

Coordinator Information & Communications Technology (ICT)



Position Package

Closing date: 4.00pm 31 October 2025

Index

Advertisement	3
Shire Profile	4
Council Information	5
Position Description	6
Remuneration Details	9
Selection Criteria	10
Information for Applicants	11



ADVERTISEMENT

Coordinator ICT

The Shire of Katanning is seeking a motivated and skilled professional to manage the Shire's information technology, communications systems, and CCTV networks.

This position plays a key role in maintaining reliable and secure IT systems across the organisation, supporting staff with technical needs, and ensuring the smooth operation of communication and security networks.

We are looking for someone with:

- Strong technical knowledge of IT and communications systems
- Excellent problem-solving and coordination skills
- The ability to work collaboratively with staff and external providers

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 request an application package or to discuss this role further please contact Moh Aeson on (08) 98219 999 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 31 October 2025.

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 located 283kms south of Perth in the Great Southern Region of Western Australia. 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 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.

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

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 Liz Guidera

Councillors:
Cr John Goodheart
Cr Matthew Collis
Cr Michelle Salter
Cr Ian Hanna
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 Wednesday of each month.

POSITION DESCRIPTION

1. Position Identification

Title:	Coordinator Information and Communications Technology (ICT)
Position Number:	K027
Classification:	Local Government Industry Award 2020
Base Level:	Level 5-6
Employment Basis:	Full Time
Section:	ICT
Department	Corporate and Community

2. Position Objectives

- To manage the Shire's information technology, communications systems and CCTV networks in consultation with external support contractors.

3. Key Responsibilities & Duties

3.1. ITC Governance

- Review and develop ICT related policies and procedures in accordance with Strategic Documents, Statutory requirements and industry best practice
- Develop, Review and implement Strategic ITC documents including Cyber Security Plan, ITC Disaster Recovery Plan, CCTV 10-year master plan and ITC Strategic Plan.
- Assist in development of Annual ITC operating and non-operating budgets.
- To oversee the procurement of ITC, CCTV support contracts as required.

3.2. ICT Administration and Internal Customer Service:

- Provide technical advice, leadership and support to the Shire's ICT and CCTV systems and processes.
- Facilitate the procurement of ITC hardware and software in accordance with Council policy and available budgets.
- Ensure the Shires licencing requirements are compliant and fit for purpose.
- Liaise with external support agencies to resolve technical problems and implement technology projects.
- Liaise with external ICT consultants as required to ensure continuity and consistency of services.
- Participate in Risk Management and OSH management as appropriate.
- Manage ICT and security property registers, equipment and software registers.
- To oversee the delivery and maintenance of communication networks including shire supplied mobile phones to staff.
- Assist in the assessment and evaluation of ERP systems
- To provide some basic ITC systems training to staff upon commencement of new staff and as required and oversee other training programs including cyber security and awareness.
- Manage and test the Shire's backup processes in accordance with the Shires disaster recovery plan.

3.3. Records Management

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

4. 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.

5. Workplace 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 workplace hazards, 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.

6. Organisational Relationships

- Reports to Executive Manager Corporate Services.

7. Internal and External Liaison

7.1. Internal

- CEO
- Executive Manager Corporate Services
- Other Executive Managers
- All Shire employees and volunteers

7.2. External

- ICT Contractors and Consultants
- Other Local Governments

8. Selection Criteria

- Highly developed computer and hardware management skills.
- Previous experience managing ITC networks including CCTV systems.
- Investigation and problem solving skills.
- Advanced software skills using Microsoft Office suite of programs.
- Advanced interpersonal skills both face to face, via the telephone and email.
- Ability to work autonomously as well as part of a team.
- Sound time management skills and ability to multi – tasks.
- Ability to liaise with a wide range of people from diverse social and cultural backgrounds
- Understanding of business security systems and processes.

9. 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, Level 5-6
Salary	Up to \$45 per hour depending on qualifications and experience
Employment Basis	Full time – 76 hours per fortnight
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.
Annual leave	4 weeks leave paid annually.
Personal/carer's leave (recognised as sick leave)	Paid personal leave is available to employees for illness or injury. Caring for immediate family or house hold members who are ill and require care.
Compassionate Leave	2 days paid leave per occasion for: Spending time with a member if an immediate family or household who has a serious illness or injury. Death of a member of immediate family.
Long Service Leave	Thirteen (13) weeks after ten (10) years of continuous Local Government service, transferable between Local Authorities in Western Australia.
Clothing allowance	\$360.00 per financial year.
Probationary Period	A three (3) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.
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 31 October 2025, In the interest of fairness and equity, late applications will not be accepted.

SELECTION CRITERIA

Coordinator ICT

- Highly developed computer and hardware management skills.
- Previous experience managing ITC networks including CCTV systems.
- Investigation and problem solving skills.
- Advanced software skills using Microsoft Office suite of programs.
- Advanced interpersonal skills both face to face, via the telephone and email.
- Ability to work autonomously as well as part of a team.
- Sound time management skills and ability to multi – tasks.
- Ability to liaise with a wide range of people from diverse social and cultural backgrounds
- Understanding of business security systems and processes.

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



INFORMATION FOR APPLICANTS

Applicants who meet the selection criteria and who from their application appear to be competitive will be short listed for an 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 the 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 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 31 October 2025**.

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

By Hand: Shire of Katanning Administration and 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