

Waste Management Site Attendant/Operator

No. K085



Application Package

Closing date: 4.00pm 31 October 2025



Index

Advertisement	3
Shire Profile	4
Council Information	5
Position Description	6
Remuneration Details	9
Selection Criteria	10
Information for Applicants	11

ADVERTISEMENT

Waste Management Site Attendant/Operator

We are seeking to appoint a responsible person to fill the Waste Management Site Attendant/Operator position.

This position will provide a wide range of duties including operation and maintenance of Councils waste disposal/collection and recycling site, customer service, collection of payments and an opportunity to work in the Shires future transfer station. The successful candidate must be able to work in both a team and individual environment and in outside weather elements.

Situated in the heart of the Great Southern region, Katanning offers the perfect mix of picturesque country location with conveniences of city living. Excellent schools, hospital, doctors, dentist, shopping, community and sporting facilities are available in town.

To discuss this role further please contact Moh Aeson on (08) 9821 9999 or email moh.aeson@katanning.wa.gov.au.

To be considered for this position applicants must address the Selection Criteria as detailed in the Application Package.

Applications addressed to the undersigned should be sent to moh.aeson@katanning.wa.gov.au or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 31 October 2025.

The Shire of Katanning is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace.

We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Peter Klein

CHIEF EXECUTIVE OFFICER

SHIRE PROFILE

Katanning is the regional centre for the Upper Great Southern Region of Western Australia and is located 283kms south east of Perth.

The Shire of Katanning has 7 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

The town has a range of key facilities including supermarkets, cafes, retailers, regional hospital, childcare, primary schools, senior high school and TAFE.

The Shire of Katanning is undertaking several transformational projects including the development of a new welcome precinct and visitor facilities, man-made lake and residential land development.

Significant industries include the sheep saleyards, CBH grain handling facilities, export abattoir, major transport operators and agribusinesses.

Katanning is a true multicultural community, featuring over 40 language groups. Katanning is a harmonious community, embracing different cultural and religious backgrounds. One of the highlights of the year is the Katanning Harmony Festival where everyone comes together to learn about the various cultures in town – food, entertainment, personal stories and shared experiences.



COUNCIL INFORMATION

COUNCIL

Shire President: Cr Kristy D'Aprile
Deputy Shire President: Cr Liz Guidera

Councillors:
Cr John Goodheart
Cr Matthew Collis
Cr Michelle Salter
Cr Ian Hanna
Cr Paul Totino

Office:	Postal:
52 Austral Tce	PO Box 130
KATANNING WA 6317	KATANNING WA 6317

Email: admin@katanning.wa.gov.au
Website: www.katanning.wa.gov.au

Telephone: (08) 9821 9999

COUNCIL STATISTICS

Population:	4,500
Area:	1,518 km sq.
Distance from Perth:	283km
Length of Roads:	255km sealed, 528km unsealed

Local Industries: Agribusiness, sheep saleyards, grain handling facilities, export abattoir, major transport operators.

Suburb & Localities: Badgebup, Carrolup, Cobline, Coyrecup and Ewlyamartup, Katanning

Council meets on the fourth Wednesday of each month.

POSITION DESCRIPTION

1. Position Identification

Title:	Waste Management Site Attendant/Operator
Position Number:	K085
Classification:	Local Government Industry Award 2020
Base Level:	Level 4
Employment Basis:	Full Time
Department	Operations

2. Position Objectives / Purpose

- Be responsible for assisting in the effective and efficient operation and maintenance of Councils Waste Disposal/Collection and Recycling sites.
- Record waste data, entering disposal sites and directing customers to appropriate locations for disposal of recycling, separation of waste, receipting and collection of payments.
- Provide excellent customer service and educate users of the site with regard to sound waste management practices.

3. Key Responsibilities & Duties

- Maintain safe, effective and efficient operation of waste facility to ensure correct disposal and recycling at the site.
- Inspect all user's loads of waste and provide directions to ensure proper disposal.
- Carry out receipting and record keeping requirements.
- Inspect and retrieve litter on and around the site daily.
- Maintain and relocate rubbish/trash fences as requires.
- Carry out weed control.
- Maximise the diversion of recycled materials from the waste stream.
- Separate and sort waste and recycle material.
- Open and close the waste facility for designated opening periods.
- Operate "tip shop" to maximise recycling.
- Inspect and check storm water diversion systems.
- Arrange appropriate directional signage for users.
- Report dangerous or hazardous situations.
- Be courteous but firm in the directions to users.
- Work with other Shire operational teams as directed.
- Attend pre-start meetings as required.
- Perform plant and machinery operations (Push up, compact & cover waste).

4. General

- Any other duties consistent with the level of this position.

5. Records Management

- To ensure electronic information and records are managed according to the WA State Records Act 2000 and other relevant legislation in consultation with the Senior Admin/ Records Officer as appropriate to position.

6. Behaviour and Conduct:

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the team and support team efforts.
- Ensure that you maintain and enhance the reputation of Shire of Katanning at all times.

7. Work Health and Safety and Risk Management Responsibilities

- Perform work in a safe and healthy manner and abide by the Shire's and legislated safe work procedures, instructions and safety management practices.
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
- Participate in activities associated with the management of workplace health and safety.
- Use appropriate personal protective equipment as directed.
- Comply with the Shire's Risk Management Policy Procedures.
- Must comply with the Council Work Injury Management Program.

8. Organisational Relationships

8.1 Responsible to

- Manager Works and Services

8.2 Supervision of

- No supervisory responsibilities

9. Internal and External Liaison

Internal

- CEO
- General Manager Operations
- Manager Works & Services
- Leading Hands
- Plant operators and other Shire staff
- Shire Contractors

External

- Regional Waste Groups
- Public
- Suppliers and Contractors

10. Level of Authority

- Works unsupervised and is subject to limited direction from Works Supervisor and responsible for quality, standard and efficiency of work performed,

- Responsible for materials, tools, vehicles and plant in the employee's use and used by others under their supervision.
- Responsible for quality control/assurance procedures, including to recognise and correct quality deviations and/or faults.

11. Selection Criteria

- Safe and competent operation of mechanical plant and heavy vehicles with a HR class licence.
- General labouring and manual handling abilities.
- Sound numeracy, verbal and written communication skills.
- Demonstrated customer service skills.
- Capable of undertaking flexible work hour arrangements in cooperation with other staff.
- Working knowledge of Councils organisation, operations and code of conduct procedures/requirements.
- Sound knowledge of Occupational Health & Safety requirements.
- Knowledge of Tip Operation/Licence conditions.
- Loader & Backhoe Tickets
- First Aid Certificate

12. References

- The details of two referees will be requested during the application process

REMUNERATION DETAILS

EMPLOYMENT CONDITIONS

Location	The position is based at the Shire Waste Site.
Industrial agreement	Local Government Industry Award 2020, Level 4
Salary	Up to \$28.116 per hour depending on experience. \$1.40 per hour – Level 2 Working Conditions Allowance
Superannuation	Superannuation of up to 15% based on 12% superannuation guarantee contributions and up to an additional 3% contingent upon the employee contributing 3%. Salary Sacrifice is available on the employee's contributions.
Annual leave	4 weeks leave paid annually.
Personal/carer's leave (recognised as sick leave)	Paid personal leave is available to employees for illness or injury. Caring for immediate family or house hold members who are ill and require care
Compassionate Leave	2 days paid leave per occasion for: Spending time with a member if an immediate family or household who has a serious illness or injury. Death of a member of immediate family
Long Service Leave	Thirteen (13) weeks after ten (10) years of continuous Local Government service, transferable between Local Authorities in Western Australia.
Clothing allowance	3 sets of uniform per financial year.
Probationary Period	A three (3) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.
Pre-Employment Medical	All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Katanning. Existing medical conditions will not preclude an appointment.
Police Clearance	The successful applicant will be required to provide a National Police Clearance.
Closing date	4.00pm, 31 October 2025 In the interest of fairness and equity, late applications will not be accepted.

SELECTION CRITERIA

Waste Management Site Attendant/Operator

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***To be considered for this position applicants must address the Selection Criteria.**

INFORMATION FOR APPLICANTS

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter introducing yourself and explaining why you are applying for this position.

Selection Criteria Responses:

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model - that is:

Situation: provide a brief outline of situation /setting

Task: outline what you did

Approach: outline how you did it

Result: describe what the outcomes were

Resume (curriculum Vitae) which includes:

- Personal details – name, address and telephone number
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.

Provide names, work addresses and current contact telephone numbers for each referee.

Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

Please provide a convenient telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

Lodging your Applications:

The closing date is **4.00pm 31 October 2025**

Email: moh.aeson@katanning.wa.gov.au

By Hand: Shire of Katanning Administration Building, 16- 24 Austral Terrace, KATANNING

Attention: Peter Klein, CEO

Post: PO Box 130, KATANNING WA 6317

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.