



# TRANSFER STATION ATTENDANT

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## POSITION DESCRIPTION

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# THE SHIRE OF BOYUP BROOK

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

## OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.

- **Proactive**  
Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.
- **Leadership & Teamwork**  
Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.
- **Accountability & Integrity**  
Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.
- **Commitment**  
Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.
- **Engaging Community**  
Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

# Transfer Station Attendant

<b>Position Number</b>		<b>Date Effective</b>	27/06/2026
<b>Level</b>	3	<b>Agreement / Award</b>	LGIA2020 (State)
<b>Business Unit</b>	Works & Services		
<b>Responsible To</b>	Executive Manager Operational Services		

## 1. POSITION OBJECTIVES

The key objectives of this position are:

- 1.1 Assist in the safe, efficient and effective operation of the Shire's Transfer Station and waste management facility.
- 1.2 Provide courteous and professional customer service while assisting customers with the appropriate disposal of recycling and waste materials.
- 1.3 Maintain a clean, safe and compliant waste facility in accordance with legislative requirements and Shire policies.
- 1.4 Accurately process waste transactions, maintain records and process tip passes in accordance with the Shire's adopted Fees and Charges.
- 1.5 Contribute positively and support the achievement of the Shire's Strategic Community Plan and Corporate Business Plan.

## 2. REQUIREMENTS OF THE POSITION

- 2.1 Good organisational and time management skills
- 2.2 Ability to work independently and as part of a team.
- 2.3 Good communication and customer service skills.
- 2.4 Basic numeracy and record-keeping skills.
- 2.5 Knowledge of waste management practices (desirable).
- 2.6 Knowledge of Work Health and Safety principles.
- 2.7 Current unrestricted WA C Class Driver's Licence.
- 2.8 Loader/skid steer or plant operation experience (desirable).
- 2.9 White Card (desirable).Skills

## 3. KEY RESPONSIBILITIES

- 3.1 Operate the Transfer Station safely, efficiently and in accordance with Shire Policies and procedures.
- 3.2 Attend the Transfer Station gate, provide courteous customer service, advise customers of applicable waste disposal fees and process tip passes in accordance with the Shire's adopted Fees and Charges.
- 3.3 Inspect incoming waste, direct customers to the appropriate waste disposal or recycling areas, and monitor compliance with waste acceptance requirements.
- 3.4 Maintain accurate waste records and statistics to support legislative compliance and operational reporting.
- 3.5 Assist with refuse collection, waste separation, recycling and resource recovery activities as required.

- 3.6 Collect, sort and prepare recycled materials for marketing, as directed.
- 3.7 Maintain the cleanliness, presentation and security of the Transfer Station, including opening and securing the facility during designated operating hours.
- 3.8 Report maintenance requirements, equipment faults, incidents, hazards and unsafe practices to the appropriate supervisor.
- 3.9 Operate plant, equipment and minor machinery where appropriately trained, authorised and licensed
- 3.10 Promote sound waste management practices, recycling initiatives and waste minimisation through positive customer engagement.
- 3.11 Work cooperatively with other employees and assist other operational teams as directed.
- 3.12 Attend toolbox meetings, safety briefings and mandatory training as required.
- 3.13 Comply with all Work Health and Safety requirements, Shire policies, procedures and the Code of Conduct
- 3.14 Undertake other duties consistent with the level and responsibilities of the position, as reasonably directed by the Line Manager or Chief Executive Officer.
- 3.15 Proactively identify opportunities to improve operational efficiency, customer service, workplace safety and environmental outcomes, and communicate recommendations to the Line Manager.

## 4. PERFORMANCE OF DUTIES

- 4.1. Perform your duties efficiently, effectively and economically, ensuring your work reflects positively on both you and the Shire of Boyup Brook.
- 4.2. Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
- 4.3. Comply with all applicable Shire policies, procedures and statutory requirements, including but not limited to the Code of Conduct, Work Health and Safety legislation, the *Local Government Act 1995* and associated legislation.
- 4.4. Demonstrate and model the Shire's Corporate Values through your conduct, decision making and interactions with colleagues, customers and the community.
- 4.5. Act with integrity – being consistent with Shire's core values in all your tasks and interactions with others. Demonstrating integrity includes:
  - demonstrating honesty, professionalism and ethical behaviour in all aspects of your work;
  - being reliable and following through on commitments;
  - treating others with respect, courtesy and fairness;
  - taking responsibility for your actions and being accountable for your decisions; and contributing positively to a safe, respectful and collaborative workplace.

## 4. KEY PERFORMANCE INDICATORS

The Line Manager will conduct regular performance discussions and an annual performance review. Performance will be assessed against the Position Objectives, Key Responsibilities and the behavioural expectations outlined in this Position Description, together with the Shire's Performance Development Review process.

## 5. SAFETY AND DUTY OF CARE – ALL WORKERS

### 5.1 Safety and Duty of Care

The Shire of Boyup Brook is committed to providing and maintaining a safe and healthy workplace for employees, volunteers, contractors, visitors and members of the public.

Employees are required to comply with the *Work Health and Safety Act 2020*, the Work Health and Safety (General) Regulations 2022, Shire policies and procedures, and any lawful direction relating to workplace health and safety. While at work, employees must:

- a) take reasonable care for their own health and safety;

- b) take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- c) comply, so far as they are reasonably able, with any reasonable instruction given by the Shire to enable compliance with work health and safety legislation; and
- d) cooperate with any reasonable workplace health and safety policy or procedure implemented by the Shire.

Employees are also expected to:

- identify and report hazards, incidents, injuries and near misses promptly;
- work safely and encourage safe work practices;
- use plant, equipment and personal protective equipment correctly;
- contribute to maintaining a safe workplace for employees, volunteers, contractors and members of the public; and
- participate in workplace health and safety training, consultation and continuous improvement initiatives where required.

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

## **5.2 Equal Employment Opportunity**

The Shire of Boyup Brook is committed to providing equal employment opportunities and selecting employees on merit. The Shire values diversity and is committed to providing a workplace free from unlawful discrimination, harassment and bullying in accordance with applicable legislation.

## **6. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS**

To be appointed to a permanent position, applicants must be an Australian citizen, hold permanent residency, or possess a visa that permits permanent employment in Australia. Applicants holding a temporary visa may be considered for temporary or casual employment, subject to the conditions of their visa.

Appointment to this position is subject to satisfactory completion of the following pre-employment checks:

- Evidence of the right to work in Australia.
- Pre-employment medical assessment, including drug and alcohol screening.
- National Police Clearance (issued within the previous three months).
- Satisfactory employment reference checks.
- Verification of qualifications, licences and tickets relevant to the position.
- Current Western Australian C Class Driver's Licence.

## **7. Level of Authority and Organisational Relationships**

7.1. Responsible to: Line Manager

7.2. Supervision of: NIL

7.3. Internal and External Liaison

7.3.1. Internal

Business Unit Managers  
Corporate Services and administrative staff

7.3.2. External

General public and community groups  
Contractors

## 8. EXTENT OF AUTHORITY

- 8.1. Make recommendations to the Line Manager regarding operational improvements, workplace health and safety, waste management practices, customer service and maintenance requirements.
- 8.2. Exercise judgement within established Shire policies, procedures and delegated responsibilities to carry out the duties of the position.
- 8.3. Report hazards, incidents, equipment faults and operational issues promptly to the Line Manager.
- 8.4. This position has no delegated financial, supervisory or contractual authority unless specifically authorised.

## 9. SELECTION CRITERIA

The following skills, experience, qualifications and attributes are required to successfully perform this role.

Qualifications and/or Training and/or Licences	Essential	Desirable
Current unrestricted WA C Class Driver's Licence	✓	
Certificate in Waste Management or related qualification		✓
White Card		✓
Plant operating tickets (e.g. loader, skid steer or forklift)		✓
Experience and Knowledge	Essential	Desirable
Knowledge of Work Health and Safety requirements	✓	
Experience working in a customer service environment		✓
Experience in a waste management, recycling or transfer station environment		✓
Knowledge of local government		✓
Skills and Attributes	Essential	Desirable
Strong customer service and communication skills	✓	
Ability to work independently and as part of a team	✓	
Well-developed organisational and time management skills	✓	
Ability to follow procedures and maintain accurate records	✓	
Commitment to workplace safety and continuous improvement	✓	
Demonstrated reliability, initiative and a positive work ethic	✓	

## 10. GENERAL EMPLOYMENT CONDITIONS

- 10.1. Employees are expected to demonstrate behaviours consistent with the Shire of Boyup Brook's Corporate Values and to contribute positively to a culture of teamwork, integrity, continuous improvement and customer service.
- 10.2. Employees are required to comply with all relevant legislation, industrial instruments, Shire policies, procedures and lawful directions issued by the Shire from time to time.
- 10.3. The ordinary hours of work for this position are in accordance with the employee's contract of employment and roster, including weekend work as required. The Transfer Station operating hours may be varied by the Shire to meet operational requirements.

## 11. OTHER RELEVANT INFORMATION

This Position Description is intended to describe the general nature and level of work performed by the occupant of this position. It is not intended to be an exhaustive or exclusive list of all duties, responsibilities or accountabilities.

The Position Description may be reviewed and amended from time to time by the Chief Executive Officer to reflect changes in organisational priorities, legislative requirements, operational needs or the development of the role.

Employees may be required to undertake other duties that are within their skills, competence and training, and are consistent with the level and intent of the position.

## 12. CERTIFICATION

As Chief Executive Officer (CEO) of Shire of Boyup Brook, I confirm that the details contained in this document are an accurate statement of the duties, responsibilities and is consistent with the Shire of Boyup Brook standards, the Organisation Structure, and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Occupant</b>	
<b>Date</b>	
<b>Executive Manager Corporate Services</b>	
<b>Date</b>	