



Candidate Information

Cook Shire Council

Waste Management Coordinator

November 2021

Cook Shire



Cook Shire Overview



Cook Shire enjoys a mild tropical climate with the wet season typically running from January to March, which is also the hottest part of the year. April to December brings a drier period and cooler weather, with temperatures averaging 27 degrees.

The number of people visiting Cook Shire and moving to this beautiful region is growing steadily, as access and facilities improve across the communities. There are airports and airstrips in most areas of the Shire, with the largest in Cooktown and Coen, and scheduled or charter flights available to those destinations and there is a regular bus service between Cairns and Cooktown.

Cook Shire is the largest land area shire in Queensland. From the Bloomfield River in the south to just north of the Jardine River, it covers more than 100,000km² and occupies 80 per cent of Cape York Peninsula.

Cook Shire is a vibrant area, from the main township of Cooktown to smaller outlying communities rich in Indigenous history, agriculture, tourism and arts. About half of the Shire's 4600-strong population live in Cooktown, on the banks of the Endeavour River, with the remainder spread between the smaller population centers of Marton, Laura, Lakeland, Coen, Ayton, Rossville, Portland Roads and offshore islands including Lizard Island.

Cook Shire is enriched by the unique contributions of its smaller communities, with Lakeland a national leader in agriculture and Laura world famous for its rock art.

Cook Shire Council

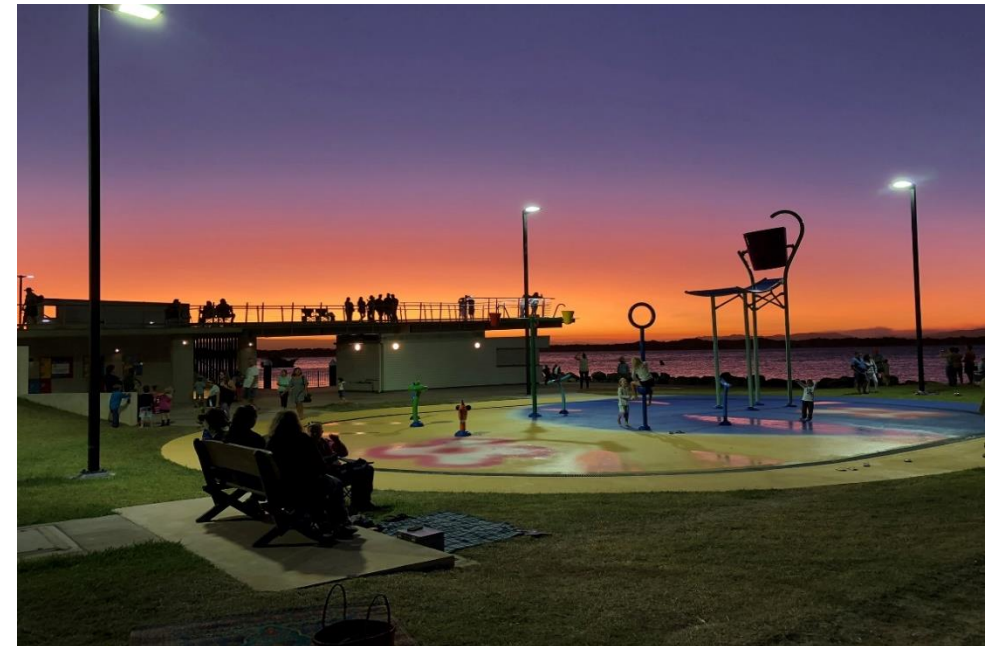
Council has developed an organisational structure that maximises the effectiveness of service delivery to the community. The Council comprises the Chief Executive Officer and Executive Leadership Team along with three departments:

- Organisational Business Services.
- Community, Economy and Innovation.
- Infrastructure Services.

The Mayor, Chief Executive Officer and Directors form the Executive Leadership Team. The role of this team is to provide consultation on issues regarding the Council's strategic direction and long-term planning.

As one of the largest employers in Cape York, Cook Shire Council supports this growing region and a diverse community of over 4,400 people. It is ranked in the top 10 per cent of local governments across Australia so there couldn't be a better time to experience everything the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.

Construction was completed on the Gateway to Cape York project in 2021. This \$1.2 million project at Lakeland on Mulligan Highway features an iconic "gateway" which includes a purpose-built traveler information centre, a rest stop area and an interactive sculpture park that showcases communities from Cape York. The projects completion time aligned to welcome visitors attending the Cooktown and Cape York Expo 2021 held between 11-20 June this year.



Living in Cook Shire

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Services

Supermarket, Petrol stations, RSL and Bowling Clubs, Schools (public and private), Pharmacy, Public swimming pool
Bakery, Speciality stores, Pubs and bottle-shops, Restaurants, Hospital, Visitor Information Centre
Airport, Coffee shops and cafes, Medical centre, PCYC, Events Centre, Newsagent, Golf Club

Getting there

Fly - 45 minute flight to Cooktown from Cairns
Drive - 3.5 hour drive on inland sealed road from Cairns (self-drive or bus)
Cruise - Sail or cruise from Cairns via private vessel, cruise ship or tour boat



Corporate Values

Corporate Values and Principles

Cook Shire Council promotes, encourages, rewards and actively believes in:

- providing a safe workplace;
- adopting honest and progressive systems of accountability and reporting;
- working with our communities and stakeholders to plan define, achieve and celebrate common short and long-term goals;
- actively sharing responsibility for improving sustainable, service provision for all customers;
- ensuring equal opportunity for all employees, potential employees, employees pursuing promotion and cross-skilling, and persons and organisations seeking to work with Council through the provision of services, works and consultancy; and
- encouraging and rewarding innovation demonstrated in operational and strategic service provision



Council Information

[Cook Shire Corporate Plan 2017 - 2022](#)

[Cook Shire Operational Plan 2021-22](#)

For further information please visit www.cook.qld.gov.au



Waste Management Coordinator

Division:	Infrastructure
Location:	Council Office – 10 Furneaux Street, Cooktown
Reports to:	Jim Doidge - Manager, Parks and Waste Operation <ul style="list-style-type: none"> • The position manages the Waste Management Team and Contractors. • Liaises with all staff of Council, Government Departments, Consultants, Contractors and the general public.
Award/Classification:	Queensland Local Government Industry (Stream A) Award – State 2017 - Level 6-7 \$78,778 - \$88,973 + Super and other benefits are listed further in the document



POSITION OBJECTIVES

- To co-ordinate all waste management operations for Cook Shire Council.
- To be responsible for development and implementation of techniques, work practices and operating procedures with respect to waste management.
- To initiate, consult and implement improvements in projects, programs and operations in accordance with Council's long term goals and objectives.
- Ensure regulatory compliance of waste management operations.
- To operate under broad direction from senior officers and exercise supervisory responsibility for the waste management section of Infrastructure Services division.
- To advise Council with respect to its waste management operations, strategies and budget formulation.
- Responsible for the supervision and workplace health & safety of Waste Management team employees and contractors.

Duties and Responsibilities

Duties and responsibilities include but are not limited to:

- Manage and provide leadership, advice, and assistance to Waste Management Team members, contractors, consultants and other areas of Council so they can operate effectively in their roles and achieve goals and objectives.
- Undertake supervisory or specialised functions under a wide range of conditions to achieve results in line with divisional goals.
- Co-ordinate the planning, direction, control and evaluation of waste management operations which include providing analysis and interpretation for single or multi-discipline operation.
- Management of the Council's Transfer Stations, Landfills, Remote Waste Disposal Facilities, Waste Collection Services and other services to ensure compliance with Environmental Licenses and Council's Policies and Procedures.
- Regular review of waste management operations to ensure their effectiveness and efficiency.
- Develop and maintain waste management statistical data.
- Control and coordinate projects within waste management in accordance with corporate goals.
- Show initiative in undertaking work of significant scope and / or complexity within the waste management.
- Review and develop, implement and evaluate policies, site based management plans and operating procedures, relating to workplace health and safety, waste management, environmental management and customer service to ensure efficient and effective operations.
- Develop and implement significant waste management operation procedures.
- Develop and implement a range of business documentation relating to the delivery of waste services including job estimates, project plans, status reports, operational reports, policies, procedures and customer correspondence.

Duties and Responsibilities (Cont)

- Develop appropriate methodology and apply proven techniques in providing specialised waste management services.
- Develop waste management promotion materials and conduct waste management education/ promotion activities.
- Develop long term planning of waste management activities and implement Council's Waste Management Strategy.
- Prepare, monitor and report on the annual operational budget for Council's waste management services and improve cost effectiveness.
- Form Council's waste management contracts and tenders and monitor the delivery of services provided by contractors to ensure such services are carried out in a cost effective and efficient manner and in compliance with contract specifications and/ or service level agreements.
- Manage and develop public awareness and educational programs for best waste management outcomes.
- Liaise with Department of Environment and Science on sustainable waste management programs and environmental conditions for Council's waste facilities.
- Prepare submission of waste management reports to the Department of Environment and Science.
- Ensure statutory compliance of all waste management operations is achieved in accordance with legislative standards pertaining to waste management and activities of environmental relevance.
- Ensure appropriate records are kept in accordance with statutory requirements.
- Be Council's first point of contact for customers, business, and waste disposal industry operators, State agencies and other stakeholders involved in waste management operations, and related statutory compliance matters.
- Other responsibilities as delegated by Management within the scope of this position.

Position Requirements (Cont)

Specialist Skills, Experience, Knowledge

- Tertiary qualifications in a relevant environmental discipline combined with demonstrated experience and knowledge of waste management.
- Working knowledge of relevant legislation, including Environmental Protection Act 1994, Waste Reduction and Recycling Act 2011, Waste Reduction and Recycling Regulation 2011, Environmental Protection Regulation 2008 and all associated Regulations, and Cook Shire's Local Laws.
- Ability to interpret and apply conditions stated within Council's Environmental Authorities applicable to waste management, and to work with the administering authority.
- Demonstrated ability to provide timely advice to both internal and external customers of Cook Shire Council, in a pleasant and helpful manner.
- Demonstrated ability to research and have effective written skills to be able to provide information and produce reports.
- Ability to be well organised and to prioritise work requirements.
- Ability and willingness to work away in remote locations to undertake remote waste facility inspections etc, and to travel beyond Shire boundaries to attend regional waste management forums.
- Ability to use databases and software relevant to the requirements of the job (e.g. Mandalay, CM9, Authority, Word Processing and Database Packages)
- Experience of preparing submissions to relevant authorities.
- Working knowledge and experience in the implantation of the requirements of the Workplace Health and Safety Act.
- Excellent interpersonal skills with demonstrated ability to communicate effectively and present customer focused approach to people at all levels within the public and private sectors.
- Ability to communicate effectively with both management and workers.

Position Requirements (Cont)

- Ability to manage and lead a multi-disciplinary, diversely skilled team to achieve a high level of performance.
- Ability to manage and coordinate service delivery contracts and external contractors.
- Experience in earthworks and ability to read and interpret engineering drawings, plans and specifications.
- Ability to represent Council and articulate its needs at regional waste management forums.
- Demonstrated ability to analyses operational challenges and implement practical solutions to address these challenges
- Current Queensland Class C Drivers Licence.
- Willingness to undertake and complete further study towards relevant tertiary qualifications.



Position Requirements (cont.)

Interpersonal Skills

- The ability to communicate effectively verbally and in writing, with a broad range of people and through various mediums.
- A demonstrated capacity to liaise with other Council staff and members of other organisations to exchange information, seek advice and coordinate services and activities.
- Ability to contribute positively to a team environment.
- Commitment to positive culture change within the organisation.
- Ability to gain cooperation and assistance from internal employees and external authorities to ensure achievement of tasks.



Training

- Training will be provided as required and the incumbent may be required as part of this position to attend professional development opportunities.

Infection Control and Immunisation Requirements

This position has been identified as potentially being at risk of exposure to vaccine preventable disease(s). The position requires incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation for the conditions of Hepatitis A and B.

Additional Information

- After 15 years in the role the incumbent has moved back to his home overseas so you are walking into a well managed division with great team members.
- The Cooktown Waste Transfer Station is the Shire's largest and busiest waste facility, with other facilities at Ayton, Lakeland, Laura, Portland Road and Coen + smaller areas serviced by skip bins.
- Given this is the largest Shire in QLD you will need personal circumstances that allow for regular travel with overnight stays in remote locations across the Cape.
- This role is based at the Depot along with all infrastructure staff so a down to earth disposition and the ability to develop trusted relationships with both staff and contractors is essential.
- You will be renowned for your ability to think on your feet and solve problems efficiently as well as for your staff supervision and contract management which understandably are integral to the role.
- This is a complex role covering ALL waste across the Cape. Understandably, regulatory compliance is a significant focus and you will understand how the environmental authorities work and what is required for Council to ensure it remains compliant.
- With sound experience managing waste (this could have been gained anywhere in Australia) you will either view this role as a chance to 'step up' or simply for the lifestyle change and opportunity to live and work in a location that few get to experience.
- You will have the autonomy to make the role your own and manage a budget of \$4M
- Renowned for being Computer savvy – you will have advanced excel skills and the ability to pick up new systems quickly. A working knowledge of the Mandalay Waste Management System would be advantageous.
- The successful candidate will require a strong drive for improving recycling and reuse practices, along with other environmentally positive outcomes.



Why this Role

- For those considering a 'sea change' this could be your chance to enjoy life away from the daily commute and to enjoy all the benefits of living in a truly unique coastal location where work/life balance is genuinely possible. The organisation is very 'family-friendly' and flexible hours are genuinely supported by management.
- Council offers attractive staff benefits including relocation support and assistance, salary packaging, monthly rostered day off, 5 weeks' annual leave and generous leave provisions included in the Indoor Certified Agreement, under which this role is covered.



Other Information

- Cook Shire Council has been ranked in the top 10 per cent of local governments across Australia, so there couldn't be a better time to experience the diversity the region has to offer and work for a Council that is focused on continual improvement in everything it does for the communities it serves.
- Cook Shire Council is an equal opportunity employer and operates under a Certified Agreement.
- The tasks for the role will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.



Recruitment Process

Application Period: Thursday 18th November – Monday 6th December 2021

Closing date for Applications: 10pm Monday 6th December 2021

Initial Assessment and Agency Interviews: Commencing Tuesday 7th December 2021

Council Interviews: From 10th December onwards

Assessing Applications

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

With the recommendation of Peak Services, Council will determine a shortlist of suitable candidates, and will arrange interviews with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. There will be a requirement to provide references and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services is collecting your personal information in accordance with the *Information Privacy Act* for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits

- A salary between \$78,778 and \$88,973 + Super will be negotiated subject to qualifications, experience and knowledge.
- The position has a vehicle assigned to it (for work purposes)
- SPA Salary Packaging – A summary of the benefits are listed below and further details will be provided to the successful applicant.

Salary Packaging is a tax effective way to receive your salary as a combination of income & benefits that allows you to deduct some of your pre-tax income & use it to pay for a variety of benefits.

By reducing your pre-tax income you can reduce the amount of income tax you pay & in turn increase the amount you take home each pay day.

Employees based in an Australian Tax Office (ATO) designated remote area are eligible for additional benefits. These fringe benefit tax (FBT) exempt items are offered by the Federal Government to assist rural & remote organisations to attract & retain employees.

Employees renting a residence in a remote area can salary package 50% of rental payment as an FBT exempt benefit. Employees renting an Employer leased residence can claim 100% of rental payment as an FBT exempt benefit.

100% mortgage interest payments must be packaged to realise 50% exemption and also include FBT liability for the remaining 50%.

Remote area fuel packages also need the correct FBT liability and this is packaged in the same format as the remote area mortgage interest.

- Annual locality allowance single \$2367, with dependents \$4734.
- Other benefits include up to 12% superannuation; 5 weeks annual leave, 1 RDO per month/19 days; and relocation assistance..
- In the last staff survey completed and benchmarked against 90-plus other councils, Cook Shire Council was in the top quartile in terms of overall staff happiness, engagement and performance, making it a great place to work!



Principal Consultant Recruitment – Rona Horsfall

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