



## APPLICATION PACKAGE

For the position of

# **Junior Office Administration Trainee Full Time**

Applications for this position close on 31 August  
2025

The Shire reserves the right to close the position early.

# Employment Application Package – Junior Office Administration Trainee

Shire of West Arthur  
PO Box 112  
31 Burrowes Street  
Darkan WA 6392  
T: (08) 9736 2400  
E: [shire@westarthur.wa.gov.au](mailto:shire@westarthur.wa.gov.au)



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I appreciate your interest in this position with the Shire of West Arthur.

Enclosed is a copy of the position description and guidelines to assist you in preparing a written application.

If you would like to find out anything further about the position, please contact the Shire's Manager Corporate Services, Rajinder Sunner, or Manager Financial Reporting, Melinda King, on 08 9736 2400 or email [shire@westarthur.wa.gov.au](mailto:shire@westarthur.wa.gov.au).

## **Preparing Your Application**

Applicants are not required to address the selection criteria separately. Applications should include a cover letter, information about previous employment, experience, education, training, qualifications, or volunteer roles related to this position, and at least two recent relevant referees.

Along with your referee's name, please include the relationship to you (e.g., Supervisor), organisation name and daytime telephone numbers. Written references are not required. The selection panel may contact referees as part of the selection process for this position.

This information may be provided in a resume or on an application for employment form available from the Shire website [www.westarthur.wa.gov.au](http://www.westarthur.wa.gov.au).

Applications can be delivered to the Chief Executive Officer, Shire of West Arthur, 31 Burrowes Street, Darkan, WA, 6392 or lodged electronically to [shire@westarthur.wa.gov.au](mailto:shire@westarthur.wa.gov.au).

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## JOB DESCRIPTION

<b>POSITION TITLE</b>	<b>Junior Office Administration Trainee – Full-time (Cert III in Local Government)</b>
<b>POSITION NUMBER</b>	
<b>DEPARTMENT</b>	Corporate Services
<b>LEVEL/GRADE</b>	Level 1 + 15% Over Award
<b>REPORTS TO</b>	Manager Corporate Services
<b>RESPONSIBLE FOR</b>	Nil

<b>OUR VISION</b>	To be a safe, friendly, welcoming community with a dynamic and expanding local economy.
<b>OUR VALUES</b>	Honesty, Responsibility, Respect, Excellence, Fairness, Teamwork

<b>PURPOSE OF POSITION</b>	<ul style="list-style-type: none"><li>• Provide administrative and customer support, including counter, phone, and email inquiries.</li><li>• Assist with bookings of Shire Facilities.</li></ul>
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### DUTIES OF POSITION

#### Customer and Front Counter Services

- Respond to customer enquiries via phone/email, and over the counter. Forward enquiries to the appropriate responsible officer as required.
- Opening and closing the reception, including locking and unlocking the strong room and exterior doors, and raising and lowering the flags. Receive over-the-counter transactions and balance the till daily.

#### Finance

- Receipting of rates, cash sales and invoices in the accounting system.
- Creation of purchase orders in the accounting system for approval by the appropriate officer.
- Daily banking to be deposited on the next business day.

#### Bookings of Shire Facilities

- Maintain caravan park booking system, including liaising with caretaker on bookings, and ensuring details for bookings that need invoicing are passed onto the finance officer promptly.
- Assist with hall bookings schedules, including booking forms, liaising with contract cleaner, and maintaining the booking register.

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- Assist with gym memberships, gym inductions and air key registrations.
- Respond to other booking requests, i.e. for oval, youth area, etc.

## **Record keeping**

- Check, print, file and respond as required to emails in the general Shire email inbox.
- Maintain the Shire's first point of contact records, including electronic and hard copies.

## **General**

- Keep the office tidy, keep notice boards updated, and keep tourism pamphlets current.
- Assist with preparing Shire notes for inclusion in "The Bleat" fortnightly.
- Assist with the admin schedule, including key dates.
- Assist with fire support and vehicle movement bans.
- Liaise with the Ranger and assist with the registration of cats/dogs.
- Stocktake and order stationery supplies when needed.
- Adhere to and maintain safe work practices and standards. Report and document all accidents, workers' compensation issues, and other incidents.
- Participate, contribute, and demonstrate personal commitment to safe practice and environmental awareness; comply with Duty of Care requirements under the Work Health and Safety Act 2020 and relevant regulations and guidance notes.
- Undertake any other duties within skill and competence levels, as directed by the Chief Executive Officer.
- Sound knowledge of Workplace Health & Safety regulations, Equal Opportunity legislation and policies.

## **QUALIFICATIONS / ACCREDITATION REQUIRED**

### **Essential:**

- National (Federal) Police Certificate (not more than six months old).

### **Desirable:**

- First Aid Certificate.
- 'C' class driver's licence.

## **EXPERIENCE REQUIRED**

### **Essential:**

- Nil

### **Desirable:**

- Previous customer service experience.

## **KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

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## Essential:

- Developing knowledge of Microsoft Office, the internet and email communications.
- Ability to clearly understand and adhere to Council policies and procedures.
- Ability to apply skills learnt on the job to the workplace.
- Developing record-keeping skills.

## Desirable:

- Sound knowledge of the Shire of West Arthur community.

## REVISION DATE

10 July 2025

## APPROVED BY

Vin Fordham Lamont

## Certification

The details in this document are an accurate statement of the duties, responsibilities, and other job requirements. This position description is indicative now. It is envisaged that the position may be reviewed in the next 12 months.

## Probationary Period

A standard probationary period of three (3) months applies to all new appointments. The probation period may also be extended if necessary.

## Training

Registration and fees for Certificate III in Local Government are included. On-site study time of up to eight (8) hours per week provided

## Salary

Hourly rate Level 1 LGIA (includes 15% over award, with potential increase after 6 or 12 months).

Adverse Working Conditions Allowance (paid on hours worked, not spent on leave).

Additional allowance paid for operators with a high level of experience.

Housing allowance is for staff not living in subsidised Shire housing.

Conditions of employment are set by the Local Government Industry Award 2020 (LGIA 2020) and Council Policy, including four weeks' annual leave per annum and relevant sick and carers leave.

## Superannuation

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Superannuation of 12% by the Statutory Occupational/Guarantee Fund shall apply. Salary sacrifice is available; the Shire pays a matching additional superannuation of up to 3.5%.

## **Hours**

The hours for this position are generally Monday to Friday, 8.00 am to 4.30 pm, with a rostered day off every four weeks.

## **Uniform**

An annual uniform allowance applies to this position for purchasing an appropriate corporate wardrobe.

## **Housing**

Shire provides a rental subsidy of \$60 per week pro rata for employees in part-time or full-time positions.

## **Supporting Documents**

Originals of supporting documents must be made available (e.g., motor vehicle licence/s and qualifications where applicable).

## **Location Amenities**

The Shire is well serviced with various recreation facilities and amenities including a small local general store, primary school, swimming pool, post office, childcare, playgrounds, community resource centre, visiting medical practitioners, hotel, café, roadhouse and sporting facilities.

Further information is available from the Shire's website or the Shire Office.