

POSITION DESCRIPTION



POSITION TITLE	Local Laws (Illegal Dumping) Officer
DEPARTMENT	Building & Environmental Services
LOCATION	Goondiwindi
AWARD STREAM	Stream A
REPORTS TO	Director Community & Corporate Services

POSITION OBJECTIVE

The Local Laws (Illegal Dumping) Officer is primarily responsible for investigating, monitoring, educating and enforcing compliance in relation to illegal dumping and unlawful waste disposal and other breaches throughout the Goondiwindi Regional Council area. The position supports the protection of the environment, public health, community amenity and public safety through effective compliance, education, monitoring, investigation and enforcement activities undertaken in accordance with relevant legislation, Council policies and delegated authority.

The position contributes to achieving Council's strategic objectives by encouraging voluntary compliance, undertaking regulatory investigations and delivering positive environmental and community outcomes across the region.

POSITION REQUIREMENTS

EXPERIENCE & QUALIFICATIONS
Essential
• Current Queensland Class C Driver Licence. • Demonstrated experience in compliance, investigations, regulatory services, environmental management, local government, law enforcement or a related field. • Experience conducting inspections, investigations and gathering evidence. • Ability to obtain appointment as an Authorised Person under relevant legislation. • Relevant vaccinations required for the role. • Demonstrated ability to interpret legislation and exercise sound judgement when making compliance and enforcement decisions. • Demonstrated commitment to a customer service focused approach and maintaining positive community relationships. • Demonstrated ability to prepare clear, concise and professional reports, notices, correspondence and enforcement documentation.
Desirable
• Certificate IV in Government Investigations, Regulatory Compliance, Local Government, Environmental Management or related discipline. • Previous experience working in Local Government compliance or environmental enforcement. • Training in investigations, evidence collection, conflict resolution or court procedures. • Experience preparing enforcement documentation, prosecution briefs and court evidence. • Knowledge of waste management practices and environmental protection requirements. • Truck licence (MR minimum) desirable. • Plant Operator tickets/competencies (eg skid steer) desirable. • First Aid Certificate.

KNOWLEDGE & SKILLS

Knowledge

- Understanding of Local Government legislation, Local Laws and regulatory compliance functions.
- Knowledge of environmental protection and waste management principles.
- Understanding of investigation processes, evidence handling and enforcement procedures.
- Awareness of work health and safety requirements relevant to field-based work.
- Knowledge of customer service principles and community engagement practices.
- Understanding of records management requirements and legal evidentiary processes.

Skills

- Strong investigative, analytical and problem-solving skills.
- Ability to interpret and apply legislation, policies and procedures.
- Ability to exercise sound judgement and make objective decisions.
- Well-developed verbal and written communication skills.
- Ability to prepare clear and concise reports, correspondence, notices and enforcement documentation.
- Ability to conduct investigations including formal interviews and witness statements.
- Ability to collect, secure, manage and present evidence for enforcement and prosecution purposes.
- Strong conflict resolution, negotiation and mediation skills.
- Effective time management and organisational skills.
- Proficiency in computer applications, databases and electronic records management systems.
- Ability to work independently and as part of a team.
- Capacity to build and maintain positive relationships with internal and external stakeholders.

KEY ACCOUNTABILITIES

The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council's Operational and Corporate Plans. Duties of the positions are flexible and subject to review from time to time.

Illegal Dumping Investigation and Enforcement

The position holder shall be personally responsible for:

- Investigating complaints and reports relating to illegal dumping and unlawful waste disposal.
- Conducting inspections and proactive patrols of public and private land, roadsides, waterways, parks, reserves and known dumping hotspots.
- Identifying offenders using appropriate investigative methods and techniques.
- Collecting, securing, documenting and managing evidence in accordance with legislative and legal requirements.
- Conducting interviews and obtaining witness statements where required.
- Preparing investigation reports, witness statements, statutory notices, enforcement documentation and prosecution briefs.
- Issuing warnings, directions, infringement notices and other compliance actions as authorised under relevant legislation and Council Local Laws.
- Obtaining and executing warrants where authorised and required under legislation.
- Attending legal proceedings and providing evidence on behalf of Council when required.
- Representing Council professionally when undertaking regulatory and enforcement activities.

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Compliance and Regulatory Services

- Enforce Council Local Laws, Subordinate Local Laws and relevant State legislation relating to other environmental nuisances including animal management and environmental protection.
- Respond to customer requests, complaints and enquiries in a professional and timely manner.
- Undertake inspections and assessments to determine legislative compliance.
- Provide advice and recommendations regarding appropriate enforcement and compliance actions.
- Apply judgement, common sense and experience to achieve practical compliance outcomes.
- Maintain accurate records relating to investigations, inspections and enforcement activities.
- Update and maintain Council databases, customer request systems, compliance registers and records management systems.
- Collaborate with other Council departments, government agencies and stakeholders to achieve positive compliance outcomes.

Community Education and Engagement

- Promote awareness of illegal dumping issues and responsible waste disposal practices.
- Assist with the delivery of education and awareness programs designed to improve community understanding of regulatory requirements and environmental responsibilities.
- Encourage voluntary compliance through communication, engagement and education initiatives.
- Provide information and guidance to residents, businesses, contractors and community groups regarding legislative requirements.
- Develop and maintain positive relationships with stakeholders to improve environmental outcomes and community amenity.

Operational Requirements

- Participate in emergency response activities and disaster management operations as required.
- Participate in after-hours inspections, investigations or compliance responses where operationally necessary.
- Attend training and professional development activities relevant to the role.
- Undertake other duties within the employee's skills, competence and training as directed.

Corporate Responsibilities

Service

- Recognise and value the importance of customers and deliver excellence in service to both internal and external customers.

Workplace

- Contribute to a work environment that values employee contributions, promotes safety and wellbeing, supports diversity and inclusion and seeks to attract and retain quality staff.

Records Management

- Manage corporate documents in accordance with relevant Records Management policies, procedures and legislative requirements.

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Risk Management

- Identify and report risk exposures and implement risk controls as directed by management.

Work Health & Safety Obligations

All employees have a legal obligation to comply with Council's Work Health and Safety Management System, policies, procedures and work instructions.

Responsibilities include:

- Performing all work in a safe manner.
- Complying with Council WHS policies, procedures and instructions.
- Correctly using and maintaining required personal protective equipment.
- Identifying hazards, assessing risks and implementing or reporting control measures.
- Maintaining a high standard of housekeeping and workplace safety.
- Reporting incidents, injuries, hazards and near misses.
- Participating in WHS training, toolbox talks and safety programs.
- Being familiar with emergency procedures and first aid arrangements.
- Working in a manner that does not endanger themselves, fellow employees or members of the public.
- Reporting WHS concerns to the relevant supervisor.

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