APPLICATION PACKAGE

Administration Officer

Full-time, Local Government Officers' WA Award 2021
Hourly Wage $38.7574

A great full-time opportunity has opened to join the team at Shire of Brookton as an Administration Officer. The Shire is seeking an *experienced* and *highly self-motivated* person to join our Administration Team. With strong organisational abilities, administrative skill and computer literacy you will enjoy a varied role being our key customer contact and providing internal administrative support.

This permanent full-time position attracts a salary range starting at $85,774.78 to $88,455.24 dependent on qualifications and experience. Local Government experience, though not essential, will be viewed favorably.

To be considered the applicant will have:

- Previous experience in an administrative.
- Strong computer and IT skills.
- ability to collaborate within a team setting.
- discretion when dealing with customer information.
- a friendly and helpful disposition.
- efficient verbal and written communication skills.

What We Offer:
In return, the Shire provides a competitive remuneration package, including:

- Permanent Full Time
- Superannuation of up to 15.5% with a matching co-contribution scheme
- Four weeks' annual leave with leave loading and two additional leave days during the Christmas/New Year closure
- Access to health and wellbeing programs, including free access to the Brookton Gym and Aquatic Centre
- Flexible working arrangements

The Shire of Brookton offers great benefits such as a health and wellbeing program, additional matching co-contribution superannuation, flexible working arrangements, and free access to the Brookton Gym and the Brookton Aquatic Centre.

Further information is available on the Shire's website at
https://www.brookton.wa.gov.au/council/employment/employment.aspx

Confidential enquiries about the position should be directed to Mr Stuart Billingham, Manager Corporate & Community 0428 656 457.

Applications should be addressed to the Chief Executive Officer, or emailed to HR@brookton.wa.gov.au, marked "Confidential – Administration Officer", by:
4pm, Monday, 19 October 2026. We encourage early applications, as we reserve the right to close this position ahead of schedule if a successful candidate is identified.

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this position and we wish you well with your application.

Please visit our website at www.brookton.wa.gov.au for further information about the Shire of Brookton and the Brookton CRC.

Your application should consist of at least:

Covering Letter
A letter addressed to the coordinator applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae
A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

School leavers are to provide the highest completed school level and year completed along with their most recent academic record/report.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated. School leavers are to provide at least one school reference.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications
Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to HR@brookton.wa.ogov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION
Attn: Gary Sherry
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is **4pm, Monday, 19 October 2026.** We encourage early applications, as we reserve the right to close this position ahead of schedule if a successful candidate is identified**.**

GENERAL EMPLOYMENT INFORMATION

EMPLOYMENT CONDITIONS

Salary Package:
The offered Salary Package includes:

COMPONENT	Level 3	
Base Salary (cash component)	$	76,584.62
Superannuation (12%)	$	9,190.15
Superannuation 3.5% - subject to employee matching	$	2,680.46
Package Total	**$**	**88,455.24**

Position	Administration Officer
Location	Shire of Brookton Administration, 14 White Street, Brookton.
Industry Award	Local Government Officers' (Western Australia) Award 2021
Classification	Full-time
Tenue	Permanent - Full Time Position
Hours of Work	76 hours per fortnight
Superannuation	12% Guarantee fee plus up to an additional 3.5% employer matching
Housing	There is no Shire accommodation allocated to this position
Leave Entitlements	Four (4) weeks annual leave per year - 17.5% loading
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Operational Guidelines
	Other personal leave as set out in accordance with the Award
Uniform	As per Shire Operational Guidelines Employee Uniforms
Probationary Period	A six-month probationary period applies to this position
Pre-Employment Medical	Candidates will need to complete a health-assessment and drug and alcohol screen as part of the selection process
National Police Clearance	Candidates need to provide a National Police Clearance (dated within 3 months of the position closing date) as part of the selection process

Work Place Address:
Shire of Brookton Administration, 14 White Street, Brookton.
Your "workplace" i.e. your normal place of commencement of duties each day, may change to suit the Shire's requirements. Should this occur, reasonable notice will be given.

Award and Enterprise Agreement
All conditions are in accordance with the Local Government Officers' (Western Australia) Award 2021.

GENERAL EMPLOYMENT INFORMATION

Salary
Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Hours of Work
The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Officers' (Western Australia) Award 2021.

In order to accrue a monthly Rostered Day Off (RDO) you will be required to work 80 hours per fortnight. You will be paid for 76 hours with the remaining four hours accruing towards one Rostered Day Off per month.

These hours are worked as a 19-day month made up as follows:

Monday to Friday
8am to 4.30pm
30 minute lunch break
RDO to be taken at a time/day, as agreed with the MCC

Meal Break
An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Overtime
Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of the Local Government Officers' (Western Australia) Award 2021.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

Salary Increases
Your salary will increase automatically in accordance with the provisions of the Local Government Officers' (Western Australia) Award 2021.

Superannuation
Compulsory Occupational Superannuation contributions (currently 12% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the Aware Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 3.5%. Subject to compliance with legislative requirements, your additional superannuation contributions may be made on a salary sacrifice basis.

Personal Leave:
Paid personal leave is available to you when you are absent due to the following:

- due to personal illness or injury; or
- for the purposes of caring for an immediate family or household member who is sick and requires the employee's care and support (carer's leave) or who requires care in an unexpected emergency.

The amount of personal leave to which an employee is entitled depends on the length of time worked for the Shire as indicated below:

Length of time worked for Shire of Brookton	Personal leave (days)
On commencement	10
On commencement of 2nd and 3rd year of continuous service	10
On commencement of 4th and subsequent years	12

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

Compassionate Leave
You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family of household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave
You are entitled to a period of 4 weeks of Annual Leave per year of service.

Annual leave shall be given and taken at such times mutually convenient to the Shire and the employee.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

TITLE: ADMINISTRATION OFFICER

PURPOSE: The objectives of this position are to:

- Deliver front office customer and administrative services, including receiving and responding to customer enquiries and coordinate access to the Shire's service areas, to ensure a professional image of the Shire and a quality service experience for all customers.

KEY RESPONSIBILITIES	REQUIREMENTS
Customer Service Functions • Provide a high level of customer service delivery in accordance with the Shire's Customer Service Charter. • Respond to enquiries and requests both over the counter, telephone and email. • Take messages and action items as required. • Process dog and cat registrations, keep a register of dogs and cats, and issue and order tags as required, as well as liaise with the Ranger on animal management matters. • Record details and take bookings for the public and Shire for Civic buildings. • Answer and action requests for burials and the use of the Brookton Cemetery, including maintaining the cemetery register and Chronicle Cemetery Software. • Action requests for Gym memberships, standpipe cards, aquatic centre season passes, bulk bins. • Resolve general customer enquiries to reduce points of contact and coordinate access to the other Shire's areas. • Manage the allocation of keys for Shire buildings and facilities, including maintenance of the key register, as required. • Take caravan park hire bookings, including receipting payments. • Coordinate the Shire Community Bus, including bookings, post-hire inspections and cleaning of the bus. • Maintain Vending Machine stock and change levels. • Collect/Deliver and Process inward and outward correspondence and maintain the Mail Register. • Daily receipting of monies and undertake daily balancing of receipting transactions.	Experience & Qualifications Required: **Essential:** • Strong customer service experience. • Demonstrated administrative experience. • Strong computer skills in MS Office suite, internet, email and databases. • Excellent interpersonal skills. • Good numerical and literacy skills including cash handling. • Excellent time management, prioritisation and organisational skills. **Desirable:** • Knowledge of Local Government structures and functions. • Demonstrated 1 year minimum experience in similar role within local government or like organisation.

General Administrative Functions

- Process and administer purchase orders as required, and complete end of day balancing and banking and reconciliation of bonds.
- Maintain stationery, printing and cleaning supplies, including all request and quotes and orders.
- Maintain and manage the customer request register, including distribution of requests to relevant officers for action to be taken.
- Daily town run including post office & banking.
- Exercise confidentiality in all duties and handle sensitive matters diplomatically as appropriate.

Occupational Health and Safety

- Take responsibility for personal health, safety and fitness for work.
- Perform work in a safe and healthy manner and to abide by Shire legislative safe work procedures, instructions and safety management practices.
- Use safety equipment and devices as specified.
- Correct or report unsafe conditions.
- Work in a manner, which will not endanger themselves or any other persons.

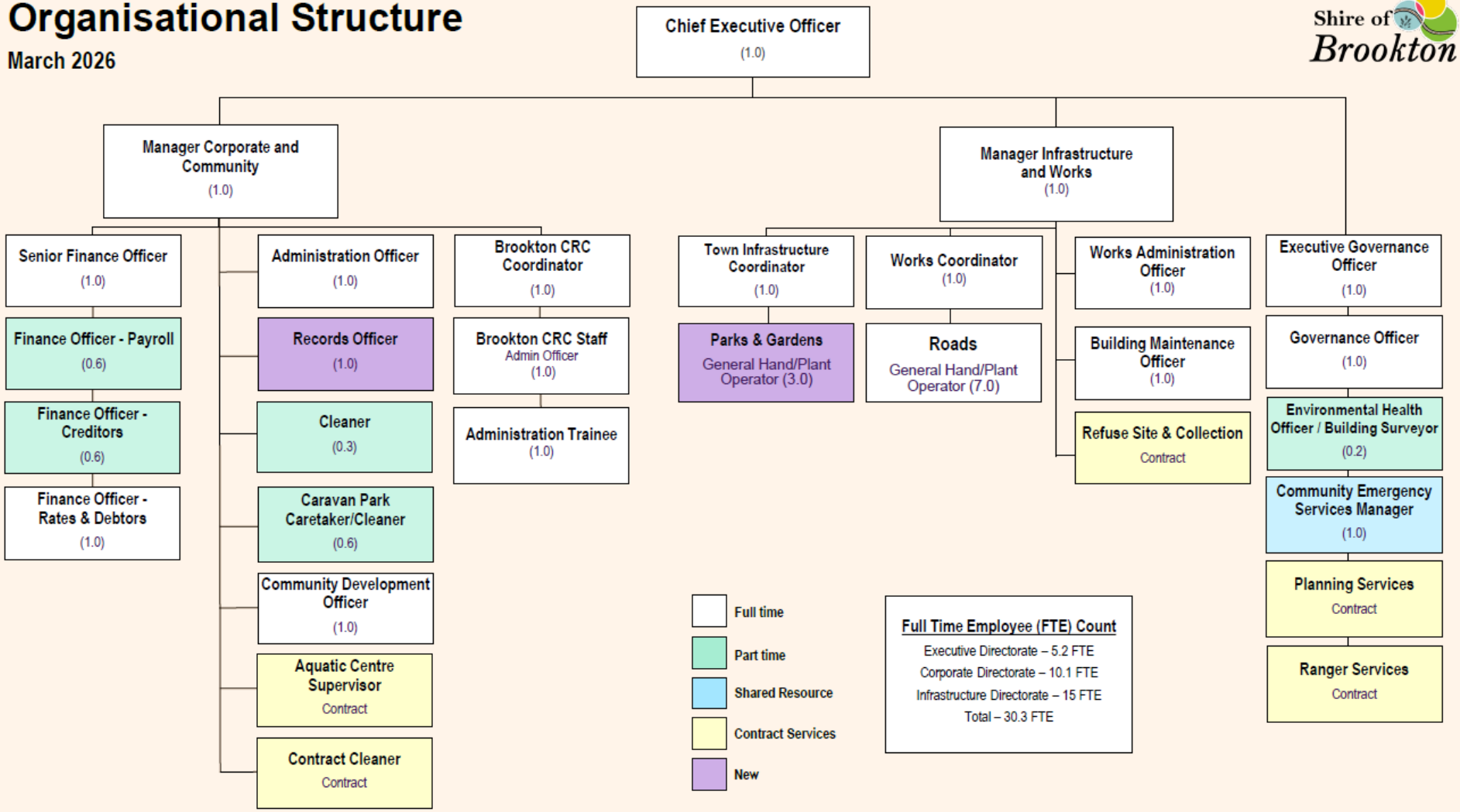
Other

- Perform other duties as required within the scope of the employee's skills and capabilities.
- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's living values.
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.

Behaviours:

- High level of customer service orientation & standards.
- Highly developed interpersonal skills.
- Ability to manage work under pressure and be attentive.
- Initiating actions
- Building partnerships and the ability to liaise with all levels of the Shire organisation.
- Contributing to team success.

• Be open and accountable in participating in all performance management processes. • Participate in learning and development opportunities as agreed.	
Conditions of Employment: CLASSIFICATION: Local Government Officers' (Western Australia) Award 2021 Level 3. LOCATION: The position will be located at the Shire of Brookton Administration Office, 14 White Street, Brookton.	**Reporting Relationships** Reports to: Manager Corporate & Community
This position was created in April 2024 Reviewed March 2026	**Incumbent:** Name: Date: Signature: **DIRECT MANAGER:** Manager Corporate & Community Name: Stuart Billingham Date: Signature

Organisational Structure

March 2026