



Shire of
Katanning
Heart of the Great Southern

COMMUNITY DEVELOPMENT OFFICER



Application Package

Closing date: 4.00pm 10 February 2025



Heart of the Great Southern

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ADVERTISEMENT

Community Development Officer

Are you looking for an exciting opportunity working in a welcoming and engaged community? The Shire of Katanning is seeking an enthusiastic and motivated person to join our Community Team to work in the areas of community, youth and events.

You will be an integral part of our small team responsible for delivering a range of programs and events including the award winning Katanning Harmony Festival.

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 10 February 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, 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 Liz Guidera

Councillors:
Cr John Goodheart
Cr Matthew Collis
Cr Michelle Salter
Cr Ian Hanna
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) 98219 999

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 Wednesday of each month.

POSITION DESCRIPTION

1. Position Identification

Title:	Community Development Officer
Position Number:	K037
Classification:	Local Government Industry Award 2020
Base Level:	Level 5
Employment Basis:	Full Time/Part time
Department	Community Development

2. Position Objectives / Purpose

- To coordinate the Shire's Community development programs.
- To provide professional advice and assistance to Council, staff, community groups, including advice on applying for external funding.

3. Key Responsibilities & Duties

3.1. Community and Youth Services Development

- Plan and supervise the implementation of the Shire's Calendar of Community Development activities.
- Plan and develop special projects as identified through community and council need.
- Plan and implement special community events (Volunteer Day, Katanning Harmony Festival etc.)
- Identify external funding opportunities, support the Grants Officer to apply for and manage grant funding.
- Develop and monitor the Shire Community Development budgets.
- Supervise volunteers as required.
- Support the development of a youth plan and hub in partnership with the Recreation and Youth Officer.
- Support the development and implementation of the Reconciliation Action Plan (RAP).

3.2. Records Management

- Ensures all records of community programs, events and services are appropriately recorded according to the WA State Records Act 2000.
- Ensure registers are kept of staff and volunteers involved in events, activities and services for insurance and risk management purposes.

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. Occupational 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

- Reports to Executive Manager Community Development.

7. Internal and External Liaison

7.1. Internal

- Chief Executive Officer
- Recreation and Youth Officer
- Grants Officer
- Other General Managers and Executive Managers as appropriate to community services activities
- Shire employees and volunteers

7.2. External

- Community groups and the general community
- Government agencies and community bodies
- Contractors and Consultants
- Other Local Governments and regional groups

8. Level of Authority

- Works under the general direction of the Executive Manager Community Development with a reasonable degree of autonomy within approved policy and service provision.
- Authorises expenditure in accordance with budget provisions.
- Supervises volunteers as required.

9. Selection Criteria

9.1. Essential

- Demonstrated ability to work with Indigenous & Culturally and Linguistically Diverse (CaLD) Community, senior and disability groups.
- Experience or involvement in planning, management and implementation of community development projects and events.
- Well-developed Computer literacy.
- Previous experience in the preparation, monitoring and control of budgets.
- Experience in liaising & working with community groups.

9.2. Desirable

- A relevant qualification in community or youth development
- Previous experience in the co-ordination/management of functions and events
- Grant writing experience.
- Current C class Driver's License

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
Salary	From \$22.32 - \$29.50 per hour depending on qualifications and experience.
Employment Basis	Part Time – 24 Hours per week
Superannuation	Superannuation of up to 14.5% based on 11.5% 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, 10 February 2025 In the interest of fairness and equity, late applications will not be accepted.

SELECTION CRITERIA

Community Development Officer

Selection Criteria

Essential

- Demonstrated ability to work with Indigenous & Culturally and Linguistically Diverse (CaLD) Community, senior and disability groups.
- Experience or involvement in planning, management and implementation of community development projects and events.
- Well-developed Computer literacy.
- Previous experience in the preparation, monitoring and control of budgets.
- Experience in liaising & working with community groups.

Desirable

- A relevant qualification in community or youth development
- Previous experience in the co-ordination/management of functions and events
- Grant writing experience.
- Current C class Driver's License

***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: 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 February 2025**

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.