



Shire of
Katanning
Heart of the Great Southern

Cleaner - Casual

No. K013



Application Package

Closing date: 4.00pm 28 October 2026



Heart of the Great Southern

Index

Advertisement	3
Shire Profile	4
Council Information	5
Position Description	6
Remuneration Details	8
Selection Criteria	9
Information for Applicants	10



ADVERTISEMENT

Cleaner - Casual

We are seeking to appoint an experienced, self-motivated cleaner to become a part of the Shire team.

This position will provide a high-level cleaning service for all operational and public areas including The Shire Administration Building, Shire Depot, Town Hall, Council Chambers, Library, Katanning Hotel and other Shire Facilities.

Situated in the heart of the Great Southern Region, Katanning offers the perfect mix of picturesque country location with conveniences of city living. Excellent schools, hospital, doctors, dentist, shopping, community and sporting facilities are available in town.

To discuss this role further please contact Moh Aeson on (08) 9821 9999 or email moh.aeson@katanning.wa.gov.au.

To be considered for this position applicants must address the Selection Criteria as detailed in the Application Package.

Applications addressed to the undersigned should be sent to moh.aeson@katanning.wa.gov.au or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 28 October 2026.

The Shire of Katanning is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace.

We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Peter Klein

CHIEF EXECUTIVE OFFICER

SHIRE PROFILE

Katanning is the regional centre for the Upper Great Southern Region of Western Australia and is located 283kms south east of Perth.

The Shire of Katanning has 7 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

The town has a range of key facilities including supermarkets, cafes, retailers, regional hospital, childcare, primary schools, senior high school and TAFE.

The Shire of Katanning is undertaking several transformational projects including the development of a new welcome precinct and visitor facilities, man-made lake and residential land development.

Significant industries include the sheep saleyards, CBH grain handling facilities, export abattoir, major transport operators and agribusinesses.

Katanning is a true multicultural community, featuring over 40 language groups. Katanning is a harmonious community, embracing different cultural and religious backgrounds. One of the highlights of the year is the Katanning Harmony Festival where everyone comes together to learn about the various cultures in town – food, entertainment, personal stories and shared experiences.



COUNCIL INFORMATION

COUNCIL

Shire President: Cr Kristy D'Aprile
Deputy Shire President: Cr Ian Hanna

Councillors:
Cr John Goodheart
Cr Matthew Collis
Cr Gemma Trolove
Cr Danny McGrath
Cr Paul Totino

Office:	Postal:
52 Austral Tce	PO Box 130
KATANNING WA 6317	KATANNING WA 6317

Email: admin@katanning.wa.gov.au
Website: www.katanning.wa.gov.au

Telephone: (08) 9821 9999

COUNCIL STATISTICS

Population:	4,500
Area:	1,518 km sq.
Distance from Perth:	283km
Length of Roads:	255km sealed, 528km unsealed

Local Industries: Agribusiness, sheep saleyards, grain handling facilities, export abattoir, major transport operators.

Suburb & Localities: Badgebup, Carrolup, Cobline, Coyrecup and Ewlyamartup, Katanning

Council meets on the fourth Tuesday of each month.

POSITION DESCRIPTION

1. Position Identification

Title:	Cleaner
Position Number:	K013
Classification:	Local Government Industry Award 2020 Industry Agreement
Base Level:	Level 3
Employment Basis:	Casual
Department	Operations

2. Position Objectives

- To ensure Shire premises are maintained as a clean and hygienic environment.
- To liaise with the Executive Assistant Operations regarding issues that may affect the operation of the Shire facilities.

3. Key Responsibilities & Duties

3.1. Cleaning:

- Maintain a high level of cleanliness in all operational and public areas including:
 - Shire Administration Building
 - Shire Depot
 - Town Hall
 - Council Chambers
 - Library
 - Katanning Hotel
 - Other Shire owned facilities
- Notify Executive Assistant Operations when cleaning products need re-stocking.
- Train new staff members in the cleaning procedures of the Shire's facilities.

4. General

- Any other duties consistent with the level of this position.

5. Records Management

- To ensure records are managed according to the WA State Records Act 2000 and other relevant legislation in consultation with the Senior Admin/ Records Officer.

6. Behaviour and Conduct:

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the team and support team efforts.

- Ensure that you maintain and enhance the reputation of Shire of Katanning at all times.

7. Work Health and Safety and Risk Management Responsibilities

- Perform work in a safe and healthy manner and abide by the Shire's and legislative safe work procedures, instructions and safety management practices.
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
- Participate in activities associated with the management of workplace health and safety.
- Use appropriate personal protective equipment as directed.
- Comply with the Shire's Risk Management Policy Procedures.
- Must comply with the Council Work Injury Management Program.

8. Organisational Relationships

8.1. Responsible to

- Manager Operations
- Executive Assistant Operations

9. Internal and External Liaison

9.1. Internal

- Chief Executive Officer
- Executive Managers
- All Shire employees

9.2. External

- Ratepayers
- Community groups
- General public

10. Level of Authority

- Operates under direction of the Executive Assistant Operations within established guidelines, procedures and policies of Council.

11. Selection Criteria

- Ability to work autonomously as well as part of a team
- Basic oral, written and number literacy skills
- Previous cleaning experience
- "C" Class Driver's Licence
- Senior First Aid (desirable)

12. References

The details of two referees will be requested during the application process.

REMUNERATION DETAILS

EMPLOYMENT CONDITIONS

Location	The position is based at the Shire of Katanning Administration & Civic Centre.
Industrial agreement	Local Government Industry Award 2020 Industrial Agreement, Level 3.
Salary	Up to \$37.63 per hour (inclusive of 25% casual loading) \$1.030 per hour Level 1 Working Conditions Allowance.
Employment Basis	Casual
Superannuation	Superannuation of up to 15% based on 12% superannuation guarantee contributions and up to an additional 3% contingent upon the employee contributing 3%. Salary Sacrifice is available on the employee's contributions.
Pre-Employment Medical	All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Katanning. Existing medical conditions will not preclude an appointment.
Police Clearance	The successful applicant will be required to provide a National Police Clearance.
Closing date	4.00pm, 28 October 2026 In the interest of fairness and equity, late applications will not be accepted.

SELECTION CRITERIA

Cleaner

Selection Criteria

- Ability to work autonomously as well as part of a team
- Basic oral, written and number literacy skills
- Previous cleaning experience
- "C" Class Driver's Licence
- Senior First Aid (desirable)

***To be considered for this position applicants must address the Selection Criteria.**

INFORMATION FOR APPLICANTS

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter introducing yourself and explaining why you are applying for this position.

Selection Criteria Responses:

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process.

This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.

An easy way to do this is to use the STAR model - that is:

Situation: provide a brief outline of situation /setting

Task: outline what you did

Approach: outline how you did it

Result: describe what the outcomes were

Resume (curriculum Vitae) which includes:

- Personal details – name, address and telephone number
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.

Provide names, work addresses and current contact telephone numbers for each referee.

Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

Please provide a convenient telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

Lodging your Applications:

The closing date is **4.00pm 28 October 2026**.

Email: moh.aeson@katanning.wa.gov.au

By Hand: Shire of Katanning Administration & Civic Centre, 52 Austral Terrace, KATANNING

Attention: Peter Klein, CEO

Post: PO Box 130, KATANNING WA 6317

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.