



APPLICATION PACKAGE

Administration Trainee

Full-time Traineeship, Local Government Officers' WA Award 2021
Hourly Wage between \$13.57 to \$27.57

A great full-time opportunity has opened to join the team at the Brookton Community Resource Centre and the Shire of Brookton as an Administration Trainee on a 12-month contract. The Traineeship will be a full time, 12-month contract made possible through the Department of Primary Industries and Regional Development (DPRID) Regional Traineeship Program and will involve completion of certification in one of the following:

- CHC32015 – Certificate II in Community services
- FNS30322 – Certificate II in Accounts administration
- BSB30120 – Certificate III in Business
- LGA20120 – Certificate II Local Government

The trainee will work within the Brookton CRC and Shire of Brookton offices.

To be considered the applicant will have:

- ability to collaborate within a team setting.
- willingness to learn new skills and programs.
- discretion when dealing with customer information.
- a friendly and helpful disposition.
- efficient verbal and written communication skills.

Traineeships are available to those leaving school, re-entering the workforce or adults looking at a career change.

In return the Shire is offering a remuneration package including:

- Hourly wage of between \$13.57 to \$27.57;
- Superannuation of up to 15.5%;
- 4 weeks annual leave per annum with leave loading; and
- 2 x recreation days per year.

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 Skye Fisher, Brookton CRC Coordinator at the Brookton CRC on 08 9642 1377.

Applications should be addressed to the Brookton CRC Coordinator or emailed to mail@brookton.wa.gov.au marked "Confidential – Administration Trainee", by **4pm, 9th March 2026, with position to commence at an agreed time in 2026.**

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 mail@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION
Attn: Skye Fisher
Brookton Community Resource Centre
89 Robinson Road
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, 9 March 2026**

GENERAL EMPLOYMENT INFORMATION

EMPLOYMENT CONDITIONS

Salary Package:

The offered Salary Package includes:

COMPONENT	From \$	To \$
Base Salary (cash component)	\$ 26,814.32	\$ 54,478.32
Superannuation (12%)	\$ 3,217.72	\$ 6,537.40
Superannuation 3.5% - subject to employee matching	\$ 938.50	\$ 1,906.74
Package Total	\$ 30,970.54	\$ 62,922.46

Position	Administration Trainee
Location	Shire of Brookton Administration, 14 White Street, Brookton. Your “workplace” will regularly include the Brookton CRC, 89 Robinson Road Brookton.
Industry Award	Local Government Officers’ (Western Australia) Award 2021
Classification	Full-time Traineeship
Tenue	12 Month Fixed Term Contract - 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
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

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 TRAINEE

PURPOSE: To provide quality administration and customer services to the Shire of Brookton ensuring administrative tasks are completed in an efficient and professional manner while studying a certificate in Business Administration.



KEY RESPONSIBILITIES	REQUIREMENTS
<p><u>Customer & Administrative Services</u></p> <ul style="list-style-type: none"> • Provide a high level of customer service delivery in accordance with the Shire’s Customer Service Charter, including but not limited to: <ul style="list-style-type: none"> - Respond (as the first respondent) to enquiries and requests both over the counter, telephone and email. - Take messages and action items, as required. - Work in collaboration with the Community Resource Centre and Shire Administration teams so that a high level of customer service is achieved and maintained. - Maintain stationery, printing and cleaning supplies, including all request for quotes and orders as requested. - Exercise confidentiality in all duties and handle sensitive matters diplomatically as appropriate. - Perform other duties as required within the scope of this position and within the employee’s skills. - Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that OH&S responsibilities are met and promoted by complying with the Shire’s OH&S policies and procedures, and relevant legislative requirements to maintain safe work practices and a safe working environment. - Ensure all duties are carried out in a professional manner consistent with the Shires Code of Conduct, Council policies and procedures. • Completion of a Certificate in accordance with Training Contract <ul style="list-style-type: none"> - Ensure assignments are completed and submitted in a timely manner. - Ensure all units of competency are completed within the 12 months. - Keep line manager up to date with study plans and outcomes. 	<p>Experience & Qualifications Required:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Well-developed interpersonal skills. • Good numerical and literacy skills. • Minimum Year 10 education. • Ability to work as part of a team. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Sound computer skills in MS Office suite, internet & email. • Word processing preferably MS Word <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> • Enthusiastic & willing to learn • Well-developed interpersonal skills. • Ability to initiate actions in a timely manner. • Ability to build partnerships and liaise at all levels within the Shire. • Willingness to contribute to team success.

<p><u>Conditions of Employment:</u></p> <p>CLASSIFICATION: Local Government Officers' WA Award 2021– Trainee.</p> <p>PERIOD: 1 year employment contract - 76 hrs per fortnight</p> <p>LOCATION: The position will be located at the</p> <ul style="list-style-type: none"> • Brookton CRC, 89 Robinson Road, Brookton; and • Shire of Brookton Administration Office, 14 White Street, Brookton. 	<p><u>Reporting Relationships</u></p> <p><u>Reports to:</u></p> <p>Manager Corporate and Community CRC Coordinator</p>
	<p><u>Incumbent:</u></p>
<p>This position has been reviewed in February 2026</p>	<p><u>Name:</u></p> <p>Date:</p> <p>Signature:</p> <p>DIRECT MANAGER:</p> <p>Name:</p> <p>Date:</p> <p>Signature:</p>

Organisational Structure

January 2026

