



Shire of
Katanning
Heart of the Great Southern

Plant Operator/All Rounder

No. K078



Position Package

Closing date: 4.00pm 5 February 2025



Heart of the Great Southern

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ADVERTISEMENT

Plant Operator/All Rounder

We are seeking to appoint an experienced Plant Operator/All Rounder to join the Works Operations team.

This position will operate plant in support of Councils construction and maintenance activities. To be successful for this role you will have demonstrated experience in plant operation, road construction and maintenance.

Situated in the heart of the Great Southern Region, Katanning offers the perfect mix of picturesque country location with conveniences of town 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 5 February 2025.

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

We encourage people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply.

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 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 Paul Totino
Cr Ian Hanna

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 Wednesday of each month.

POSITION DESCRIPTION

1. Position Identification

Title:	Plant Operator – All Rounder
Position Number:	K078
Classification:	Local Government Industry Award 2020
Base Level:	Level 3 - 4
Employment Basis:	Full Time
Section:	Works
Department	Operations

2. Position Objective/Purpose

- To operate plant in support of Councils construction and maintenance program.

3. Key Responsibilities/Duties

- To contribute towards the delivery of road construction and general maintenance Operate heavy plant (incl. Backhoe, Loader, Excavator, HR Trucks, including float).
- Excavate to line and level.
- Check levels.
- Excavate and back fill graves to given dimensions.
- Assist with pipe laying to line and level.
- Be aware of, and watchful of, all underground and overhead services.
- Carry out daily maintenance of plant being operated and report faults.
- Manual labouring as required.
- Participate in training and toolbox meetings.

4. General

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

5. Records

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

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 always maintain and enhance the reputation of Shire of Katanning.

7. Occupational Health and Safety

- 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 way 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 Program.

8. Standard of Performance

- The required performance for the position will have been achieved when key roles and responsibilities under the control of the position are completed and acceptable to standard level in a timely, safe and efficient manner.

9. Organisational Relationships

- Responsible to Leading Hand
- No formal staff supervision.

10. Internal and External Liaison

Internal

- Chief Executive Officer
- General Manager Operations
- Manager Works and Services
- Senior management and admin staff.
- Leading Hands.
- Plant operators and other relevant Shire staff and contractors.

External

- General public
- Contractors and service providers

11. Level of Authority

- May be responsible for the supervision and limited guidance of a small work group for projects designated by the Leading Hand – Civil or Manager Works and Services.
- Works may be in either an individual capacity or in a team environment.
- Responsible for the quality and completion of own work subject to routine direction.
- Responsible for materials, tools, equipment and minor plant in their use.
- Responsible for quality control/assurance procedures, including recognising quality deviation/faults.

12. Selection Criteria

Essential

- Ability to work effectively and contribute positively in a team environment
- Well-developed knowledge and skills of the operation and maintenance of construction machinery
- Good communication skills, including oral skills and basic written skills.
- Desire to continuously improve and gain additional skills.
- Driver's Licence – HR is the minimum requirement.

- Previous experience in construction and civil works or Local Government road construction and maintenance.
- White Card.

13. 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 -4
Salary	Up to \$27.8446 per hour depending on qualifications and experience. \$1.36 per hour – Level 2 Working Conditions Allowance
Employment Basis	Permanent full time – 76 hours a fortnight.
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	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.
Closing date	4.00pm, 5 February 2025 In the interest of fairness and equity, late applications will not be accepted.

SELECTION CRITERIA

Plant Operator/All Rounder

Essential

- Ability to work effectively and contribute positively in a team environment
- Well-developed knowledge and skills of the operation and maintenance of construction machinery
- Good communication skills, including oral skills and basic written skills.
- Desire to continuously improve and gain additional skills.
- Driver's Licence – HR is the minimum requirement.
- Previous Experience in construction and civil works or Local Government road construction and maintenance.
- White Card.

***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 5 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.