

Position description

Illegal Dumping and Littering Enforcement Officer

Summary information

Section	Environment	Directorate	City Living
Position grade	Band 3 Level 1 Grade 11	Position type	Term Contract, full-time – 12 months
Reports to	Coordinator Sustainable Resources	Direct reports	Nil
Approval limit	\$0	Release limit	\$0
Created/reviewed	October 2020	BCC number(s)	NA

1 Position purpose

- This role is primarily responsible to coordinate and implement projects, strategies, policies, guidelines and procedures that align with Council's Clean Cities Strategy and Action Plan and Illegal Dumping Action Plan, including:
 - coordinate an integrated education approach to managing illegal dumping and litter prevention in Blacktown city
 - develop and implement reduction strategies for addressing illegal dumping and littering
 - develop systems and processes that support transparent decision-making and enforcement action in relation to illegal dumping and litter prevention
 - provide enforcement and controls enabled and required by governing legislation, including:
 - Local Government Act (NSW) 1993 and regulations
 - Impounding Act (NSW) 1993 and regulations
 - Protection of the Environment Operations Act (NSW) 1997 and regulations
 - Roads Act (NSW) 1993 and regulations
 - Environmental Planning and Assessment Act (NSW) 1979
 - Self Enforcing Infringement Notice Scheme (SEINS).
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) System.

2 Qualifications and experience

Essential

- Diploma qualifications in environment, educational or community regulation disciplines or related field
- Suitable relevant experience required in local government and/or development of strategies and policies
- Demonstrated experience and skills in the research, analysis, development and management of projects, plans and policies
- Demonstrated high level oral and written communication skills, including the ability to deliver presentations, write correspondence, complex reports and applications

- Strong time management skills essential, with proven ability to manage several projects at once, prioritise accordingly, and work under pressure to meet tight deadlines.
- Current driver's licence.

Desirable

- Ability to interpret and implement relevant regulation and policy and ensure Council's processes and procedures comply
- Well-developed negotiation skills and conflict resolution capabilities
- Demonstrated analytical and problem-solving skills
- Availability to work flexible working hours
- Ability to work within a team environment.

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

- Ensure Council and the community are moving towards sustainability
- Enhance an integrated education and compliance approach to achieve improved community regulation for illegal dumping and littering
- Successful development, implementation and evaluation of illegal dumping and litter prevention programs and actions
- Provide monthly status reports in relation to performance of programs and allocated program budget
- Appropriate engagement with relevant Council staff in order to facilitate effective communication flow regarding core services provided
- Reports and correspondence in accordance with the nominated performance criteria and agreed timeframe
- 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 standard
 - 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 councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill 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* (HVNL) 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. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

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

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales 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

- Produce educational material and community documents in relation to illegal dumping and littering
- Undertake research and prepare project plans, presentations and information sessions as required
- Receive inward correspondence and draft appropriate responses; action enquiries and other matters within the time frame specified
- Interact with executives, managers and other Council employees for the purpose of providing or obtaining information
- Communicate effectively and liaise with external stakeholders including professional associations, consultants, contractors, government officers, the public, community organisations and local businesses.
- Develop strategies and protocols to improve and enhance the amenity and safety of the Blacktown city
- Investigate illegal dumping and littering incidents and issue orders and penalty notices, as required
- Communicate ideas, explain legislation and regulations to customers
- Accurate compilation of summonses, information, solicitor's briefs, fact sheets and statements
- Monitor programs, surveillance and developments in littering and illegal dumping, identify potential problems, and develop appropriate responses

- Attend meetings as required through performance of duties and generate minutes and supporting documents
- Act in accordance with any legislative requirements as detailed on the position's Certificate of Authority
- Ensure all allocated duties are completed in an effective and professional manner within timeframe specified
- Volunteer management duties if applicable
- 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