



Business Administration Trainee (12 month position)

Location	Administration Office, 37 Lundy Avenue, Cunderdin
Department	Administration
Salary	Local Government Industry Award 2020
Reports to	Deputy Chief Executive Officer
Supervision of	Nil
Revision	1
Date	1 October 2026

Approval of Position Description				
<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>
Stuart Hobley	Chief Executive Officer	New Document	20th May 2022	
Stuart Hobley	Chief Executive Officer	Re-Advertised	1 October 2026	

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to:

- Deputy Chief Executive Officer
- 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 direction of Deputy Chief Executive Officer and within the established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

- To receive on the job training to satisfy the objectives and requirements of a Traineeship.
- To provide assistance, under supervision, to Administration Office staff in the performance of a variety of duties.
- To undertake studies that enhance the capabilities of the individual that improves the prospects of further employment in the local community.
- To provide timely and efficient support to the Shire's Administration team.
- Provide friendly, helpful assistance to the Shire's customers.
- Accurately receipt monies received, prepare daily banking and perform general office duties as directed by Manager.
- Assist in the maintenance of the record keeping and archiving system.

4. KEY DUTIES/RESPONSIBILITIES

- Respond to telephone, email and counter enquiries (including processing of general receipts, debtors and rates).
- Monitor office stationery supplies and complete stationery order as and when needed basis.
- Reconcile daily funds received with receipts issued and prepare bank deposits.
- Deposit funds received at bank.
- Collect, record and distribute all incoming mail.
- Prepare, record and deliver outgoing mail to Post Office.
- Provide assistance as and when required, to ensure the smooth running of the Administration section.
- Maintain Dog & Cat Registration records and generate renewal notices for Dog & Cat Certificates in October each year.

- Maintain all facility hire records.
- Ensure customer information displayed (including tourist information) is neat, orderly and current.
- Collect and record all Building and Planning applications, advise Building License applicants when their permits are ready to be paid and collected.
- Maintain key register and key cabinet in an orderly manner.
- Maintain cleanliness of Council Chambers.
- Assist with record keeping and retention duties including annual archiving.
- Assist with the organisation and delivery of events, projects and services.
- Create / keep Procedures Manual up to date in relation to this position
- Maintain Shire business confidentiality at all times
- Take reasonable care to ensure personal safety and health at work and that of others in the workplace
- Other duties as required or directed by executive staff.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Year 12		✓
Drivers Licence –“C”		✓

Key Skills, Knowledge and Experience	Essential	Desirable
Writing skills – can produce a written document with correct spelling, punctuation and grammar	✓	
Developing computer skills	✓	
Developing interpersonal skills	✓	
Ability to follow spoken and written instructions	✓	
Completion of Year 10 secondary schooling	✓	
Previous cash handling experience		✓
Developed skills and knowledge in purchasing and procurement		✓
Previous customer service experience, including telephone answering		✓

This is an entry level position and recent school leavers are strongly encouraged to apply.

5 WORKING CONDITIONS/OHS CONSIDERATIONS

Occupational Safety and Health – comply with the Shire’s OSH Policy and other Shire 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.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

Commitment to undertake on and off the job training over the duration of the Traineeship

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

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

You may be required to obtain a Working with Children Check at the Shire's expense.

7. COMMENTS

All employees are required to sign a declaration that they have read the Shire's Induction Manual / Code of Conduct prior to the commencement of work or any reviews.

This signed document will be placed on each employees personnel file as evidence of the fact that they have read and understood the requirements of the position and the Shire.

8. TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020	
Position Status	Full-Time	12 month Traineeship
Hours of Work	76 hours per fortnight	
Level	Level 1	
Salary	Dependant on Qualification/Experience (will be discussed with applicants)	
Council Loyalty Scheme	Applies to this Position	
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.	
Job Location	37 Lundy Avenue, Cunderdin, Western Australia, 6407	

Acknowledgement

Name

Signature

Date