



**POSITION TITLE:** Waste Compliance Officer **POSITION NO:** 2512

**EMPLOYMENT TYPE:** Maximum Term Full Time

**CLASSIFICATION:** Level 4

**CERTIFIED AGREEMENT:** Officers – 2020 **AWARD:** QLGIA

**DEPARTMENT:** Community

**BRANCH:** Environment and Waste

**SECTION:** Waste Management

**REPORTS TO:** Coordinator Waste Management

**ORGANISATIONAL VALUES: ACHIEVE**

**Accountability** - We accept responsibility for our actions and decisions in managing the regions resources.

**Community** - Building partnerships and delivering quality customer service.

**Harmony** - Our people working cooperatively to achieve common goals in a supportive and safe environment.

**Innovation** - Encouraging an innovative and resourceful workplace.

**Ethical Conduct** - We behave fairly with open, honest and accountable behaviour and consistent decision-making.

**Vision** - This is the driving force behind our actions and responsibilities.

**Excellence** - Striving to deliver excellent environmental, social and economic outcomes.

## 1. PRIMARY ROLE

Conduct Waste Compliance in accordance with legislative requirements and Council Policies, Procedures and Standards.

Achieve the outcomes of the South Burnett Regional Council, North Burnett Regional Council, the Cherbourg Aboriginal Shire Council and the Queensland Department of Environment and Science Partnership Program in relation to illegal dumping and littering.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Investigate and advise on illegal dumping and littering offences and related issues and perform necessary compliance actions in relation to these matters.
2. Identify illegal dumping sites in the region as well as collecting and disposing of small volumes of illegally dumped/ littered materials.
3. Conduct verbal, written and electronic interviews of witnesses and persons of interest.
4. Conduct overt patrols and covert surveillance of illegal dumping sites.
5. Prepare correspondence, reports, notices, infringements and other Statutory Instruments under relevant legislation including preparing reports necessary to achieve the outcomes of the Illegal Dumping Partnership Program.
6. Prepare statements, fact sheets and briefs of evidence for Court as well as attend and present evidence in Court as necessary.
7. Promote compliance with legislation and relevant Council Laws through various initiatives including assisting in the development and provision of education programs and media campaigns.
8. Experience or willingness to work within an indigenous community.

9. Complete additional activities and reasonable directions given by management.

### 3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions
- This is a maximum term position pursuant to State Government funding and will also operate jointly with the North Burnett Regional Council and Cherbourg Aboriginal Shire Council

### 4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Diploma/ Certificate qualification in a related field or demonstrated high level compliance/enforcement experience.
- Tertiary education in a related field (Desirable)

### 5. KEY SELECTION CRITERIA

1. Working knowledge and understanding of Local Government law enforcement issues is preferred and working knowledge of the Waste Reduction and Recycling Act 2011 and/or Environmental Protection Act 1994 is desirable.
2. Demonstrated experience in undertaking inspections, investigations and information collection in compliance matters.
3. Demonstrated experience in brief preparation and compilation of evidence.
4. Demonstrated high level negotiation and conflict resolution skills.
5. High level of oral and written communication skills to compose reports, correspondence and process administrative work, facilitate community engagement to deal with members of the public, customers and other Council Officers in a manner pursuant to Council's established policies and procedures.

### WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

### CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

### FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

### INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Community: Peter O'May	Signature: 