



Shire of
Katanning
Heart of the Great Southern

Labourer/Mixed Duties

No. K088



Application Package

Closing date: 4.00pm 05 January 2026



Heart of the Great Southern



ADVERTISEMENT

Labourer/Mixed Duties

We are seeking to appoint an experienced and motivated all-rounder to join the Shire's Works Crew.

This position will perform maintenance and construction within the township. The ideal candidate will possess relevant experience in operating mowers, tractors and other basic equipment.

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 Taryn Human on (08) 9821 9999 or email taryn.human@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 taryn.human@katanning.wa.gov.au or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 05 January 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 is undertaking several transformational projects including the development of a new welcome precinct and visitor facilities, man-made lake and residential land development and community facilities.

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 Gemma Trolove
Cr Matthew Collis
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: 4,197
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, Ewlyamartup

Council meets on the fourth Tuesday of each month.

POSITION DESCRIPTION

1. Position Identification

Title:	Labourer/Mixed Duties
Position Number:	K088
Classification:	Local Government Industry Award 2020
Base Level:	Level 3
Employment Basis:	Full Time
Department:	Infrastructure and Development

2. Position Objectives

- To perform basic maintenance and construction related tasks within the Shire of Katanning including but not restricted to those listed under Key Responsibilities/Duties.

3. Key Responsibilities & Duties

- Bitumen patching.
- Concrete laying, formwork and finishing.
- Laying pavers and preparation work.
- Street sweeping and rubbish removal.
- Creek maintenance.
- Plant operation.
- Daily maintenance of plant being operated.
- Traffic control.
- Maintenance of stormwater pits.
- Sign installation and maintenance.
- Drainage construction and maintenance.

4. Records Management

- To produce accurate and legible records that reflect work done such as timesheets, leave forms and update of registers.
- 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.

5. General

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

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 legislated safe work procedures, instructions and safety management practices.
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc.) in a manner in which he/she has been properly instructed.
- Must not wilfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees.
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- 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 Programme.

8. Organisational Relationships

8.1. Responsible to

- Leading Hand (Civils Crew)

9. Internal and External Liaison

9.1. Internal

- Chief Executive Officer
- General Manager Operations, Infrastructure and Assets
- Executive Managers
- Manager Works and Services
- Supervisor Works and Services
- Leading Hands
- All Shire employees

9.2. External

- Ratepayers
- Community groups
- General public

10. Level of Authority

- Operates under direction of the Leading Hand within established guidelines, procedures and policies of Council.
- Responsible for the quality and completion of own work subject to general direction.
- Responsible for materials, tools, equipment and minor plant being used.

- Responsible for quality control/assurance procedures, including recognition of quality deviation/faults.

11. Essential Selection Criteria

- C Class Drivers Licence
- Ability to work autonomously as well as part of a team.
- Proven ability to operate minor mechanical equipment.
- Basic oral, written and number literacy skills.

Desirable Selection Criteria

- "HR" class driver's licence.
- Heavy mobile equipment experience
- First Aid.

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 Depot.
Industrial agreement	Local Government Industry Award 2020, Level 3.
Salary	\$28.81 per hour Industry Allowance Level 2 Working Conditions of \$1.41 per hour.
Employment Basis	Permanent full time, 76 hours a 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) Compassionate 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 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	3 sets of uniform 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 05 January 2026 In the interest of fairness and equity, late applications will not be accepted.

SELECTION CRITERIA

Labourer/Mixed Duties

Essential Criteria

- C Class Drivers Licence
- Ability to work autonomously as well as part of a team.
- Proven ability to operate minor mechanical equipment.
- Basic oral, written and number literacy skills.

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

Desirable Criteria

- "HR" class driver's licence.
- Heavy mobile equipment experience
- First Aid.

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 05 January 2026**

Email: taryn.human@katanning.wa.gov.au

By Hand: Shire of Katanning Administration 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.