Employment Application Pack
Town Maintenance/ Gardener/ Cleaner (Casual)
November 2026

Shire of Northampton
PO Box 61, Northampton WA 6535
(08) 9934 1202
www.northampton.wa.gov.au
council@northampton.wa.gov.au

EMPLOYMENT ADVERTISEMENT.....3

WORKING AT THE SHIRE.....5

HOW TO APPLY.....6

Employment Advertisement November 2026

Want to fast track your career in a challenging local government role?

Want to live and work in a community boasting an enviable lifestyle, opportunity and natural attractions?

The Shire of Northampton is seeking people to fill the following role:

Town Maintenance /Gardener /Cleaner – Casual (1.0 FTE)

- Based in Kalbarri;
- Negotiated salary up to $53.31 p/h, dependent on experience and qualifications; and
- A collaborative and forward-thinking leadership environment.

To Apply: Please visit www.northampton.wa.gov.au for information about the position and how to apply.

Further enquiries about the position can be made to:
Michelle Allen Manager of Corporate Services on (08) 9934 1202 or by email to michelle.allen@northampton.wa.gov.au.

Closing Date: 4.00pm Friday 20 November 2026.

WORKING AT THE SHIRE

The Shire of Northampton employs approximately 41 (FTE) employees throughout the Shire district. There are a diverse range of job roles within the Shire that can offer you variety, career progression and professional challenges. And remember, no matter which position you work in, you will be making a direct impact on the wellbeing of visitors, business and residents in our community. Now is an exciting time to join our organisation and be part of the team that is responsible for making our Shire what it is today and what it will be in the future.

ORGANISATIONAL VALUES

It is important to ensure that the foundation moving forward is solid and that our development as an organisation has a continuous and justifiable set of underlying themes. This will ensure that our development as an organisation can be based on a culture and a set of beliefs and values that we can all embrace as a team.

- Honesty and Integrity
- Proactive Approach
- Dialogue
- Environmental Responsibility
- Diligence

We expect you already operate in a way which models these values. We will look for evidence of this during the selection process.

HOW TO APPLY

Preparing your application

Applicants who demonstrate that they meet the requirements for the advertised position, based on their application, will be considered for interview.

For your application to be considered it ***must*** include the following information:

1. **Covering letter comprising:**

A short statement highlighting relevant experience and expertise that relates to the position.

2. **Resume (curriculum vitae) comprising:**
    - Contact Details - Name, address, email and telephone number.
    - Your education and training achievements.
    - Your work history - including employment dates, details of the duties, performance and your achievements.
    - Any activities you have undertaken outside of work, which you consider are relevant to the position.

3. **A separate statement addressing the selection criteria:**

- This is the **most important** part of your application.
- Make sure that each criteria is addressed separately and the information you provide is clear, concise and relevant, so that the selection panel members can readily assess your suitability for the position.
- It is up to you to demonstrate to the interview panel that you understand the requirements of the position and that you have the necessary skills, knowledge, experience, and qualifications to successfully carry out the duties.
- If you do not meet the requirements of a particular selection criteria, this may not necessarily exclude you from further consideration.

Only those applicants who best demonstrate they meet the competency requirements of the position will be interviewed.

4. **Referees**

- The names and contact details (email and telephone number) of two referees who can preferably comment on work experience that is relevant to this position.

5. **Other Documents**

- ***Only copies*** of supporting documents should be enclosed with your application.

Applications

The closing date for applications is **4.00pm Friday 20 November 2026.**

Applications should be submitted online or sent, marked "Private & Confidential" to:

michelle.allen@northampton.wa.gov.au

OR

Manager Corporate Services
PO Box 61
Northampton WA 6535

In fairness to all applicants, late applications cannot be received by the Shire of Northampton unless permission has been sought from the Chief Executive Officer prior to the closing date. Canvassing of Councillors will disqualify an applicant.

Prior to appointment:

The Shire of Northampton will undertake / seek confirmation of one or more of the following pre- employment conditions, based on the requirements of a particular position:

- Confirmation of right to work in Australia
- Academic qualifications check
- Reference checks
- Worker's Compensation checks
- Pre-employment medical
- Criminal history check
- Working with Children check
- Compliance with any State Government Directions for COVID-19
- Compliance with any Department specific COVID-19 policy requirements

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The Shire of Northampton is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

The Shire of Northampton is an equal opportunity employer and provides a smoke free work environment.

The Shire of Northampton complies with the requirements of the Human Rights and Equal Opportunity Commission Act (Clth) 1986 and applies the principles therein to the recruitment and selection process by selecting according to merit and by avoiding discrimination on the basis of race, gender, marital status, age, disability or any other legally protected attribute (so long as they do not contravene the inherent requirements of a position).