SHIRE OF CUNDERDIN

POSITION DESCRIPTION

ADMINISTRATION OFFICER

Full-Time

Location	Shire Administration Office
Department	Administration
Salary	Local Government Industry Award 2020
Reports to	Deputy Chief Executive Officer
Supervision of	Nil
Revision	1
Date	24 November 2026

Approval of Position Description				
Document Owner	*Position*	*Reason for Review*	*Review Date*	*Additional Comments*
Stuart Hobley	*Chief Executive Officer*	*New Document*	05/10/2026	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to: -
Chief Executive Officer
Deputy Chief Executive Officer

1.2 Supervision of: -
Nil Staff

1.3 Internal and External Liaison: -

Internal

- Chief Executive Officer
- Other Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Various Business Organisations (including Contractors to Council)
- Government Departments
- External Consultants

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as the statutory provisions of the *Local Government Act 1995* and other relevant legislation.

3. POSITION SUMMARY

To provide a high level of administrative support and customer service to Councils residents and ratepayers, including the maintenance of accurate records and support with day-to-day operations of the section.

4. KEY DUTIES/RESPONSIBILITIES

Administration:

- To provide high quality service to customers (answering telephone, email and counter enquiries)
- Processing of general receipts, debtors and rates in person and over the telephone
- Monitor stationery supplies and complete a stationery order as and when required
- Reconcile daily funds received with receipts issued, and prepare bank deposits
- Deposit funds received at the bank
- Collect, record and distribute incoming mail
- Prepare, record and deliver all outgoing mail to the Post Office
- Maintain Dog & Cat Registration records and generate renewal notices for Dog & Cat Certificates in October each year.
- Maintain all Cemetery records both manually and electronically and liaise with funeral homes and clients.
- Arrange all Council Facility and Bus Hires
- Collect & record all Building and Planning applications, advise applicants when their permits are ready to be paid and collected.
- Assist the Planning and Building departments as required.
- Maintain key register and key cabinet in an orderly manner.
- Organise and collect catering for Council events/meetings.
- Maintain cleanliness of the Council Chambers.
- Record keeping and retention duties including annual archiving.
- Drum Muster administration.

- Provide administration support for the Chief Executive Officer & Deputy Chief Executive Officer, as required.
- Create / keep the Procedures Manual up to date in relation to this position
- Relieve other officers within the administration section as required.

Debtors:

- Process all Invoice Requisition Forms (raising and issuing invoices for payment)
- Process and issue monthly regular rent invoices
- Reconcile end of month reports
- Monthly reporting and creating Invoice Requisition Forms for water usage from Council standpipes
- Entering data into the Standpipe water usage spreadsheet

Governance (as required)

- Assist with the preparation of the Council Information Bulletin and Agenda
- Friday Correspondence to Councillors

Finance (as required)

- Assist with payroll when required
- Assist with processing of monthly credit card statements when required

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Completion of Year 12		✓
Certificate in Business Administration or similar		✓
Drivers Licence –"C" Unrestricted	✓	

Key Skills, Knowledge and Experience	Essential	Desirable
Computer skills (Microsoft Applications & Synergy Soft) with the ability to familiarise quickly to new systems/programs	✓	
High level problem solving skills with the ability to set priorities, manage multiple deadlines and effectively deliver tasks and processes on time;	✓	
Experience in implementing and reviewing Policies, Plans and Procedures;		✓
Experience in effectively undertaking consultation;		✓
Demonstrated Local Government experience or knowledge of Local Government operations;		✓
Working knowledge of basic bookkeeping / accounting procedures		✓
Basic office experience	✓	
Prior experience in cash handling and banking		✓

Personal Skills	Essential	Desirable
Well developed verbal communication and interpersonal skills	✓	
Well developed written communication skills	✓	
Ability to communicate at all levels of the organisation, with external bodies and with all sections of the community	✓	
Ability to be self-directed, flexible and work under minimal supervision	✓	

6. WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire's OSH Policy and other Shire OSH policies and procedures and legislation relevant to role and responsibilities. Observe safe work practices and operating procedures. In accordance with Shire's and legislative requirements report any hazards, incidents or near misses in a timely manner.

7. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant.

8. COMMENTS

All employees are required to sign a declaration that they have read Council's Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employee's payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

9. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020
Position Status	Full Time
Hours of Work	76 hours per fortnight
Salary	$31.42 per hour
Superannuation	12% Employer Superannuation Guarantee Contribution + matching co-contribution of 4%
Probation	3 Months
Performance Review	Annually
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave with 17.5% Loading on entitled Annual Leave.
Housing	Position may attract Council housing as part of the Employment Package.
Motor Vehicle	N/A
Job Location	Cunderdin, Western Australia, 6407