



Shire of
Katanning
Heart of the Great Southern

PROJECTS & SAFETY OFFICER



Application Package

Closing date: 4.00pm 23 September 2026



Heart of the Great Southern

Index

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



ADVERTISEMENT

Projects and Safety Officer

The Shire of Katanning is seeking an experienced Project and Safety Officer who will be responsible for assisting the General Manager Operations to deliver various projects within the Shire and promoting a safe working environment through the implementation of appropriate safety systems, processes and methodologies.

The ideal candidate will have relevant experience in project coordination or administration, contractor management, work health and safety, grant applications and stakeholder engagement. Experience delivering local government or public-sector projects, particularly infrastructure or building works, will be highly regarded.

Situated in the heart of Western Australia's Great Southern region, two and a half hours southeast of Perth, Katanning is a warm and welcoming community that's home to a melting pot of art, history, food and culture.

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

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 23 September 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, 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:	Projects & Safety Officer
Classification:	Local Government Industry Award 2020
Base Level:	Level 5-6
Employment Basis:	Full Time
Department	Operations

2. Position Objectives / Purpose

The role is to assist in the delivery of the Council's commitment to the provision of quality infrastructure assets and services whilst shaping a positive, proactive safety culture that supports our people to do their best work safely every day. It is a multi-faceted role that combines the planning, coordination and management of development projects that are economically focused and deliver a value-add benefit to the Shire of Katanning.

3. Key Responsibilities & Duties

- Develop project plans, budgets and timelines
- Manage resources and oversee project(s) implementation
- Assist in the delivery of new and renewal capital asset projects and programs, inclusive of minor projects with limited supervision
- Monitor project performance and evaluate impact
- Provide recommendations and guidance to enhance project effectiveness
- Ensure adherence to relevant policies, regulations and standards
- Collaborate with other departments and agencies to achieve project objectives
- Prepare reports and presentations relevant to projects and performance metrics
- Work collaboratively in the ongoing development and implementation of Council's Economic Development and Tourism Strategy
- Review potential funding opportunities and liaise with relevant staff members on possible grants to compliment and support elements of the Shire's Strategic Community Plan, Corporate Business Plan and other future capital and minor works projects
- Scope projects including engagement with stakeholders on the preparation of documentation required for grant funding applications
- Preparation and submission of grant applications
- Promote and adhere to the highest standard of workplace health and safety.
- Ensuring continuous improvement of WHS performance and ongoing development of organisational culture in relation to WHS standards and practices

4. Project Management

- Responsible for delivering projects in line with Council's project management framework and the specified tolerances of Time, Cost, Quality, Scope, Benefits and Risk.
- Manage projects and apply project management systems in a manner that minimises Council's exposure to reputational and financial loss while encouraging innovation and service excellence.
- Implement and manage project systems and methodologies that maximise outcomes for Council in terms of on-time and on-budget project and service delivery.
- Manage the project lifecycle, as required, including contributing to grant applications, planning and procurement, delivery monitoring, project reporting, close-out and post-project review.
- Prepare regular reports to senior management in relation to project management performance, including risk and benefits realisation.
- Complete project close-out activities and post-project reviews, including evaluating project outcomes and obtaining feedback on contractor performance and user experience.
- Perform risk management to minimize project risks.
- Create and maintain comprehensive project documentation.
- Manage procurement activities required for project delivery, including engaging consultants, preparing request and tender documentation, supporting evaluation processes, administering contracts and monitoring contractor performance.

5. Economic Development

- Establish and maintain relationships and an effective network of key contacts with appropriate government agencies, industry bodies and local community organisations in relation to the coordination and delivery of local community and economic development opportunities.
- In collaboration with key stakeholders identify opportunities for economic development projects and initiatives designed to facilitate growth and attract investment in the Shire of Katanning
- Participate in regional economic planning and activities as required.
- Assist in the delivery of outcomes identified in Council's economic planning and development strategy.
- Plan and project manage economic development initiatives including coordinating procurement processes and facilitating collaborative project working groups.
- Provide accurate and timely advice in relation to economic development projects.
- Understand business and economic development principles.
- Establish and maintain effective relationships with stakeholders.
- Represent the Shire of Katanning at stakeholder and networking functions.

6. Work Health and Safety and Risk Management Responsibilities

- Perform work in a safe and healthy manner and comply with all applicable legislation, regulations, standards and codes of practice.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and the Work Health and Safety Act 2020.
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
- Monitor workplace practices and contractor activities, assist with inspections and compliance reviews, support safety training and consultation, and escalate identified hazards or non-compliance in accordance with Council procedures.
- Provide education, advice and support with Work Health & Safety practices and procedures to develop an organisational culture of safety, health and wellbeing.
- Comply with the Shire's Risk Management Policy Procedures.
- Comply with the Council Work Injury Management Program.

7. Organisational Relationships

- Reports to General Manager Operations.
- Work in accordance with the Shire's Equal Opportunity and Anti-discrimination legislation, procedures and principles.
- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project delivery
- Provide customer-focused services in line with public sector and organisational objectives

8. 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.

9. Level of Authority

- Operates under the direction of the General Manager Operations

10. Selection Criteria

10.1. Essential

- Previous experience in project management and/or project administration
- Demonstrated experience in contractor management and/or contractor administration
- Demonstrated knowledge of the Work Health and Safety Act 2020, associated regulations, codes of practice and their practical application in a workplace.
- Experience in the preparation of grant applications
- Demonstrated high-level written and verbal communication skills, including the ability to prepare clear reports and correspondence, deliver presentations and communicate effectively with staff, contractors, community members and other stakeholders.
- Effective interpersonal knowledge and skills
- Ability to work as an effective team member and solve problems and/or conflicts
- Efficient information technology knowledge and skills. Microsoft Office Suite (Excel, Word, Powerpoint, Outlook)
- Demonstrated ability to work autonomously
- Excellent time management and organisational knowledge and skills

10.2. Desirable

- Formal project management qualification(s)
- Formal Work health and safety qualification(s)
- Demonstrated experience in contractor management and/or contractor administration
- Experience in the preparation of grant applications
- Experience in a service delivery role and delivery of high levels of customer service to meet demands
- Knowledge of the development of project scope and cost in civil infrastructure and building works
- Basic understanding of civil engineering design and construction practices for roads, stormwater, building systems and traffic management.
- Basic understanding of AS2124 General Conditions of Contract
- Understanding of the processes associated with gaining development approvals, management of environmental and heritage issues and the processes connected with infrastructure land acquisitions

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 \$42.34 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 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
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, 23 September 2026 In the interest of fairness and equity, late applications will not be accepted.

SELECTION CRITERIA

Projects and Safety Officer

Selection Criteria

Essential

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***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: explain the task, responsibility or objective you were required to address.

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 application: The closing date is: **4.00 pm on 23 September 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.