

## Junior Recreation Officer

No. K085



## Application Package

Closing date: 4.00pm 2 March 2026



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## **ADVERTISEMENT**

### **Junior Recreation Officer**

We are seeking to appoint an enthusiastic person who enjoys customer service and has an interest in sport and recreation to work within a dynamic and vibrant team at the Katanning Leisure Centre.

Further information is available from the Shire Office on 9821 9999, email [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au) or Kirsty Flugge at the Katanning Leisure Centre on 9821 4399.

Applications addressed to the undersigned should be sent to [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au) or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 2 March 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 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 has undertaken several transformational projects including the development of a new welcome precinct and visitor facilities, All Ages Playground revamp, 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 truly a multicultural community, home to 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 – through 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](mailto:admin@katanning.wa.gov.au)

Website: [www.katanning.wa.gov.au](http://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

<b>Title:</b>	Junior Recreation Officer
<b>Position Number:</b>	<b>K085</b>
<b>Classification:</b>	Local Government Industry Award 2020
<b>Base Level:</b>	Age related - refer 16.1 of Award
<b>Employment Basis:</b>	Casual
<b>Section:</b>	Katanning Leisure Centre
<b>Department</b>	Community Services

### 2. Position Objectives / Purpose

- To provide customer service, kiosk / front counter duties and / or youth program support as directed, appropriate to experience, skill level, KLC or customer needs.
- Assist with set up and clean-up of functions and programs within the facility when required.

### 3. Key Responsibilities & Duties

#### 3.1. Customer Service

- Provide a high level of customer service to the Katanning Leisure Centre users at all times
- Provide courteous and professional frontline reception services to staff, ratepayers, contractors, members and visitors enquires in an efficient timely and professional manner
- Respond to enquiries efficiently, initiate appropriate action or refer to appropriate officer and follow up where necessary
- Assist with front counter duties including: answering telephone, entry fee collection, Members entry requirements, and general enquires.

#### 3.2. Kiosk

- Ensure the kiosk is well maintained and kept in a neat and presentable condition.
- Ensure sufficient stock is available and prepare menu items for staff and general public purchase.
- Facilitate sale of kiosk stock and cash handling.

#### 3.3. Youth Programs

- Provide and present appropriate activities to primary school aged children, under the supervision of the Administration/Youth Programs Officer or Manager Recreation Services.
- Prepare and coordinate youth programs.
- Check and organise equipment for the use during scheduled programs including set up and clean up.
- Supervise and assist when necessary any duties/activities required of you from the Administration/Youth Programs Officer Manager Recreation Services.

#### 3.4. Function Support

- Provide support to Senior Staff when requested for set up and clean-up of functions/events.
- Provide cleaning assistance after events and or when required.

### **3.5. 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 as appropriate to position.

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

### **5. Work Health and Safety and Risk Management Responsibilities**

- Perform work in a safe and healthy manner and abide by the Shire's and legislated 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.

### **6. Organisational Relationships**

- Responsible to the Manager Recreation Services.

### **7. Internal and External Liaison**

#### **7.1. Internal**

- CEO
- Executive Manager Community Development
- All KLC Staff and volunteers
- All Shire staff

#### **7.2. External**

- Ratepayers
- General Public
- KLC Members
- Government & Non-Government Organisations, Individuals & Groups
- School Students

### **8. Level of Authority**

- Operates under the general direction of the Manager Recreation Services within established guidelines and policies of council.
- Assists with on the job training other junior staff members as appropriate to level of experience

### **9. Selection Criteria**

- Basic time management and organisational skills.
- Reasonable verbal and written communication skills.
- Ability to liaise and cooperate with people of all ages and cultural backgrounds.
- Personal interest in sport & recreation.
- Ability to work with money and have reasonable mathematical skills.
- Ability to work in a team environment.
- Current Senior First Aid or equivalent to age.
- Working with Children's Check if age appropriate .
- Sound knowledge of the Sport and Recreation Industry.

- Experience with working with children.
- Computer skills using Microsoft Office (word, excel, publisher & outlook).

#### **10. References**

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

## REMUNERATION DETAILS

### EMPLOYMENT CONDITIONS

<b>Location</b>	The position is based at the Katanning Leisure Centre.
<b>Industrial agreement</b>	Local Government Industry Award 2020
<b>Salary</b>	Age related in accordance with the Local Government Industry Award.
<b>Employment Basis</b>	Casual
<b>Superannuation</b>	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.
<b>Closing date</b>	<b>4.00pm, 2 March 2026</b> <b>In the interest of fairness and equity, late applications will not be accepted.</b>

## SELECTION CRITERIA

### Junior Recreation Officer

#### Selection Criteria

- Basic time management and organisational skills.
- Reasonable verbal and written communication skills.
- Ability to liaise and cooperate with people of all ages and cultural backgrounds.
- Personal interest in sport and recreation.
- Ability to work with money and have reasonable mathematical skills.
- Ability to work in a team environment.
- Current Senior First Aid or equivalent to age.
- Working with Children's Check if age appropriate.
- Sound knowledge of the Sport & Recreation Industry.
- Experience with working with children.
- Computer skills using Microsoft Office (word, excel, publisher & outlook).

**\*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 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 2 March 2026**.

**Email:** [moh.aeson@katanning.wa.gov.au](mailto: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 closing date.