

Position Description



Job Details

Job Title:	Waste Enforcement Officer
Reports to:	Team Leader Waste Enforcement
Group:	People, Culture and Operations
Position Number:	EP0120, EP0122, EP0123
Grade:	4
Date:	June 2026
Objective Doc Ref:	A3016674

Position Purpose/Job Summary

The Waste Enforcement Officer works within a specialist regulatory team to combat littering and illegal dumping activities in the local government.

This position also contributes to the delivery of key programs around tackling illegal dumping, littering and waste management to achieve the goals in the long-term City Plan (cleaner city and greener city). These programs consist of a wide range of strategic tools to investigate, detect and deter persons from littering and illegal dumping and causing environmental harm in the LGA.

As part of a specialist group, the position holder must work collaboratively and support Council's Public Health and Environment, Place, Assets and Strategy and Infrastructure Operations with a variety of issues.

Selection Criteria – Knowledge, Skills, Qualifications and Experience required

Essential

- Certificate IV in Government Investigation or equivalent and/or demonstrated operational work experience obtained from within a law enforcement environment
- Operational Understanding of Protection of the Environment Operations Act 1997 Chapter 7 Powers and associated Regulations
- Demonstrated understanding of the rules of evidence as they apply to environmental investigative process and procedures
- Demonstrated understanding of enforcement powers as outlined in the Local Government Act
- Demonstrated working knowledge of the requirements relating to the preparation of a variety of Statutory Notices including but not limited to Clean Up and Prevention Notices under the POEO Act 1997
- Demonstrated experience in the preparation of criminal beliefs of evidence and presenting verbal evidence at Local Court, District Court and/or Land & Environment Court
- Understanding of the basic concepts of covert electronic surveillance methodology.

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Selection Criteria – Knowledge, Skills, Qualifications and Experience required

- Well-developed interpersonal skill including:
 - High Level verbal and written communication
 - Negotiation, conciliation and conflict resolution
 - Very strong customer service skills
 - Ability to work in autonomous as well as a team environment
- Strong organisation, time and priority management, while providing clear, concise report writing and record management
- Ability to constructively and efficiently manage special projects in addition to daily workload.
- Current Class C Drivers' licence
- Good computer skills including Microsoft Office
- Knowledge and experience in the principles of EEO and WHS and the application of reporting requirements of any issues that may impact on the workplace, to ensure equality and safe working practices

Desirable

- Workcover WH&S General Induction for construction work in NSW
- Self-Enforcement and Infringement Notice Scheme (SEINS) trained
- First Aid/Senior Certificate
- Operational experience in static and mobile surveillance techniques

Key Accountabilities – Position Specific

1. Exercise Council's function in regard to the enforcement of Acts and Regulations as delegated by authorised Officers
 - Local Government Act 1993, regulations & associated legislation
 - Protection of the Environment Operations Act 1997, regulations & associated legislation
 - Environmental Planning and Assessment Act 1997
 - Australian Roads Rules 1999, regulations & associated legislation
 - Roads Act 1993, regulations & associated legislation
 - Evidence Act 1995
 - Criminal Procedure Act 1986 No 209
 - Impounding Act 1993
 - Other relevant criminal enforcement and appeal legislation
2. Conduct, determine and implement by way of professional discretion any, or all, avenues of education or enforcement of all breaches of any Act or Regulation as per level of authorisation.

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3. Respond immediately to urgent matters that impact upon the environment, public health and safety.
4. Issue penalty infringement notices in line with guidelines as set by State Debt Recovery Office (SRDO). Issue notices of Proposed Orders and Orders under relevant legislation to gain compliance.
5. Proceed by Court Attendance Notice (CAN's) when required in accordance with legislation process.
6. Priorities work in a manner as to ensure all investigations into complaints and offences relating to the community and the environment are commenced, assessed, recorded, actions applied, with the discretions of an in accordance with the appropriate Legislation administered by Council, Council's Policies, Procedures and Instrument of Delegation.
7. Bring notice to management or other relevant department in relation to matters identified as requiring Council action that does not fall within the positions instrument of delegation.

Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships

Direct: Nil

No. of Indirect: Nil

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Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Team Leader, Waste Enforcement Team	Daily contact to discuss various issues including but not limited to customer enquiries and requests, illegal dumping incidents, investigation activities and operations, patrol activities, WHS issues. Brief on incidents detected, current or potential compliance breaches, environmental risks or breaches of an act.
Manager, Waste Strategy and Sustainability	Provide regular progress reports regarding major enquiries, complaints, incidents and strategic planning issues that impact upon the team and division.
Coordinator Community Enforcement/ Community Enforcement Officers/ Environmental Investigators	Regular liaison concerning, education and enforcement of cross departmental related issues.
Department, Branches, Committees within Council	Regular liaison concerning, education and enforcement of cross departmental related issues.
Key Relationships	
2 External	
Communicating with	Nature of Communication
Residents/ Ratepayers/ Businesses/ Community groups	Provide information, educate and enforce matters relating to offences and investigation progress or outcomes of complaints received.
RMS/ Work	

Position Dimensions
This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegation of Authority. Refer to Delegations Register for delegation details.

Decision making Authority & Accountability
1) The General Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1

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- 2) Conduct investigations including the gathering and examination of information/evidence to establish facts. Determine and implement a course of action for the policing and regulation of matters including but not limited to:
 - Illegal waste dumping and littering
 - Transport of insecure, unstable / unsafe loads on roadways.
 - Environmental issues. (Air, Water & Noise Pollution).
 - Unauthorised/illegal transportation of asbestos, building and demolition material and other determined waste.
- 3) Monitor referred building demolition sites to ensure generated waste is legally disposed
- 4) Serve Court Attendance Notices
- 5) Represent Council in the Local, District and Land and Environment Courts by preparing detailed and concise reports on matters investigated, identifying the “Proofs” of the offence by applying effective legal interviewing techniques to establish a prima facie case
- 6) Maintain strict compliance with “RMS Drives 24 Guidelines and Terms of Access”
- 7) Apply investigation fees, and / or issue penalty infringement notice, and or pursue legal action to ensure cost recovery on appropriate investigations
- 8) Assist in the development and formulation of procedures to resolve regular or irregular non-compliance and provide education, enforcement or pursue further legal actions for any breach of any act, regulation, code or policy as authorised under the positions instrument of delegation
- 9) Provide advice on aspects of Acts and Regulations as per the positions Instrument of Delegation
- 10) Actively participate with the implementation of Equal Employment Opportunities and WHS policies which impact on the workplace, to ensure equality and safe work practices

Problem Solving

- Communication barriers: Must have the ability to deal tactfully and effectively with people at all levels, to convey accurate information and ensure the understanding of the information by the general public, in an environment of great socio economic and multi-cultural diversity.
- Conflict resolution: The ability to deal with a variety of issues in a challenging environment which requires the use of interpersonal skills to persuade, entice or influence others to obtain a desired outcome.
- Unauthorised / Uninformed Business Operations: Able to provide information and education to the business community who are in breach of their obligations in relation to Council’s codes, compliance and policies, and the impact of such non-compliance to the community.
- New Acts and Amended Regulations / Legislation: Position requires strategic and lateral thinking in the development of alternative courses of action that may be new and /or require new practices and procedures. Maintain knowledge and understanding of changing legislation and the environment of which it impacts upon, through attendance of training courses and seminars etc.
- Priority Management: Must possess the ability to judge and manage changing priorities whilst gaining resourceful resolutions

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Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

Signature

Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date