

## Waste Management Site Attendant/Operator

No. K085



### Application Package

Closing date: 4.00pm 5 January 2026



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## **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 Taryn Human on (08) 9821 9999 or email [taryn.human@katanning.wa.gov.au](mailto:taryn.human@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 [taryn.human@katanning.wa.gov.au](mailto:taryn.human@katanning.wa.gov.au) or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 5 January 2026.

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.

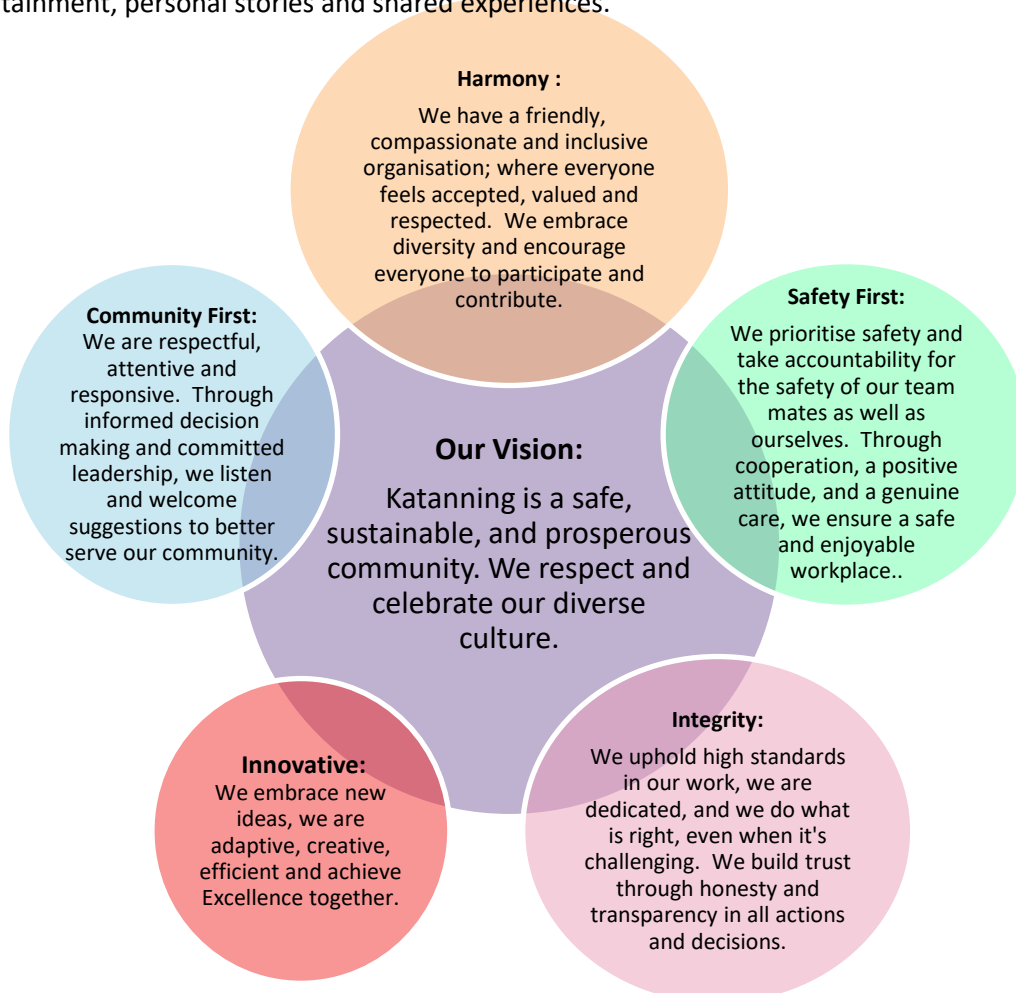
The Shire of Katanning has 7 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

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 Ian Hanna

**Councillors:**  
Cr John Goodheart  
Cr Matthew Collis  
Cr Gemma Trolove  
Cr Danny McGrath  
Cr Paul Totino

<b>Office:</b>	<b>Postal:</b>
52 Austral Tce	PO Box 130
KATANNING WA 6317	KATANNING WA 6317

Email: [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)  
Website: [www.katanning.wa.gov.au](http://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 Tuesday of each month.

## POSITION DESCRIPTION

### 1. Position Identification

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

<b>Location</b>	The position is based at the Shire Waste Site.
<b>Industrial agreement</b>	Local Government Industry Award 2020, Level 4
<b>Salary</b>	Up to \$28.116 per hour depending on experience. \$1.40 per hour – Level 2 Working Conditions Allowance
<b>Superannuation</b>	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.
<b>Annual leave</b>	4 weeks leave paid annually.
<b>Personal/carer's leave (recognised as sick leave)</b>	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
<b>Compassionate Leave</b>	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
<b>Long Service Leave</b>	Thirteen (13) weeks after ten (10) years of continuous Local Government service, transferable between Local Authorities in Western Australia.
<b>Clothing allowance</b>	3 sets of uniform per financial year.
<b>Probationary Period</b>	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.
<b>Pre-Employment Medical</b>	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.
<b>Police Clearance</b>	The successful applicant will be required to provide a National Police Clearance.
<b>Closing date</b>	<b>4.00pm, 5 January 2026</b> <b>In the interest of fairness and equity, late applications will not be accepted.</b>

## **SELECTION CRITERIA**

### **Waste Management Site Attendant/Operator**

#### **Selection Criteria**

- Safe and competent operation of mechanical plant and heavy vehicles with a HR class licence.
- General labouring and manual handling abilities.
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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 5 January 2026**

**Email:** [taryn.human@katanning.wa.gov.au](mailto:taryn.human@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.