



INFORMATION FOR APPLICANTS

WASTE SITE ATTENDANT PART-TIME

Applications close Friday 30th October 2026 at 4:00pm

For more information please contact:

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WASTE SITE ATTENDANT PART-TIME

The Shire of Lake Grace is looking for an individual to work part-time at the landfill site in Newdegate.

Hours of work will be Wednesdays and Saturdays from 8am – 2pm.

As our Waste Site Attendant, you will be responsible for the waste site, including directing and assisting users with the tipping of rubbish, checking of loads for hazardous waste and ensuring appropriate disposal, the separation of recyclable goods, ensuring that the site is kept clear of windblown waste and is kept tidy. You will also be responsible for adhering to health and safety practices and ensuring the security of the site.

The successful candidate will have demonstrable experience in providing a high level of customer service and have basic plant operation/user maintenance skills. You will have excellent communication skills, with the ability to work autonomously and to use your initiative to solve problems. Demonstrable experience and knowledge of waste site operations is preferred.

We offer a generous hourly rate, plus superannuation.

Applications close Friday 30th October 2026 at 4:00pm.

The Shire of Lake Grace is an equal opportunity employer.

Alan George
Chief Executive Officer
Shire of Lake Grace
P O Box 50, Lake Grace WA 6353
shire@lakegrace.wa.gov.au
www.lakegrace.wa.gov.au

About your application

Your application

This is the initial step in securing an interview for the position you are applying for and must be typed and of the highest standard.

We would prefer that your applications are emailed to aso@lakegrace.wa.gov.au and if you are mailing or delivering, it should be stapled in the top left-hand corner. Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a short outline and a brief description of your background and the reason why you are applying for the position.

Response to the Selection Criteria

The advertisement may or may not require for you to address the selection criteria and therefore needs to be set out in a separate document. The Selection Criteria is contained within the Position Description which will determine your suitability when shortlisting applicants. It is not meant to be exhaustive, but applicants must address each of the criteria demonstrating a developed knowledge and experience. You must also include previous working experience or examples in undertaking the function or requirements.

Qualifications

As part of your application, copies of supporting information/qualifications/certificates and statements of claims must be submitted.

Referees

Please include in your Resume/CV the names and contact details of at least two (2) referees. If there are reasons that the applicant does not wish the Shire of Lake Grace to undertake referee checks prior to determining a preferred candidate (e.g. an employer is not aware of your application and you do not wish for contacts to initially be made until preferred candidate status has been confirmed), please advise of such with your application or supporting email. *It is a common courtesy that referees be contacted for approval prior to nominating them in the application.*

Closing Dates for Applications

Vacancies within the Shire of Lake Grace are advertised with a specific closing date and is written in the advertisement. The closing time is the time when your submission is to be received at the Shire of Lake Grace office. *Please note that in fairness to everyone applying for the position, late applications will NOT be accepted.*

Preparing for the Interview

The Selection Criteria within the Position Description will best prepare you for the questions at the interview. It is recommended that the STAR method is used in responding to each criterion – S=situation, T=task at hand, A=action you have taken to complete the task, R= the result/outcome of your efforts. You can identify examples from experience that might be similar or equivalent.

The Interview Process

A panel interview will usually consist of three (3) interviewers who will follow a set format to ensure equity and fairness to the applicant. The interviewers will take turns asking questions and will make notes to ensure that applicants are examined in a uniform manner

After the Interview

The successful applicant will be contacted by a member of the Panel to verbally offer the position. All employment is subject to successfully obtaining a National Police Clearance certificate and a pre-employment medical and drug & alcohol test. The costs will be reimbursed by the Shire after commencement. *All unsuccessful applicants will be notified in writing by the Human Resources Department.*



Shire of Lake Grace

WASTE SITE (LANDFILL) ATTENDANT POSITION DESCRIPTION

Shire Values

'A safe, inclusive and growing community embracing Opportunity'

Position title	Waste Site (Landfill) Attendant
Department / service area	Infrastructure Services
Industrial award	Local Government Industry Award 2020
Classification	Level 2
Position reports to (role)	Works Supervisor & Manager Infrastructure Services
Position supervises / Manages (roles)	Nil
Last date PD reviewed	12/10/2026
Links to Corporate Plan Objectives	Environment Objective - Protect and enhance our natural and built environment 5.3 Provide an effective waste management service

Position Summary

Job Purpose

The Waste Site (Landfill) Attendant is responsible for the performance of tasks and duties as assigned to maintain and operate the Newdegate Landfill site.

Position Objectives

To only allow acceptable waste per the operating landfill license to be disposed of at the Newdegate Tip and in the correct manner. To record all waste accepted to a confident degree of accuracy. To correctly issue waste disposal fees to customers who are disposing waste as part of a business undertaking. To reject any unauthorised waste loads or loads that are not sufficiently separated. Liaise with the Works Supervisor regarding safety and operation matters and day to day operations.

KEY DUTIES & RESPONSIBILITIES

Waste Site Duties

- Direct vehicle traffic to the correct tipping areas;
- Check loads of rubbish for asbestos, oil, tyres, batteries, chemicals and other hazardous goods and arrange appropriate disposal or rejection of these goods (in accordance with the Shire of Lake Grace Waste Disposal Site Acceptance Criteria);
- Assist with the separation of waste to ensure the maximum amount of recyclables are redirected away from landfill into a suitable location for community access at no cost;
- Relocation of incorrectly dumped refuse;
- Ensure that waste site is maintained free of windblown waste and kept generally tidy;
- Ensure security of refuse site (checking of fence for holes or gaps, checking condition of barbed wire, secure lock on front gate after end of shift);
- Maintain records of waste received at site as required in cubic metres on the provided Waste Acceptance Sheets;

- Record and report all breaches of the Site Registration Conditions to the Manager Infrastructure Services;
- Report all fires at the site and ensure any fires are extinguished as soon as possible.

Occupational Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the Works Supervisor and use of personal protective equipment as provided;
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.

Other Duties

- Undertake manual labouring duties as required;
- Attend staff meetings as required;
- Report all mechanical faults and servicing requirements to the Works Supervisor;
- Receive written work orders or verbal instructions from the Works Supervisor or Manager Infrastructure Services;
- Carry out daily pre-start checks, grease, maintain and clean plant equipment to a high standard;
- Any other duties consistent with the level of this position and requested by the Works Supervisor or Manager Infrastructure Services.

General Responsibilities and expected behaviour or conduct

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

Staff are expected to;

- ✓ assist other employees from time to time and contribute to teamwork
- ✓ behave in a manner and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code
- ✓ observe the highest standards of honesty and integrity
- ✓ avoid conduct which might suggest any departure from these standards
- ✓ give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Occupational Safety and Health Statement of Outcome

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome. The Shire of Lake Grace is committed to continuous improvement of the Work Health and Safety standards.

1. Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
2. Comply with statutory obligations, Council Policy, Industrial Awards, WHS and EEO legislation
3. Follow safety rules, procedures and standards at all times
4. Report ALL accidents, incidents and hazardous situations arising in the course of work

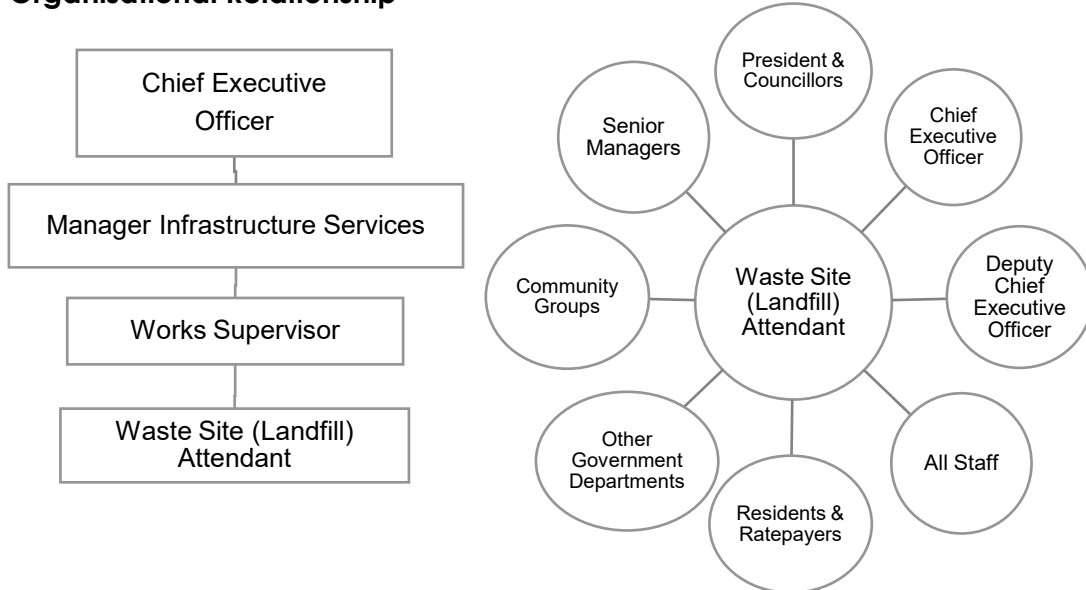
Equal Employment Opportunity Statement of Outcome 2023-2025

1. Outcome – The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.
2. Outcome – Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees
3. Outcome – Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity

4. Outcome – Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

Position Liaises with:

Organisational Relationship



SELECTION CRITERIA

ESSENTIAL

- Demonstrable experience of providing a high level of customer service
- Basic plant operation/user maintenance skills
- Good communication and numeracy skills
- Strong problem solving, conflict resolution and decision-making skills
- Developed knowledge in safe working practices and procedures
- Basic record keeping skills
- Excellent time management and organisational skills
- Knowledge of health and safety requirements
- Minimum (current) 'C' class manual drivers' licence
- Current National Police Clearance Certificate, no more than 6 months old, or willingness to obtain
- Completion of a pre-employment medical

PREFERRED

- Demonstrable experience and knowledge of waste site operations
- Hold current HC Driver's licence with experience in operating front end loaders and backhoes
- An understanding of legislation relating to waste site operations
- Good knowledge of general maintenance procedures
- Developing knowledge of the local area
- Hold a current First Aid Certificate

GENERAL INFORMATION

This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.



Shire of Lake Grace

Job Application Form

WASTE SITE ATTENDANT

PERSONAL DETAILS		
Full Name:		
Home Address:	Suburb:	
State:	Postcode:	
Telephone Number:		
Email Address:		
Do you hold a valid driver's licence? Yes ☐ No ☐		
If yes, please provide details of your driver's licence below		
Place of Issue:	Licence type:	
Drivers Licence Number:	Expiry Date:	
Do you hold a valid police clearance check? Yes ☐ No ☐		
If no, would you be prepared to undertake this check if requested? Yes ☐ No ☐		
EMPLOYMENT RIGHTS		
Are you an Australian Citizen? Yes ☐ No ☐		
If no, please state your nationality and confirm the details of your current visa		
Nationality:	Visa Type:	
Details of Any Work Restrictions:	Visa Expiry Date:	
Any Additional Comments:		
EDUCATION AND QUALIFICATIONS		
Name of Institution	Qualification Obtained	Completion Date

Details of Any Other Relevant Skills or Qualifications:	
EMPLOYMENT HISTORY	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	
Name of Employer:	Position Held:
Start Date:	End Date:
Reason for Leaving:	
Summary of Duties/Responsibilities:	

REFEREES	
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Name of Referee 1:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes ☐ No ☐

Name of Referee 2:	Company Name:
Position Held:	Telephone Number:
Email Address:	Contactable immediately? Yes ☐ No ☐

I consent to the Shire of Lake Grace to make contact with my referees to carry out reference checks in support of my application

Yes ☐ No ☐

HEALTH QUESTIONNAIRE

Do you suffer from anything that may impact your ability to carry out the tasks required for this role?

Yes ☐ No ☐

If yes, please provide details:

Please note that disclosure of any injury, illness or disability will not exclude an applicant from employment. The Shire of Lake Grace has a duty of care to employees and disclosure of a pre-existing condition may require adjustments to the workplace to ensure the reduction of potential harm.

Applicants who are successful in the shortlisting process may be subject to a pre-employment medical and urine drug screening, as part of the recruitment process. At this stage, applicants may be required to disclose any previous workers compensation claims and details of any previous/current medical conditions or restrictions that may impede their physical ability to perform the role that they have applied for.

I understand and agree to these terms and conditions Yes ☐ No ☐

I agree to take part in a pre-employment medical and urine drug screening Yes ☐ No ☐

ADDITIONAL INFORMATION

How did you learn about this opportunity?

Are you currently employed by or have previously worked for the Shire of Lake Grace?

Yes ☐ No ☐

If yes, please provide further details below:

Dates employed from and to:

Position Held:

Line Manager Name:

Please confirm that you have attached the following supporting documents to this application form:

Resume

Yes ☐ No ☐

Covering Letter

Yes ☐ No ☐

APPLICANT DECLARATION

I hereby certify that the information provided in this application is true and correct. I understand that any misrepresentation of facts within this application could be cause for instant termination, should I be employed by the Shire of Lake Grace. I am aware that should I be employed by the Shire of Lake Grace that this application and the attached supporting documentation will be included in my employment file.

Applicant Name:

Signature:

Date:

Personal information collected during the recruitment process will be used to assess your suitability for employment, undertake reference and qualification checks and administer employment-related activities. Information may be disclosed to referees, verification providers and relevant authorities where required.

Further information is available in the Shire's Privacy Collection Notice