



## POSITION DESCRIPTION

### REFUND POINT ATTENDANT

|                       |   |
|-----------------------|---|
| <b>Location</b>       | Works Depot                                 |
| <b>Department</b>     | Works and Services                          |
| <b>Salary</b>         | <i>Local Government Industry Award 2020</i> |
| <b>Reports to</b>     | Supervisor of Grounds and Gardens           |
| <b>Supervision of</b> | Nil   |
| <b>Revision</b>       | 1   |
| <b>Date</b>           | 7 <sup>th</sup> January 2025                |

***The Shire of Quairading is committed to providing culturally responsive services and strongly encourages employment applications from Aboriginal and Torres Strait Islander people.***

## 1. ORGANISATIONAL RELATIONSHIPS

### 2.1 Responsible to:

Supervisor of Parks and Gardens

Operationally this position works under the Executive Manager Works and Services

### Supervision of:

No direct reports

### 2.2 Internal and External Liaison: -

#### Internal

- Shire President
- Councillors
- Chief Executive Officer
- Executive Management Team
- Employees

#### External

- Residents, ratepayers and the general public
- Culturally diverse people
- Government, non-government and private organisations
- Contractors
- Product and service suppliers

## 2. EXTENT OF AUTHORITY

Operates under the direction of the Supervisor of Grounds and Gardens in accordance with:

- Established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council;
- Local Government Act 1995, Workplace Health & Safety Act 2020 (previously Occupational Safety and Health Act 1984), National Employment Standards, Equal Opportunity Act 1984 and other relevant legislation;
- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and occupational health & safety;
- Strategic (Community) Plan;
- Reconciliation Action Plan;
- Disability Access Inclusion Plan;
- Code of Conduct and Customer Charter; and
- Delegated authority as prescribed in the Delegations Register.

## 3. PURPOSE OF POSITION

- To form part of the Works & Services team to undertake the processing of returned containers under the *Containers for Change* scheme operated the Shire, as per contract with Western Australia Return Recycle Renew Limited (WARRRL).
- To support the initiatives within the Strategic Community Plan, as follows:

**5.1** Shire communication is consistent, engaging and responsive

- 5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Implement systems and processes that meet legislative and audit obligations

#### 4. KEY DUTIES/RESPONSIBILITIES

##### Containers for Change

- Accept and sort containers into appropriate classifications.
- Process payments to customers electronically through the Scheme ID POS system.
- With the assistance of the Waste Site Attendant, prepare bulk containers for collection
- Prepare freight manifests for bulk collection of eligible containers when required.
- Move ineligible containers and other contamination and waste into the main Waste Site segregation bays.

##### Housekeeping

- Undertake a monthly Workplace Inspection.
- Assist with quarterly inspections and audits by WARRRL staff.
- Maintain Waste Disposal Site shed, office and other facilities in a neat, tidy and safe condition.
- Maintain internal and external surrounds of Waste Site on a regular basis, collecting windblown litter and other dumped or scattered items for disposal in correct location.

##### Plant and Equipment

- Assist with minor routine maintenance and cleaning of plant on a daily basis.
- Liaise with Supervisor of Parks and Gardens on plant service and repair requirements.

##### Other General Duties

- Provide residents with a courteous service and responsive communication in the course of undertaking daily duties.
- Promote Council's image within the community.
- Comply with established organisational systems, guidelines, policies and procedures, including those formally endorsed by Council.
- Comply with Local Government Act 1995, Workplace Health & Safety Act 2020 (previously Occupational Safety and Health Act 1984), National Employment Standards, Equal Opportunity Act 1984 and any other relevant legislation.
- Other relevant or associated duties as needed by the Supervisor of Parks and Gardens.

#### 5. SELECTION CRITERIA

| Qualification   | Essential | Desirable |
|---|-----------|-----------|
| Drivers Licence "C" Class   |           | ✓         |
| Basic computer skills   | ✓         |           |
| Forklift Ticket   |           | ✓         |
| High school education or related experience or training, or an equivalent combination of education and experience |           | ✓         |

## 2025-01-07 Position Description - Refund Point Attendant (Casual)

| Key Skills, Knowledge and Experience   | Essential | Desirable |
|--|-----------|-----------|
| Demonstrated understanding of Workplace Health and Safety.   | ✓         |           |
| Demonstrated ability to work safely and effectively while unsupervised and as a team member and to show initiative.            | ✓         |           |
| Sound numeracy, verbal and written communication skills and the ability to use these skills in a day to day working situation. |           | ✓         |
| Proven commitment to the provision of courteous and professional customer service  |           | ✓         |
| Sound communication and interpersonal skills   |           | ✓         |
| Proven commitment to the provision of courteous and professional customer service  |           | ✓         |
| Ability to recognise problems and / or difficulties and rectify the situation as soon as practicable                           |           | ✓         |
| Fitness to work in high temperatures and manual handling   |           | ✓         |
| Working knowledge of Workplace Health and Safety Regulations and safe work procedures  |           | ✓         |
| Good knowledge of tip and recycling procedures.  |           | ✓         |
| Knowledge of relevant waste management and environmental legislation   |           | ✓         |

## 6 WORKING CONDITIONS/OHS CONSIDERATIONS

### Occupational Safety and Health:

Compliance with Workplace Health & Safety Act 2020, organisational workplace health and safety policies and procedures and the *Local Government Industry Award 2020*.

In accordance with organisational policy and procedures, report any hazards, incidents or near misses in the prescribed timeframe.

## 7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A pre-employment examination and current National Police Certificate will be required by the successful applicant.

No formal offer of employment will be made until these employment conditions are met.

## 8. COMMENTS

On commencement of employment, all employees are required read and understand:

- The Code of Conduct; and
- Organisational policies.

A signed document confirming this understanding will be retained for organisational record.

**9. TERMS OF EMPLOYMENT**

|                        |   |  |
|------------------------|---|--|
| Award                  | <i>Local Government Industry Award 2020</i>   |  |
| Position Status        | Casual – three (3) month term with possible extension   |  |
| Hours of Work          | As required. Weekend penalty rates apply  |  |
| Overtime               | Requires Prior Authorisation  |  |
| Award Level            | Level 1   |  |
| Current Wage           | \$ 27.3047 p/h + Casual Loading + allowances (or equivalent junior rate)  | Paid fortnightly into nominated bank account |
| Allowances             | Adverse Working Conditions Level 1  |  |
| Council Loyalty Scheme | N/A   |  |
| Superannuation         | 11.5% Employer Superannuation Guarantee Contribution.   |  |
| Probation Period       | Six (6) months from commencement date. (depending on extension)<br>The CEO reserves the right to extend the Probation Period by a further three (3) months.   |  |
| Performance Review     | Annually by the Executive Manager Works & Services or Supervisor of Parks and Gardens.  |  |
| Annual Leave           | N/A   |  |
| Motor Vehicle          | N/A   |  |
| Work Attire            | <p>Staff are requested to wear appropriate work attire at all times during working hours to promote a professional work environment and meet Occupational Health &amp; Safety requirements.</p> <p>A high visibility long sleeved shirt, long pants with work boots are compulsory. The Shire will provide uniform following the period of probation.</p> |  |
| Job Location           | Quairading, Western Australia, 6383.  |  |