It is a position that reflects a message of strong but fair leadership with an unconditional necessity to implement successful performance management strategies.

A Water and Wastewater Utility Engineer shall have the authority to carry out the duties required by this position description.

SPECIFIC RESPONSIBILITIES

Product Development Design and Engineering

- To continue to refine and develop existing designs and process to improve performance, implementation and operational capability and feasibilities.
- To manage design and engineering developments within company budgets.
- Focus on reducing the Solo Water Carbon Footprint through design and engineering.

Project and Operations Management

- Guarantee Water Quality through robust protection systems
- Ensure complete compliance with all QSE requirements.
- Manage on site staff – with a “hands-on” attitude.
- Be pro-active in the development of systems & procedures for the operations.
- Ensure that the IPART Licencing obligations are fully met with the continual improvement of internal procedures & practices.
- Be available after hours to assist with the management and escalation of incidents that may occur from time to time.

- Mentor and develop staff to obtain the best possible results from our human resources.
- Be willing to work on site to understand the process of construction & operations.
- Identify and eliminate any risk, financial or otherwise prior to any agreement to commence for any specific project implementation.
- Pro-actively manage the on-site Client & Sub-contractors relationships.
- Report to the management staged accurate progress updates in the required format when due.
- Ensure that all company procedures are adhered to.
- Ensure any invoice approved for payment is in fact complete with no residual exposure.
- Deliver project key stages on time in line with company and specific project budget.
- Meet project commissioning handover quality and operational standards with the relevant authorities to applicable compliance and company standards.
- Effectively manage works programmes and progress reporting meeting required authority compliance standards with a focus on delivering on-time and on budget.
- Effectively manage sub contractors and trades in line with required authority compliance standards in line with company budgets.
- Maintain a clean safe compliant work environment at all times.
- Continually review the security & operational risks on all sites and ensure there are adequate measures in place to eliminate or mitigate risk.
- To develop and implement new strategies to increase productivity, profitability and quality to enhance the delivery of the final product.
- Ensure company working capital targets are met to a return as nominated by the management.
- Immediately report to the management any abnormal variance or unbudgeted activity on any project.
- Immediately report to the management any increase in the company's financial risk profile.
- Immediately report to the management any threatened or pending litigation

People Management

- Must have a "hands-on" management approach.
- Present a pleasant professional attitude at all times.
- Ensure role model behaviours are adhered to by all company staff and management.
- Ensure you and your teams adherence to legal and policy requirements (E.G Workplace Health and Safety, policies, harassment and discrimination laws)
- Ensure expectations are clearly understood with current position descriptions and employee performance plans in place.

- Carry out consistent coaching, training and succession planning at all times to ensure development of people with understanding and adherence to company standards.
- Follow Company guidelines for any disciplinary or reward actions as required.

Other Responsibilities

- Be active in growing the company
- Be accepting & willing to grow with the company
- General duties as required to assist colleagues and company performance
- Other Tasks may be assigned from time to time which contributes to the overall success of the company.

KEY PERFORMANCE OBJECTIVES

- Quality Safety & Environment at Site for personnel & sub-contractors, during construction & operational phases
- Ensure that the operations meet or exceed all of the obligations set out under the IPART Licencing regime
- Development, implementation and integration of business systems to support operations, including IMS (Quality, Safety & Environment), Water Quality, Corporate Asset Management, GIS, & SCADA.
- Delivery of projects and operations on time & on budget
- Performance to management approved budgeted sales and EBIT plans
- Performance to management approved budgeted returns on capital employed
- Consistent performance and achievements of group financial budget guidelines and KPI's
- Consistent premium quality of operations and outcomes
- Consistent high level of customer satisfaction through delivery and process
- Quality of handover and succession planning outcomes
- Achieving growth by a brand profile built on a reputation of successful implementation and compliant operations
- Maintaining a position at the forefront of process, design and implementation
- Successful registration of required patents, inventions, IP and design

COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	Utilise high level communication skills to ensure Solo Water Operations are conducted in compliance with policies and procedures.
Team Work	Lead and encourage team work in order to build efficiencies and maximise operational output.
Problem Solving	Draw on previous knowledge and skills to solve problems as they arise, effectively and efficiently.
Self Management	Function effectively autonomously. Be proactive in your self-management to ensure deadlines are met.
Planning and Organisation	Plan, co-ordinate and direct work accordingly to ensure completion by deadlines and budget targets.
Technology	Utilise available technologies to complete tasks as required.
Learning	Identify gaps and take necessary steps to encourage learning in the workplace.
Initiative and enterprise	Use initiative and think outside the box; maintain high levels of innovation to ensure the Company remains at the forefront of the waste management industry.

**PERSON SPECIFICATION
QUALIFICATIONS/ KNOWLEDGE/ EXPERIENCE**

Qualifications – Essential:

- a) Engineering Degree
- b) Team Building / Management

Qualifications – Desirable:

- a) At the discretion of the General Manager

Knowledge, Skills & Experience (Essential):

- a) Minimum 10 years Operations Experience within the water industry
- b) Water and Wastewater Design, Development, Construction and Operations

Knowledge, Skills & Experience (Desirable):

- a) At the discretion of the General Manager

WORK HEALTH AND SAFETY

General

The Work Health and Safety Objectives form an essential part of this role and it is imperative that these Objectives are achieved. The achievement of these objectives will form part of the employees annual Staff Development Review.

- (a) Ensure employees care for their own health and safety and that of others.
- (b) Ensure Lockout Tags are used in accordance with work procedure IMS-SAFE-D-4806.
- (c) Work safely and maintain a safe workplace.
- (d) Ensure that you present as "Fit for Work" at all times.
- (e) Avoid taking risks.
- (f) Ensure that before starting a new job, that correct procedure is known.
- (g) Report and hazards immediately.
- (h) Submit own ideas towards safety.
- (i) Wear protective clothing where necessary or as indicated by signage.
- (j) Operate equipment in a safe manner.

QUALITY

- (a) To ensure that the dealing with customers and other company staff is supportive of the company's commitment to quality service.
- (b) Ensure that all work is of the highest standard, to minimize reliability of service to customers.
- (c) Ensure that the dealings with customers and other company employees are supportive of the Company's commitment to quality service.
- (d) Ensure familiarization with the company's Integrated Management System (IMS).
- (e) Perform all duties of the position in accordance with all policies and procedures of the Integrated Management System (IMS).
- (f) Maintain standards and controls to ensure design and quality output is maintained to legislative and other legally required standards.
- (g) Set work programs in order of priority, to maximise best practices and achieve the highest quality.
- (h) Foster a collaborative and cooperative approach in all decision making.
- (i) Lead company alignment through appropriate, clear and direct communication.
- (j) Deliver industry leading quality outcomes through a programme of continuous improvement that develops our operational capability.

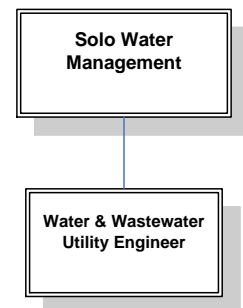
ENVIRONMENT

- (a) Be environmentally aware and pro-active in the approach to environmental management.
- (b) Ensure that all spills are cleaned as per company procedure using environmentally sound methods.
- (c) Ensure all environmental incidents are reported to managers and reporting documentation completed.
- (d) Dispose of waste in an environmentally sound manner; recycling where appropriate.
- (e) Lead by example and encourage others to operate in an environmentally responsible manner.
- (f) Educate and ensure employees are following the correct environmental procedures, following legislative requirements and operating in an environmentally responsible manner.

ORGANISATIONAL RELATIONSHIPS / AUTHORITY

ORGANISATIONAL RELATIONSHIPS

- Reports to:** Solo Water Management
- Manages:** Project Operation and Maintenance Staff
- Internal Contacts:** Construction and Operational Teams
Design and Engineering Team
Sales, Marketing and Financial Teams
- External Contacts:** The Clients
Consultants through design, construction, commissioning and handover to Operations and Maintenance
Project Sub Contractors and Client Construction Managers
Solo Water Customers – e.g.: Ratepayers & Developers



ORGANISATIONAL AUTHORITY

- Decisions made in the position:** As advised throughout training.
- Decisions Referred:** As advised throughout training.

ACKNOWLEDGEMENT

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the role.

POSITION IDENTIFICATION

Title	Site Manager – Solo Water
Functional Area	Solo Water
Reports to	Construction & Operations Manager

POSITION OBJECTIVE

A Site Manager is responsible and accountable for organising, constructing, operating and maintaining water & waste water plants & reticulation systems including potable water reticulation, recycled water reticulation and pressure sewer collection systems while establishing the Solo Water brand as an industry leader.

A Site Manager shall have the authority to carry out the duties required by this position description.

SPECIFIC RESPONSIBILITIES

Site Management

- Regulation reporting and documentation to the required regulatory authority
- Monthly operation reporting and QA documentation
- Attending to Customer enquiries
- Operating and maintaining WWTP, AWTP, Ancillary systems and recycled water network at each development
- Ensure complete compliance with all Work Place Health & Safety requirements
- Maintain a clean safe compliant work environment at all times
- Continually review the security on any site and ensure there are adequate measures in place to eliminate any risk
- Ensure company budgets are met
- Report any abnormal variance or unbudgeted activity
- Report any increase in the company financial risk
- Report any threatened or pending litigation

People Management

- Present a pleasant professional attitude at all times
- Ensure role model behaviours are adhered to
- Ensure you adhere to legal and policy agreements (e.g.: Work Place, Health and Safety policies, harassment and discrimination laws)
- Follow company guidelines for any disciplinary or reward actions required

KEY PERFORMANCE OBJECTIVES

Outputs	Key Performance Indicator
As negotiated with Construction & Operations Manager	As determined by Construction & Operations Manager

COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	Utilise high level communication skills to ensure Solo Water Operations are conducted in compliance with policies and procedures.
Team Work	Lead and encourage team work in order to build efficiencies and maximise operational output.
Problem Solving	Draw on previous knowledge and skills to solve problems as they arise, effectively and efficiently.
Self Management	Function effectively autonomously. Be proactive in your self-management to ensure deadlines are met.
Planning and Organisation	Plan, co-ordinate and direct work accordingly to ensure completion by deadlines and budget targets.
Technology	Utilise available technologies to complete tasks as required.
Learning	Identify gaps and take necessary steps to encourage learning in the workplace.
Initiative and enterprise	Use initiative and think outside the box; maintain high levels of innovation to ensure the Company remains at the forefront of the waste management industry.

PERSON SPECIFICATION

QUALIFICATIONS/ KNOWLEDGE/ EXPERIENCE

Qualifications – Essential:

- a) At the discretion of the Construction & Operations Manager

Qualifications – Desirable:

- a) At the discretion of the Construction & Operations Manager
- b) Trade or technical qualifications applicable to the water industry.

Knowledge, Skills & Experience (Essential):

- a) Minimum of 10 years experience in the water industry in the construction, operation and maintenance of water infrastructure.
- b) Minimum 2 years experience in a similar site management role in the water industry
- c) At the discretion of the Construction & Operations Manager

Knowledge, Skills & Experience (Desirable):

- a) At the discretion of the Construction & Operations Manager

WORK HEALTH AND SAFETY

The Work Health and Safety Objectives form an essential part of this role and it is imperative that these Objectives are achieved. The achievement of these objectives will form part of the employees annual Staff Development Review.

- (a) Ensure familiarisation with the Company's Integrated Management System (IMS).
- (b) Ensure that appropriate PPE is worn at all times.
- (c) Report any hazards in the workplace.
- (d) Set a good example to other staff and subcontractors on safe work behaviour standards.
- (e) Ensure employees and subcontractors care for their own health and safety and that of others.

QUALITY

- (a) Maintain standards and controls to ensure design and quality output is maintained to legislative and other legally required standards.
- (b) Ensure familiarisation with the Company's Integrated Management System (IMS).
- (c) Ensure that the dealings with customers and other Company employees are supportive of the Company's commitment to quality service.

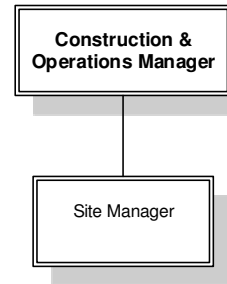
ENVIRONMENT

- (a) Lead by example and be environmentally aware and pro-active in the approach to environmental management.
- (b) Ensure familiarisation with the Company's Integrated Management System (IMS).
- (c) Ensure that spills are cleaned using appropriate environmentally sound methods.
- (d) Dispose of waste in an environmentally sound manner; recycling where appropriate.

ORGANISATIONAL RELATIONSHIPS / AUTHORITY

ORGANISATIONAL RELATIONSHIPS

- Reports to:** Construction & Operations Manager
- Manages:** Subordinate staff and contractors
- Internal Contacts:** Solo Water employees and management
- External Contacts:** All clients / customers / suppliers / sub contractors



ACKNOWLEDGEMENT

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the role.

POSITION IDENTIFICATION

Title	Site Supervisor – Solo Water
Functional Area	Solo Water
Reports to	Site Manager

POSITION OBJECTIVE

A Site Supervisor is responsible and accountable for organising, constructing, operating and maintaining water & waste water plants & reticulation systems including potable water reticulation, recycled water reticulation and pressure sewer collection systems while establishing the Solo Water brand as an industry leader.

A Site Supervisor shall have the authority to carry out the duties required by this position description.

SPECIFIC RESPONSIBILITIES

Site Management

- Regulation reporting and documentation to the required regulatory authority
- Monthly operation reporting and QA documentation
- Attending to Customer enquiries
- Operating and maintaining WWTP, AWTP, Ancillary systems and recycled water network at each development
- Ensure complete compliance with all Work Place Health & Safety requirements
- Maintain a clean safe compliant work environment at all times
- Continually review the security on any site and ensure there are adequate measures in place to eliminate any risk
- Ensure company budgets are met
- Report any abnormal variance or unbudgeted activity
- Report any increase in the company financial risk
- Report any threatened or pending litigation

People Management

- Present a pleasant professional attitude at all times
- Ensure role model behaviours are adhered to
- Ensure you adhere to legal and policy agreements (e.g.: Work Place, Health and Safety policies, harassment and discrimination laws)
- Follow company guidelines for any disciplinary or reward actions required

KEY PERFORMANCE OBJECTIVES

Outputs	Key Performance Indicator
As negotiated with Construction & Operations Manager	As determined by Construction & Operations Manager

COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	Utilise high level communication skills to ensure Solo Water Operations are conducted in compliance with policies and procedures.
Team Work	Lead and encourage team work in order to build efficiencies and maximise operational output.
Problem Solving	Draw on previous knowledge and skills to solve problems as they arise, effectively and efficiently.
Self Management	Function effectively autonomously. Be proactive in your self-management to ensure deadlines are met.
Planning and Organisation	Plan, co-ordinate and direct work accordingly to ensure completion by deadlines and budget targets.
Technology	Utilise available technologies to complete tasks as required.
Learning	Identify gaps and take necessary steps to encourage learning in the workplace.
Initiative and enterprise	Use initiative and think outside the box; maintain high levels of innovation to ensure the Company remains at the forefront of the waste management industry.

PERSON SPECIFICATION

QUALIFICATIONS/ KNOWLEDGE/ EXPERIENCE

Qualifications – Essential:

- a) At the discretion of the Construction & Operations Manager

Qualifications – Desirable:

- a) At the discretion of the Construction & Operations Manager
- b) Trade or technical qualifications applicable to the water industry.

Knowledge, Skills & Experience (Essential):

- a) Minimum of 5 years experience in the water industry in the construction, operation and maintenance of water infrastructure.
- b) Minimum 2 years experience in a similar Supervisory role in the water industry
- c) At the discretion of the Construction & Operations Manager

Knowledge, Skills & Experience (Desirable):

- a) At the discretion of the Construction & Operations Manager

WORK HEALTH AND SAFETY

The Work Health and Safety Objectives form an essential part of this role and it is imperative that these Objectives are achieved. The achievement of these objectives will form part of the employees annual Staff Development Review.

- (a) Ensure familiarisation with the Company's Integrated Management System (IMS).
- (b) Ensure that appropriate PPE is worn at all times.
- (c) Report any hazards in the workplace.
- (d) Set a good example to other staff and subcontractors on safe work behaviour standards.
- (e) Ensure employees and subcontractors care for their own health and safety and that of others.

QUALITY

- (a) Maintain standards and controls to ensure design and quality output is maintained to legislative and other legally required standards.
- (b) Ensure familiarisation with the Company's Integrated Management System (IMS).
- (c) Ensure that the dealings with customers and other Company employees are supportive of the Company's commitment to quality service.

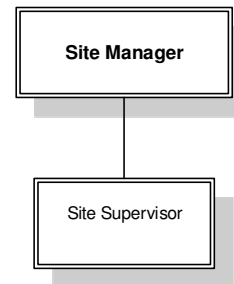
ENVIRONMENT

- (a) Lead by example and be environmentally aware and pro-active in the approach to environmental management.
- (b) Ensure familiarisation with the Company's Integrated Management System (IMS).
- (c) Ensure that spills are cleaned using appropriate environmentally sound methods.
- (d) Dispose of waste in an environmentally sound manner; recycling where appropriate.

ORGANISATIONAL RELATIONSHIPS / AUTHORITY

ORGANISATIONAL RELATIONSHIPS

Reports to:	Site Manager
Manages:	Subordinate staff and Contractors
Internal Contacts:	Solo Water employees and management
External Contacts:	All clients / customers / suppliers / sub contractors



ACKNOWLEDGEMENT

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the role.

POSITION IDENTIFICATION

Title	Water and Wastewater Systems Operator – Solo Water
Functional Area	Solo Water
Reports to	Construction & Operations Manager

POSITION OBJECTIVE

A Water and Wastewater Systems Operator is responsible and accountable for the operation and maintenance of Solo's water and wastewater infrastructure including wastewater and recycled water treatment plant, potable/recycled water reticulation and pressure sewer collection systems while establishing the Solo Water brand as an industry leader.

A Water and Wastewater Systems Operator shall have the authority to carry out the duties required by this position description.

SPECIFIC RESPONSIBILITIES

Site Management

- Regulation reporting and documentation to the required regulatory authority;
- Monthly operation reporting and QA documentation;
- Attending to Customer enquiries;
- Operating and maintaining WWTP, AWTP, ancillary systems and potable/recycled water network at each development;
- Support the delivery of capital works projects including the construction, installation and commissioning of new infrastructure;
- Ensure complete compliance with all Work Place Health & Safety requirements;
- Maintain a clean safe compliant work environment at all times;
- Continually review the security on any site and ensure there are adequate measures in place to eliminate any risk;
- Ensure company budgets are met;
- Report any abnormal variance or unbudgeted activity;
- Report any increase in the company financial risk;
- Report any threatened or pending litigation;

People Management

- Present a pleasant professional attitude at all times;
- Ensure role model behaviours are adhered to;
- Effectively communicate, cooperate and work with team members to create a harmonious and productive workplace;

- Ensure you adhere to legal and policy agreements (e.g.: Work Place, Health and Safety policies, harassment and discrimination laws);
- Follow company guidelines for any disciplinary or reward actions required;

KEY PERFORMANCE OBJECTIVES

Outputs	Key Performance Indicator
As negotiated with Construction & Operations Manager	As determined by Construction & Operations Manager

COMPETENCIES REQUIRED

The following competencies are required for this position:

Communication	Utilise high level communication skills to ensure Solo Water Operations are conducted in compliance with policies and procedures.
Team Work	Lead and encourage team work in order to build efficiencies and maximise operational output.
Problem Solving	Draw on previous knowledge and skills to solve problems as they arise, effectively and efficiently.
Self Management	Function effectively autonomously. Be proactive in your self-management to ensure deadlines are met.
Planning and Organisation	Plan, co-ordinate and direct work accordingly to ensure completion by deadlines and budget targets.
Technology	Utilise available technologies to complete tasks as required.
Learning	Identify gaps and take necessary steps to encourage learning in the workplace.
Initiative and enterprise	Use initiative and think outside the box; maintain high levels of innovation to ensure the Company remains at the forefront of the waste management industry.

PERSON SPECIFICATION

QUALIFICATIONS/ KNOWLEDGE/ EXPERIENCE

Qualifications – Essential:

- At the discretion of the Construction & Operations Manager

Qualifications – Desirable:

- a) At the discretion of the Construction & Operations Manager
- b) Trade or technical qualifications applicable to the water industry

Knowledge, Skills & Experience (Essential):

- a) Minimum 5 years experience in the water industry with a focus on operation and maintenance of water and wastewater system.
- b) At the discretion of the Construction & Operations Manager

Knowledge, Skills & Experience (Desirable):

- a) At the discretion of the Construction & Operations Manager

WORK HEALTH AND SAFETY

The Work Health and Safety Objectives form an essential part of this role and it is imperative that these Objectives are achieved. The achievement of these objectives will form part of the employees annual Staff Development Review.

- (a) Ensure employees and subcontractors care for their own health and safety and that of others.
- (b) Ensure familiarisation with the Company's Integrated Management System (IMS).
- (c) Ensure Lockout Tags are used in accordance with work procedure IMS-SAFE-D-4806.
- (d) Work safely and maintain a safe workplace.
- (e) Ensure that you present as "Fit for Work" at all times.
- (f) Avoid taking risks.
- (g) Ensure that before starting a new job, that correct procedure is known.
- (h) Report any hazards immediately.
- (i) Submit own ideas towards safety.
- (j) Wear protective clothing where necessary or as indicated by signage.
- (k) Operate equipment in a safe manner.
- (l) Ensure that appropriate PPE is worn at all times.
- (a) Set a good example to other staff and subcontractors on safe work behaviour standards.

QUALITY

- (a) Maintain standards and controls to ensure design and quality output is maintained to legislative and other legally required standards.
- (b) Ensure familiarisation with the Company's Integrated Management System (IMS).
- (c) Perform all duties of the position in accordance with all policies and procedures of

the Integrated Management System (IMS).

- (d) Ensure that the dealings with customers and other Company employees are supportive of the Company's commitment to quality service.
- (e) Ensure that all work is of the highest standard, to ensure reliability of service to customers.
- (f) Set work programs in order of priority, to maximise best practices and achieve the highest quality.
- (g) Foster a collaborative and cooperative approach in all decision making.
- (h) Deliver industry leading quality outcomes through a programme of continuous improvement that develops our operational capability.

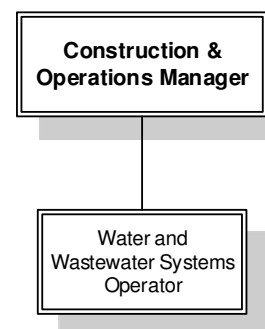
ENVIRONMENT

- (a) Lead by example and be environmentally aware and pro-active in the approach to environmental management.
- (b) Perform all duties of the position in accordance with all policies and procedures of the Integrated Management System (IMS), Environmental Management Plan (EMP) and associated procedures.
- (c) Ensure that spills are cleaned using appropriate environmentally sound methods.
- (d) Contribute to the appropriate resolution of significant incidents that are escalated internally.
- (e) Ensure that the correct environmental procedures and legislative requirements are followed and the system is operated in an environmentally responsible manner.
- (f) Dispose of waste in an environmentally sound manner; recycling where appropriate.

ORGANISATIONAL RELATIONSHIPS / AUTHORITY

ORGANISATIONAL RELATIONSHIPS

Reports to:	Construction & Operations Manager
Manages:	Subordinate staff and Contractors
Internal Contacts:	Solo Water employees and Management
External Contacts:	All clients / customers / suppliers / sub contractors



ACKNOWLEDGEMENT

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the role.