

General Manager Operations

No. K006



Position Package

Closing date: 4.00pm 10 July 2026



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ADVERTISEMENT

General Manager Operations

We are looking for an experienced person with ambition and enthusiasm to provide strategic leadership within the Operations team.

This position will provide strong leadership to the Council's Operations Team to ensure a safe and healthy environment and a high standard of community services. This position will be responsible for leading the Shire operations teams, including the Works and Services Team, The Regulatory Services Team and Assets and Infrastructure Team. In addition, the role will oversee capital project works, minor projects work and safety.

Competitive salary package is offered including cash salary up to \$145,000 p.a. 15% superannuation, motor vehicle, modern housing, professional development and other benefits subject to 3 – 5 year contract.

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 10 July 2026

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

We actively encourage 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 Ian Hanna

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

Office:
52 Austral Tce
KATANNING WA 6317

Postal:
PO Box 130
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

Title:	General Manager Operations
Position Number:	K006
Base Level:	Negotiated
Employment Basis:	Negotiated Fixed Term Contract
Section	Operations

1. Position Objectives

- Responsible for the planning, monitoring and managing of the Shire of Katanning's operations and facilities to achieve agreed safety, operating standards and service levels.
- Manage Shire infrastructure and assets to optimise utilisation and ensure continued compliance with applicable standards
- Provides leadership & embed organisational values into the workforce.

2. Key Responsibilities/Duties

2.1. Leadership

- Implement and manage the Shire of Katanning's safety management system to achieve required safety outcomes and foster continuous improvement opportunities.
- Positively contribute to a workplace culture that values wellbeing and productivity.
- Lead and participate in the ongoing improvement and review of organisational performance and service effectiveness.
- Provide general and technical guidance, advice and direction to Operations, Infrastructure and Assets staff.
- Promote and model professional behaviour consistent with the Shire's Code of Conduct, and organisational values.
- Develop, promote and encourage positive, productive and cohesive teams throughout the organisation.
- Align workforce performance standards with enterprise objectives.
- Ensure staff are appropriately trained and accredited to carry-out the functions of their position.
- Ensure management responsibilities are undertaken in accordance with Human Resources policy and procedures, this includes:
 - a) Annual performance reviews are conducted for all reporting staff & incorporate personal development plans and an assessment against organisational values & behavioural standards;
 - b) Work with the Chief Executive Officer to establish and maintain a succession plan for key positions; and
 - c) Conduct regular team meetings and interactions.
- Conduct community information sessions and attend council meetings when required.

2.2. Operations Management:

- Deliver operating services in compliance with Council's customer service charter/standard.

- Introduce change where appropriate to improve delivery efficiency of operating services
- Manage contractor performance by establishing clear contractor objectives and monitor outputs to deliver projects to the target quality & cost.
- Work closely with the other executive managers, employees and contractors to ensure coordinated operations.
- Provide a first point of contact for operational and safety issues.
- Monitor and manage compliance across all Shire operational areas
- Monitor and manage all operational areas including:
 - a) roadworks (maintenance & capital)
 - b) parks & gardens
 - c) refuse site services
 - d) cemetery services
 - e) saleyard services
 - f) airport services and
 - g) maintenance of culverts & drains
- Optimise plant availability (reliability).

2.3. Infrastructure and Asset Management

- Implement, action and monitor Shire asset management plan.
- Lead and manage property works program for Shire infrastructure and assets
- Prepare infrastructure and asset budget planning information
- Prepare reports and recommendations for the CEO and Council with regards to asset management strategies and initiatives
- Assist with business case development for fund sourcing initiatives.
- Lead and monitor the implementation and execution of asset and infrastructure maintenance schedules and plans of all Shire buildings and equipment.
- Lead the tender process relevant to infrastructure projects or services in accordance with legislative and regulatory requirements.
- Responsible for construction and maintenance schedules and plans of all capital and operational infrastructure networks throughout the Shire, including but not limited to roads, pavements, drainage, culverts, buildings, waste etc.
- Oversee the purchasing and maintenance of all new and existing plant and equipment as per the Shire Plant Replacement Program.
- Prepare, plan, implement and review asset management advice and information provided to key asset and infrastructure stakeholders.
- Monitor approved budget(s) and identify financial risks.
- Undertake research, risk assessment and analysis of asset and infrastructure matters where required.

2.4. Regulatory Services

- Lead and manage town planning services in accordance with Shire and regulatory requirements
- Ensure the delivery of planning and building services achieves required outcomes in accordance with legislative and regulatory conditions.
- Lead and manage environmental health services in accordance with relevant legislation and regulatory requirements.
- Oversee the provision of ranger services to the Shire.
- Foster relationships with State and Federal bodies, agencies and other external customers to maximise the achievement of key Shire objectives.
- Prepare and collate information for distribution at Council Meetings and for other internal or external customers as required and as requested.
- Promote community compliance with all requirements relevant to planning, building, health and environment matters.

2.5. Corporate Sustainability:

- Design and implement internal controls to meet all regulatory requirements and internal and statutory reporting requirements.
- Prepare reports on operations for submission to both the CEO and management personnel.
- To continually look to enhance the image of the Shire, and to maintain and develop relationships that reflects and demonstrates the core values of the organisation.
- Assist the Chief Executive Officer with all economic development initiatives and ensure that any opportunities are highlighted and acted upon when available.
- Comply with statutory workplace health & safety and environmental obligations and Council's policies & procedures as amended from time to time.
- Risk registers are actively managed and maintained.
- Contribute to the strategic development of the Shire of Katanning's Strategic Community Plan and align operational services, assets and other resources and strategies.

2.6. Financial

- Be responsible for setting budgets for operational services.
- Be accountable for budget compliance regarding the delivery of operating services.
- Monitor and report on expenditure against budget.
- Be responsible for acquitting expenditure of grant funds.
- Develop, monitor and amend (where applicable) Council's Asset Management Plan, Plant Replacement Program and other Integrated Planning & Reporting Framework documents.
- Provide input and information in relation to other operational and strategic documents or plans, including annual budget.

3. 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.

4. Work Health and Safety and Risk Management Responsibilities

- Perform work in a safe and healthy manner and abide by the Shire's safety policies and procedures.
- 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 safety.
- Use appropriate personal protective equipment as directed.
- Comply with the Council's Work Injury Management Program
- Comply with the Shire's Risk Management Policy and procedures

5. Organisational Relationships

- Responsible to the CEO

6. Internal and External Liaisons

Internal

- CEO
- Councillors (as appropriate)
- General Manager Corporate Services
- Managers and Officers
- Works and Services Crew

External

- Public utilities and authorities

- Suppliers
- Contractors
- General Public

7. Direct Reports:

- Manager of Works and Services
- Manager Infrastructure and Assets
- Executive assistant-Infrastructure and Assets
- Manager – Saleyards
- Projects Officer
- Town Planner
- Environmental Health Officer (EHO)
- Building Services Officer (Contractor)
- Ranger (Contractor)

8. Selection Criteria

Essential

- Demonstrated experience in a senior leadership position relating to operational, technical and/or regulatory services.
- Proven experience in working in compliance with a safety management system.
- Proven experience in staff leadership
- Highly developed interpersonal skills with the ability to develop effective working relationships.
- Demonstrated experience in project management and planning processes.
- Demonstrated skills in building and managing stakeholder and customer relations.
- Demonstrated experience in building organizational capacity and empowering teams.
- Proven experience in overseeing maintenance planning & budgets.
- Experienced in the planning and timely delivery of maintenance and/or asset improvement projects
- Experience in contract and contractor management.
- Highly developed financial management skills with the ability to plan, develop, monitor and control operational and capital related budgets.
- Sound computer skills in Microsoft Word, Excel, Outlook and database systems.
- "C" class drivers' licence
- National Police Clearance (not less than 6 months old).

Desirable

- Working knowledge of Local Government administration and procurement processes
- Relevant tertiary qualifications in Civil Engineering, Project Management or relevant discipline.
- Experience with asset management and/or GIS systems

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 Building
Industrial agreement	Local Government Industry Award 2020, Negotiated
Salary	Up to \$145,000 per annum depending on qualifications and experience.
Employment Basis	Up to 5 years fixed term contract
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	5 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 household 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.
Housing Rent	Nil
Utilities (power, water & Wi-Fi)	Annual allowance of \$3,500
Motor vehicle	Private use of Shire vehicle, subject to conditions.
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 10 July 2026 In the interest of fairness and equity, late applications will not be accepted.

INFORMATION FOR APPLICANTS

Applicants who meet the essential 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 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 10 July 2026**.

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

By Hand: Shire of Katanning Administration and Civic Building, 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.