



Project Title:	Resource Recovery & Education Volunteer (RREV) Program
Position Title:	Bin Inspector
Directorate:	Presentation and Assets
Unit:	Resource Recovery and Education
Days Required:	Weekdays (excluding public holidays)
Time Required:	Early Morning between 6:00AM- 9:00AM
Frequency of Attendance:	Negotiable

Unit Description:

The Resource Recovery and Education Unit sits within the Presentation and Assets Directorate and plays a key role in the presentation of the City and the provision of waste related services. The unit responsibilities include, but not limited to, responsible city cleaning, garbage/recycling collection and processing, urban drainage clearance, operation of landfill and transfer stations.

In addition to providing waste services and regulations, the unit frequently provide advice and education to encourage people to dispose/ recycle their waste responsibly. RREV program aims to provide community education services about disposal of waste in the three-bin system, resource recovery and litter reduction.

Project Background:

The project is designed to contribute to the council’s vision of creating the world’s most liveable community. It aims to reflect on the council's value of *inclusion and consultation* by improving the participation and interaction with the local community on disposal of waste in the three-bin system, resource recovery and litter reduction. It welcomes community ideas in the decision- making process for kerbside waste collection service.

The project contributes to Goal 1 (*Lead and govern for all*) and Goal 2 (*Wellbeing and fairness*) of the City’s Community Plan 2017- 2021 by providing volunteers with the opportunity to:

- promote sustainable habits to minimise household waste to improve the public health and wellbeing
- be a part of a team and make friends
- learn new skills and share expertise in resource recovery and education
- share knowledge and ideas on resource recovery and waste reduction
- come together for social and learning purposes

The project aims to achieve the One Planet Living Framework principle- *Zero Waste* by educating and promoting awareness to encourage people to dispose of/ recycle waste responsibly. It also contributes to the principle: *Culture & Community* by a high rate of community involvement through the volunteering group to take actions in reducing waste and creating a healthy and sustainable city.

The project also aligns with Objective 4: *Reduce and divert food waste from the landfill* of Food System Strategy 2020-30 by implementing the food waste educational opportunities for the community members and local businesses.

Bin Inspector Position Objective:

To provide an opportunity for volunteers to gain an understanding of, and experience in, municipal bin audits.

Position Description:

Volunteers will support the Resource Recovery and Education (RR&E) Officer to conduct simple visual assessment of the contents of kerbside bins. If any contamination in kerbside bin is found

during the audits, they will tag the bin to provide direct feedback on the content of waste, recycling and organics bin.

The municipal bin audits are conducted prior to kerbside waste collection; hence volunteers will be accompanied by RR&E Officer at 6:00am from Adam Street Depot. The position will require driving to various locations with RR&E Officer (urban and rural townships of Greater Bendigo).

Key Responsibilities:

- Assist Resource Recovery and Education (RR&E) Officer with municipal bin audits.
- Accurately record and maintain safekeeping of waste audit data and materials (such as bin tags and stickers).
- Ensure correct identification of waste contamination in general, recycling, and organics bins.
- Perform bin audits only under supervision of the RR&E Officer.
- Inform residents about the importance of municipal bin audits performed by the City through social media.
- Immediately report any safety concerns to Volunteer Coordinator.

What you will gain from this position:

- Experience in municipal bin audits
- Meet like-minded people and make friends
- Chance to develop professional skills
- Experience to enhance your CV
- Join a motivated team and learn more about resource recovery and waste education.
- Opportunity to ask for a reference after 20 hours of volunteer work.

Skills and Knowledge:

- Some knowledge of waste disposal in the three-bin system (desirable).
- Commitment to ongoing waste education training provided by Volunteer Coordinator.
- Capability to work early morning (6:00am-9:00am).
- Physically active and ability to meet the demand of role, including prolonged standing and walking to different locations.
- Be mature, reliable, and punctual
- Ability to read and comprehend the information provided by the Volunteer Coordinator.

Other Requirements:

- Must attend orientation training
- Must attend at least two other roles of RREV program.
- Police Check
- Driver's License (Preferred)
- Working with Children Check- Volunteer

Additional Information:

- Volunteers must understand and implement Occupational Health and Safety practices while on duty.
- Volunteers must read and comply with the City's Policies and Procedures located in myimpact page.
- Volunteers must complete COVID safety training and obtain COVID safety badge located in myimpact page prior to the duty.
- Volunteers are expected to dress in appropriate attire (clean clothing, free of holes/ tears, or any inappropriate signs/logos).
- Volunteers must wear High Visibility Safety Vest supplied by the Supervisor.
- Volunteers must wear closed toe shoes, sunhat, and sunscreen lotion.

- Volunteers can be provided with a permit (if required) to park their car in a designated area whilst they are acting in their role as a volunteer.

AUTHORITIES:

VOLUNTEER SIGNATURE: _____ DATE: __/__/__

COORDINATOR SIGNATURE: _____ DATE: __/__/__