



<b>Project Title:</b>	Resource Recovery & Education Volunteer (RREV) Program
<b>Position Title:</b>	Waste Monitor
<b>Directorate:</b>	Presentation and Assets
<b>Unit:</b>	Resource Recovery and Education
<b>Days Required:</b>	During Major City Events
<b>Hours Required:</b>	Three hours (Including 30 Minutes Break)
<b>Frequency of Attendance:</b>	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.

### Waste Monitor Position Objective:

To provide opportunity for the volunteers to supervise public place recycling and organics bins during Major City Events.

To educate event audience on correct disposal of waste material to reduce contamination in public place recycling and organics bin.

**Position Description:**

This role will provide the opportunity to monitor the public recycling bins during major city events. Volunteers will also provide advice to event guests on waste disposal in the three-bin system. They will check bins for obvious contamination and rectify them where practicable.

Volunteers in this role will be added to the Events Volunteer Register. When a volunteering opportunity arises, an email/text message will be sent out to them. If a volunteer is interested, they need to email/reply to Volunteer Coordinator with their availability.

**Key Responsibilities:**

- Supervise public place recycling and organics bins for correct waste disposal by the audience during major events.
- Educate the public on correct waste disposal in the three- bin system.
- Ensure the recycling, organics and rubbish bins do not overflow.
- Report any bin contamination and littering to Volunteer Coordinator.
- Answer public enquires about the three-bin system.
- Distribute free resource recovery educational material to the public.
- Immediately report any safety concerns to the Volunteer Coordinator.

**What you will gain from this position:**

- Customer- service experience
- 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:**

- Commitment to work during major city events for at least three hours.
- Some knowledge of waste disposal in the three-bin system (Desirable).
- Experience working in community events (Desirable).
- Experience working under minimum or no supervision (Desirable).
- Commitment to ongoing waste education training provided by Volunteer Coordinator.
- Passion for resource recovery and waste management.
- Be mature, reliable and punctual.
- Excellent verbal communication and team skills
- Physically active and ability to meet the demand of role, including prolonged standing and walking to different locations.
- Ability to read and comprehend the information provided by the Volunteer Coordinator.

**Other Requirements:**

- Must attend orientation training
- Police Check
- Driver's License (if driving to the location)
- 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.
- 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 Volunteer Coordinator.
- 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: \_\_\_/\_\_\_/\_\_\_