



Position Description

Landfill Attendant	
Position Code	174,229,569,570
Classification/Grade/Band	Band 1 Level 2 (Grade 2) Local Government (State) Award 2023
Reports to	Landfill Supervisor
Location	Bingara & Warialda
Content Manager Reference	
Direct Reports	NIL
Budget (Operating and Capital expenditure)	NIL

Overview of Gwydir Shire Council

Located on the Fossickers Way between the New England and North West regions of NSW, the Gwydir Shire encompassing a diverse landscape that is both picturesque and productive. With affordable housing, a strong sense of community and diverse leisure and recreation activities, the Shire offers an idyllic and fulfilling lifestyle. Bingara and Warialda are the main towns in the Shire.

The Gwydir Shire Council prides itself on being an award-winning organisation that supports its community through the provision of high-quality services. Council offers employees a rewarding career that allows staff to make a positive impact in the communities in which they live; and provides exciting opportunities to explore and suture career avenues within the organisation. Council strongly supports a flexible-family work environment.

Gwydir's Vision

Council's vision is to be a recognised leader in Local Government through continuous learning and sustainability. Council embraces this mantra by ensuring all staff have access to training and education, to reach their full potential.

Gwydir's Mission

To ensure that the Council's long-term role is viable and sustainable by meeting the needs of our residents in a responsible and caring way, attract sustainable development while maintaining the traditional rural values, character and culture of our people.

Child Safety Commitment Statement

Gwydir Shire Council is committed to the safety, wellbeing and empowerment of all children and young people throughout the Shire, including indigenous children, those from culturally and linguistically diverse backgrounds and children and young with disabilities.

All Gwydir Shire Council staff, volunteers and other partners have a zero-tolerance approach to any form of child abuse in both the physical, psychological, and online environments. We support the rights of children and young people, and we will act immediately and accordingly to ensure an environment is maintained where they feel safe, respected, valued, and always empowered.

We know that being a leading child safe organisation is about more than having the right policies and procedures in place. It requires conscious actions and proactive behaviours to protect children from harm. It means creating a culture of safety that extends from participation and education through to ensuring all members of our organisation feel safe and secure in reporting inappropriate behaviour.

It is essential that everyone at Gwydir Shire Council understand the important responsibilities they have in relation to child safety, and we are committed to educating our elected members, employees, volunteers, contractors, consultants, other partners and the wider community in the regard.

We want children to have a voice and know that their views are listened to and respected and that they are given opportunities to contribute. Together we can provide an environment where children feel safe, respected, valued, and encouraged to reach their full potential.

Primary purpose of the position

This position is responsible for the maintenance of Council's Landfill Sites.

Department and Branch Description

Forming part of the Planning Department, the Planning and Building Branches are responsible for the strategic land use planning, development & construction application assessments, building maintenance, building capital works, waste collection contract management, environment management (e.g. priority weed control and animal management), public health and regulatory services.

Key accountabilities

Within the area of responsibility, this role is required to:

- Maintain and operate landfill in accordance with Waste Management Plan
- Close and Open site
- Ensure all appropriate signage, fencing and barriers are in place
- Inspect loads, guides and monitor the disposal of all waste at the landfill
- Facilitate the safe processing of hazardous and difficult materials
- Conduct routine inspections of the site
- Maintain site in a clean and tidy condition free of hazards
- Maintain entry areas, adjacent lands and approaching roadside free of litter and dumped items
- Provide information to the public regarding Councils waste separation and transport requirements
- Provide a high level of customer service

- Completion of daily activity paperwork
- Report any unauthorised activity at the landfill to Council Supervisor
- Understand and implement Workplace Health and Safety requirements
- Maximise the recovery of all resourceful wastes delivered to the waste depot

All positions in Council involve multi-skilling and consequently the interchange of duties where and when required for the effective operation of the Department. The duties described above are indicative of the primary duties that a person appointed to the position would be expected to perform and should not be regarded as the sole duties applicable to the position. Other duties may be assigned in accordance with skills, experience and training.





Selection Criteria

Essential
<ul style="list-style-type: none"> • General construction induction (White Card) • General knowledge of waste management and recycling • Customer Service Skills • Demonstrated ability to work both independently, with minimal supervision and as part of a team. • Effective written and oral communication skills
Desirable
<ul style="list-style-type: none"> • First Aid Certificate • Cert III in Waste Management or equivalent • Current Chemical Certificate (AQF# or AQF4) • Remove Non-Friable Asbestos Certificate • Excavator/backhoe Operation Certificate of Competency • Willingness and ability to undertake Training
Common requirements of the position
<ul style="list-style-type: none"> ▪ Willingness to have Council conduct a Criminal History Check. ▪ Agree to undertake a medical assessment by Council's nominated medical practitioner if required and to be medically fit to undertake the full requirements of the position. ▪ Manage projects in accordance with corporate standards. ▪ Willingness to work flexible hours to meet the requirements of the position. ▪ Behaviour in accordance with Council's policies and the Code of Conduct. ▪ Report environment issues that may become evident when carrying out the position duties.
Qualifications
<ul style="list-style-type: none"> • General Construction Induction Card (White Card) • Excavator/Backhoe Operation Certificate of Competency

Capabilities for the position

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <http://capability.lgnsw.org.au>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Personal attributes Demonstrate Accountability	Foundational
	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Relationships Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Results Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Resources Procurement and Contracts	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Is Open and honest Tells the truth and admits to mistakes Follows the Code of Conduct, policies and guidelines Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships Community and Customer Focus	Foundational	<ul style="list-style-type: none"> Shows awareness that he/she is working for the community. Shows respect, courtesy and fairness when interacting with customers and members of the community Listens and asks questions to understand customer/community needs Informs customers of progress and checks their needs are being met
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> Understands team objectives and own contribution Plans and organises own work tasks Manages time appropriately and re-prioritises as requires Identifies and informs supervisor of issues that may impact on completion of tasks.
Resources Assets and Tools	Foundational	<ul style="list-style-type: none"> Uses core work tools and equipment effectively Takes care of work tools, equipment, accommodation and community assets
Prepared By	Human Resource Officer	
Approved by General Manager	January 2025	
Date Approved/Reviewed	January 2025	
Version Number and Date	Version 1 – January 2025	