

# TENTERFIELD SHIRE COUNCIL



**Position Information Package**  
**Casual Waste Disposal Officer**  
**PV: 10/25**

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<b>Item</b>
<b>Copy of Advertisement</b>
<b>Job Application Cover Sheet</b>
<b>Position Description (Including Selection Criteria)</b>
<b>Important Information for Applicants All applicants are requested to read this information</b>



## **ADVERTISEMENT Position Vacant**

Applications are invited for the below position:

### **Casual Waste Disposal Officer – PV 10/25**

**Salary Range:** \$29.84ph – \$34.81ph + 25% loading + Allowances + 11.5% superannuation. (Remuneration will be commensurate to individuals experience and competencies).

Council has an exciting opportunity available within our Tenterfield Waste team, where we are seeking a Casual Waste Disposal Officer.

As a Casual Waste Disposal Officer, you will assist the department in short term staff shortages due to leave, illness or unusual changes in work demand, where you will be responsible for the effective collection of domestic and commercial waste materials, and disposal, including maintenance of the waste disposal sites/Transfer Stations in compliance with Health and Safety Regulations and EPA requirements.

Applicants must possess a current HR Licence or equivalent, with demonstrated experience in operating waste Front and Side Loader compaction trucks, demonstrated ability to maintain and service small plant and equipment to achieve required results, along with sound workplace health and safety knowledge is essential.

If you are an individual with these qualities and would like the opportunity to contribute to your community, we encourage you to apply.

Tenterfield Shire offers a supportive workplace culture built around our values of "ICARE", with fantastic working conditions and a range of additional benefits to help you enjoy life in our local community, including:

- Award increases;
- Further learning and development opportunities;
- Access to onsite monthly counselling through our Employee Assistance Program (EAP).

Further information and details can be obtained in Council's **Position Information Package**, or by contacting Councils Manager Water & Waste, or Manager Workforce, Safety, Risk & Records on 02 6736 6000 (during business hours).

**Applications addressing the selection criteria** should be **emailed** to the General Manager at [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au) quoting the reference number and be submitted by no later than **4.00pm, 25 March 2025**.

Tenterfield Shire Council is an Equal Opportunity Employer and proudly embraces the following values: Integrity, Community Focus, Accountability, Respect & Excellence (ICARE).

Applicants must be an Australian citizen/resident or hold a visa that allows employment in Australia.

Hein Basson  
**General Manager**



**TENTERFIELD SHIRE COUNCIL  
JOB APPLICATION  
COVER SHEET  
Reference No 10/25**

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**Position applied for:** **Casual Waste Disposal Officer**

**Mr**  **Family Name:** \_\_\_\_\_  
**Mrs**  **Given Names:** \_\_\_\_\_  
**Ms**  **Preferred Name:** \_\_\_\_\_  
**Miss**

**Postal Address:**

**Telephone** (please ensure you can be contacted on this number during business hours i.e., 9am - 5pm)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Home:** \_\_\_\_\_  
**Mobile:** \_\_\_\_\_  
**Other:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Please tell us where you heard about this position** \_\_\_\_\_

**THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION**

**Address all correspondence to:**

General Manager  
Tenterfield Shire Council  
**Confidential: Job Ref No: 10/25 – Casual Waste Disposal Officer**  
PO Box 214  
**TENTERFIELD NSW 2372**  
[hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)

**Job Enquiries:**

**Manager Workforce, Safety, Risk & Records;  
Manager Water & Waste**  
**Phone:** 02 6736 6000 (During business hours)  
**Email:** [hr@tenterfield.nsw.gov.au](mailto:hr@tenterfield.nsw.gov.au)



**Position Description**  
**Waste Disposal Officer**  
**(Casual)**

*Quality Nature - Quality Heritage - Quality Lifestyle*

<b>Division:</b>	Infrastructure
<b>Section:</b>	Water & Waste
<b>Position Identifier:</b>	WDO/V1
<b>Classification:</b>	Broadband – Grade 7/8
<b>Industrial Instrument:</b>	Local Government (State) Award
<b>Location:</b>	Works Depot, Riley Street Tenterfield, Tenterfield Waste Transfer Station located off the Sunnyside Loop Road at the Western end of Molesworth Street, Tenterfield. Incumbent may be required to work at other Waste Transfer Stations in the Tenterfield Shire as directed.
<b>Date position description approved</b>	September 2024

**Council overview**

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

**Council values**

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

**Primary purpose of the position**

The position is responsible for the safe and efficient collection and disposal of domestic and commercial waste materials at Tenterfield Council's waste disposal sites and transfer stations and recycling services to the Tenterfield Shire, including landfill and resource recovery operations, kerbside collection, waste processing, public litter bins,

solid and hazardous waste disposal, while ensuring compliance with relevant legislation. This is a casual position, assisting operators in short term staff shortages due to leave, illness or unusual changes in work demand.

### **Key accountabilities**

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

### **Waste Disposal and Transfer Station Operations**

- Assist the Supervisor to maintain waste disposal sites in accordance with Health and Safety Regulations, and EPA requirements.
  - Provide Customer focused service assistance to users of Council's waste facilities.
  - Identify site hazards and advise the Supervisor immediately if issues are identified.
  - Safely operate rear-loading and side-loading waste collection vehicles and all waste disposal plant and equipment and other general plant used to bury and compact waste in accordance with Council and EPA requirements.
  - Control traffic entering and exiting waste facilities and levy the correct fees and collect monies from users of Council's waste facilities.
  - Carry out daily checks, security and care of plant, equipment, tools and other Council assets an efficient and effective manner, completing all safety and maintenance records.
  - Ensure accurate completion of time sheets and plant sheets, incident reports and other organisational forms and notify the Supervisor if repairs are required on items of plant and equipment.
  - Monitor waste and recycling material being dropped off at Council's waste facilities and supervise users disposing of waste to ensure adequate separation of waste streams.
  - Advise customers in relation to waste disposal procedures, including inappropriate, hazardous and prohibited materials.
  - Communicate courteously and efficiently to members of the public and other team members.
  - Ensure that emergency procedures are followed in case of an emergency.
  - Strive for and maintain a safe, tidy and litter-free environment at Council's waste facilities.
  - Optimise the use of tipping space by the careful compaction of waste.
  - Ensure the site is secured before vacating the area i.e. lock oil disposal shed, containers, drumMuster yard and front gate upon ensuring no members of the public are on site before securing the area.
  - Monitor the bulk bin deposit area to ensure continual service is available.
  - Ensure any waste oil substances do not contain flammable liquids and/or water before being disposed of and ensure that the material is not accepted if found to contain flammable liquid or water.
  - Respond to telephone enquiries and requests for service from the public.
  - Comply with workplace health and safety policies and the principles of Equal Employment Opportunity at the workplace level.
  - Carry out other duties within the limits of the employee's skills, competence and training as directed.
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## Key challenges

To ensure compliance with EPA and Council requirements in the collection and disposal of domestic, commercial and hazardous waste and recycling.

## Key internal relationships

Who	Why
Director Infrastructure, Manager Water & Waste. Other Waste Services employees. Other Council employees.	To meet position and service delivery requirements

## Key external relationships

Who	Why
Residents, ratepayers, local businesses.	Service Delivery

## Key dimensions

### Decision Making

In accordance with Council's delegations register.

### Reports to

Senior Waste Disposal Officer





### Capabilities for the role

Ability to progressively demonstrate delivery of the competencies/skills described in the skill steps (skill descriptors) of the competency framework for the position. In addition:

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 <https://www.lgnsw.org.au/capability>.

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.

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Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Initiates action on team/unit projects, issues and opportunities</li> <li>• Accepts and tackles demanding goals with drive and commitment</li> <li>• Seeks opportunities to apply and develop strengths and skills</li> <li>• Examines and reflects on own performance</li> <li>• Seeks and responds well to feedback and guidance</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> <li>• Is flexible, showing initiative and responding quickly to change</li> <li>• Accepts changed priorities and decisions and works to make the most of them</li> <li>• Gives frank and honest feedback / advice</li> <li>• Listens when challenged and seeks to understand criticisms before responding</li> <li>• Raises and works through challenging issues and seeks alternatives</li> <li>• Stays calm and acts constructively under pressure and in difficult situations</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Acts honestly, ethically and with discretion and encourages others to do so</li> <li>• Sets a tone of integrity and professionalism with customers and the team</li> <li>• Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>• Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct</li> <li>• Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest</li> </ul>
<b>Personal Attributes</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Is committed to safe work practices and manages work health and safety risks</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b> Communicate and Engage	Intermediate	<ul style="list-style-type: none"> <li>• Focuses on key points and communicates in 'Plain English'</li> <li>• Clearly explains and presents ideas and technical information</li> <li>• Monitors own and others' non-verbal cues and adapts where necessary</li> <li>• Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>• Shows sensitivity in adapting communication content and style for diverse audiences</li> </ul>



## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Community and Customer Focus	Adept	<ul style="list-style-type: none"> <li>• Demonstrates a sound understanding of the interests and needs of customers and the community</li> <li>• Takes responsibility for delivering quality customer-focused services</li> <li>• Listens to customer and community needs and ensures responsiveness</li> <li>• Builds relationships with customers and identifies improvements to services</li> <li>• Finds opportunities to work with internal and external stakeholders to implement improvements to customer services</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Relationships</b> Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> <li>• Builds a network of work contacts across the organisation</li> <li>• Approaches negotiations in the spirit of cooperation</li> <li>• Puts forward a valid argument using facts, knowledge and experience</li> <li>• Asks questions to understand others' interests, needs and concerns</li> <li>• Works with others to generate options that address the main needs and concerns of all parties</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Participates constructively in unit planning and goal setting</li> <li>• Helps plan and allocate work tasks in line with team/project objectives</li> <li>• Checks progress against schedules</li> <li>• Identifies and escalates issues impacting on ability to meet schedules</li> <li>• Provides feedback to inform future planning and work schedules</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>Gathers and investigates information from a variety of sources</li> <li>Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>Asks questions to get to the heart of the issue and define the problem clearly</li> <li>Analyses numerical data and other information and draws conclusions based on evidence</li> <li>Works with others to assess options and identify appropriate solutions</li> </ul>
<b>Results</b> Create and Innovate	Foundational	<ul style="list-style-type: none"> <li>Contributes own knowledge and ideas</li> <li>Suggests improvements to the way work is done</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Takes the initiative to progress own and teamwork tasks</li> <li>Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>Consistently delivers high quality work with minimal supervision</li> <li>Consistently delivers key work outputs on time and on budget</li> </ul>
<b>Resources</b> Finance	Foundational	<ul style="list-style-type: none"> <li>Shows respect for the value of public money</li> <li>Calculates and records financial information accurately</li> <li>Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>
<b>Resources</b> Technology and Information	Foundational	<ul style="list-style-type: none"> <li>Shows confidence in using the technology required in the role</li> <li>Uses technology appropriately, in line with acceptable use policies</li> <li>Completes work tasks in line with records, information and knowledge management policies</li> </ul>
<b>Resources</b> Procurement and Contracts	Foundational	<ul style="list-style-type: none"> <li>Complies with basic ordering, receipting and payment processes</li> <li>Checks quotes and invoices for accuracy</li> <li>Checks that invoiced fees and charges match goods or services delivered</li> </ul>

## **Supplementary Information**

### **Selection Criteria**

**(Applicant must address all selection criteria)**

#### **Essential:**

1. Hold and retain a current NSW HR licence or equivalent.
2. Prior experience working in the waste and resources recovery sector.
3. Demonstrated ability to safely operate plant and vehicles including forklift, waste Front and Side Loader compaction trucks, excavator.
4. Physical ability to carry out the inherent requirements of the job including general labouring duties and handling items of weight according to WHS and manual handling guidelines.
5. Effective time management skills and to work as a member of a small team.
6. Demonstrate good literacy and numeracy skills and computer skills with the ability to operate EFTPOS machines including end of day tasks.
7. Sound communication skills, including the ability to deal with the public and develop positive working relationships and solve work related problems with staff and the public.
8. Proven track record of punctuality and reliability. Ability to be flexible and adaptable to working arrangements, providing support to the team when required.
9. Knowledge of workplace health and safety policies and the principles of Equal Employment Opportunity at the workplace level.
10. Be an Australian Citizen, permanent resident of Australia or hold a current Australian working visa.

#### **Desirable:**

1. Previous experience in operating heavy machinery.
2. Previous experience in landfill maintenance.
3. Possession of current First Aid Certificate.
4. Hold a current NSW Construction Induction Card.

### **General Information**

#### **Hours of work:**

Days and hours of work will vary according to Council's operational and service priorities. Hours of work will be on a casual basis and negotiated between the hours of 6:15am. - 3.30pm. Monday and Wednesday, Tuesday and Thursday 6.15am – 4.30pm, alternate Fridays 6.15am – 3.00pm/6.15am - 10.15am.

Flexibility and adaptability to working arrangements will be required on a casual basis, in consultation with the Supervisor Waste and Manager Water & Waste.

#### **Leave entitlements:**

Employment entitlements are in accordance with the Local Government (State) Award, Casual employment.

#### **Criminal Record Check:**

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

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**Medical examination:**

The successful applicant will be required to undergo a Pre-Employment Medical Examination, at Council's expense.

**Performance Evaluation:**

Performance evaluation will be in accordance with Council policy.

**WHS Responsibilities:**

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

**Equal Employment Opportunity:**

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

**Smoke – Free Workplace:**

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

**Learning and Development:**

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

**Code of Conduct and Council Policies, Protocols and Procedures:**

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

**Council Uniform:**

Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

**Physical:**

The incumbent must be physically able to carry out their daily tasks in an ergonomically safe and healthy manner and carry out any safety drill or rescue.

**Position Description:**

This position description is indicative, and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plans.

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## IMPORTANT INFORMATION FOR APPLICANTS

Thank you for your interest in seeking employment with Tenterfield Shire Council. Please read the following information, this will assist you in completing your application.

The recruitment, selection and appointment process of Tenterfield Shire Council is guided by Equal Employment Opportunities (EEO) legislation and practices common to all public sector organisations.

Merit is the basis of selection and is measured by how well applicants **address the selection criteria** listed in the Position Description and how they present at interview.

### ***The Job Information Package***

This package contains all the information you require to apply for the position. Please read it carefully and follow the instructions and guidance. This will assist you greatly when completing and lodging your job application.

### ***The Position Description***

Council's position descriptions describe the tasks and duties the position incumbent is required to perform to fulfil the responsibilities of the position.

It's in your best interest to read the schedule of duties to make sure you have the required knowledge, skills and experience to do the job competently.

### ***Selection Criteria (Essential and Desirable)***

**The Essential Criteria** must be met if you are to fulfil the responsibilities of the job. Applicants need to demonstrate that they meet the criteria and their level of competence. If you cannot demonstrate this, it is unlikely you will be considered for the position.

**The Desirable Criteria** enhances your qualifications for the job. You may still be selected for further consideration if you do not meet any or all of these criteria but illustrating that you do will improve your chances considerably.

It's important that you are able to detail how and why you consider yourself suitable for the position by thoroughly addressing each of the selection criteria. Each selection criterion should be responded to separately. If your application does not address each of the selection criteria your application is likely to be culled.

When addressing the selection criteria take into account the following: -

**Demonstrated** means that you have actually performed the activity or applied the skill in the past as opposed to having the potential to do so.

**Knowledge of, or the ability to rapidly acquire the knowledge** of means that you already have the required knowledge, or you can provide examples of past situations which have required the rapid acquisition of knowledge.

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**Thorough, sound or high level** indicates that a more advanced level of knowledge or skill may be required.

### ***Shortlisting and Interview***

Shortlisting of job applications for positions is usually carried out on receipt of individual applications. The application is then assessed against the criteria. If the criteria is met, an interview will be offered and held with at least two (2-3) panel members that are staff members of Council. The applicant will be contacted by phone if an interview is offered.

Interviews are generally held at Council's Administration Building. Face to face interviews are preferred, however, if an applicant is unavailable for a personal interview due to excessive distance or other reasonable grounds, Council will conduct a tele/video conference. The same interview questions and format is followed for each candidate and the interview process usually takes approximately 30 minutes.

### ***Referees***

Applicants are asked to provide contact details of a minimum of two (2) current referees. Council prefers that referee information includes the applicant's relationship to the referee, for example Supervisor/Manager.

Please note that it is the responsibility of the applicant to advise their referees that they are applying for a position and secure their permission as a point of reference for Council to make contact directly with them.

### ***Appointment Process***

The process normally takes a few days up to a week from the time of interview to the time of advising the successful applicant.

The successful applicant is contacted by telephone at which time a verbal offer of employment is made pending a satisfactory pre-employment Medical. If the applicant accepts the position, the HR team then initiates the pre-employment process. Unsuccessful interviewees are advised in writing.

### ***Some general points to remember when applying for a position***

- Applicants are encouraged to read the job Information Package.
- Your application should include Council's Job Application Cover Sheet, your resume (including your employment history and any qualifications) and **your response to the selection criteria (essential & desirable)**.
- Please do not enclose original documents in your job application. Council will not be responsible for misplacing original documents.
- Please keep a copy of your application.
- Applications should be emailed and addressed to the General Manager.

If you require further information in relation to Council's recruitment processes, please contact Workforce, Safety, Risk & Records.

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