Shire of Dalwallinu

Place of wheat and wattle

Information for Applicants



Administration Officer

Applications close: 2pm, Wednesday 9 December 2026

For more information contact:

Hanna Jolly on 9661 0500 or email on mcs@dalwallinu.wa.gov.au

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ADVERTISEMENT

ADMINISTRATION OFFICER

Total Package up to $84,721 (inc Cash & super) *(dependent on experience)*

An excellent opportunity has arisen for an experienced Administration Officer to join our team in delivering services to the community.

This role encompasses various areas including Community Development, Discovery Centre/Library Officer, Support Officer – Planning & Development Services, Support Officer – Emergency Management, Support officer – Governance.

To be successful, you will need excellent customer service skills, developed numeracy, communication and computer skills.

Application packages, including Selection Criteria can be obtained by calling Deb Whitehead, Executive Assistant 0409 931 407 or email ea@dalwallinu.wa.gov.au.

Applications should be sent to Mrs Jean Knight, Chief Executive Officer, Shire of Dalwallinu, PO Box 141, Dalwallinu, WA 6609 or by email to ceo@dalwallinu.wa.gov.au, marked "Private and Confidential – Administration Officer" by 2.00pm, Friday 9 December 2026.

Jean Knight JP
Chief Executive Officer

The Package

Position:	Administration Officer
Department:	Corporate Services/Planning & Development Services
Position Classification:	*Local Government Officers (Western Australia) Award 2021*: Level 4 – 5 *(dependent on experience)*
Employment Type:	Full Time
Location:	Dalwallinu Discovery Centre/Shire Admin Centre

Per Annum	$Minimum	$Maximum
Salary	64,936	72,276
Superannuation @ 12%	7,792	7,648
Matching Superannuation @ 5% (subject to employee contributing)	3,246	3,325
Leave Loading 17.5%	874	972
Uniform Allowance	500	500
TOTAL	**$77,348**	**$84,721**

Other Benefits

- 50% concession on the 24/7 Gymnasium or Aquatic Centre Single Season Pass
- One RDO per month
- Extra two (2) Public Holidays per calendar year
- Shared accommodation available

Lodgement Details

Applications should be sent to Mrs Jean Knight, Chief Executive Officer, Shire of Dalwallinu, PO Box 141, Dalwallinu, WA 6609 or by email to ceo@dalwallinu.wa.gov.au, marked “Private and Confidential – Administration Officer ” by 2.00pm, Wednesday 9 December 2026.

About Your Application

Preparing Your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications is preferred, if mailing or delivering the application, it should be stapled in the top left hand corner. Note: Please do not submit applications in plastic folders or include original documents.

Covering Letter

The cover letter is a brief description of your background and reason for applying for the position and outlining your ability to perform the position you are applying for.

Addressing Selection Criteria

Contained within the Position Description are specific Selection Criteria that the Shire will base its initial determinations upon when selecting a short list of applicants. The Selection Criteria is not meant to be exhaustive but applicants must address the Criteria in a concise format, demonstrating a developed knowledge of the Criteria and, where possible, including previous working experience in undertaking the function or a working knowledge of the requirements. **APPLICATIONS NOT ADDRESSING THE SELECTION CRITERIA WILL NOT BE CONSIDERED.**

Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g. name, address, contact number) relevant work history, education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

Qualifications

Certain positions stipulate qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

Referees

You should include in your curriculum vitae, the names and contact numbers of at least two (2) referees. These referees may be contacted without further notice (unless specified in the application) to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager.

Closing date for Applications

Vacant positions with the Shire of Dalwallinu are advertised for a specific period and close at the time and date as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Dalwallinu offices.

Late applications will not be accepted

Applications received after the stated closing date and time will not be considered.

Short listing of Candidates

Short listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for an interview will be contacted by an officer from the Shire of Dalwallinu by telephone to organise a convenient time to conduct the interview.

Preparing for the Interview

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar.

The Interview Process

The interviews will be conducted at the Shire of Dalwallinu Administration Centre.

The interview panel will consist of at least three (3) members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of the individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

After the interview

The successful applicant will be contacted by a member of the Interview Panel to verbally be offered the position. The Chief Executive Officer will forward a written offer.

All employment is subject to successfully obtaining a National Police Clearance certificate, completing a pre-employment medical and drug & alcohol test and 100 point ID verification. The costs of the pre-employment medical will be reimbursed upon commencement.

All unsuccessful applicants will be notified in writing.

Working for the Shire of Dalwallinu

The Shire of Dalwallinu covers an area of 7,236km2. The main town and administrative centre for the Shire is Dalwallinu, which lies 254 kilometres north east of Perth on the Great Northern Highway.

Other townships in the Shire are Pithara located 12 kms south of Dalwallinu, Kalannie located 53kms north east of Dalwallinu, Wubin located 21kms north of Dalwallinu and Buntine located 38kms north of Dalwallinu.

The current population of the Shire of Dalwallinu is 1,379 (Census 2021).

Dalwallinu is experiencing significant growth due to it being a central hub on the Great Northern Highway servicing the agricultural and mining industries. Wubin is the national highway's road train assembly and transport town. Kalannie is noted for its wheat production.

The Shire of Dalwallinu is an Equal Opportunity Employer that has a team oriented and highly motivated workforce which provides quality services and facilities to residents and visitors to the Shire.

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the Local *Government Officers (Western Australia) Interim Award 2011, Municipal Employees (Western Australia) Interim Award 2011,* National Employment Standards and Council's adopted Code of Conduct.

All or some of the following benefits may apply to the position at the Shire of Dalwallinu:

Local Government Career

There are currently 138 Local Governments in Western Australia. Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference.

Hours of Work

Office hours are 8am – 5pm, Monday to Friday. This role has a one day per month RDO accrual.

Rostered Day Off (RDO)

A RDO system is in place for eligible Shire employees working full time. One day off per month for full time office employees and one day off per fortnight for outside employees. RDO's may only accrue to a maximum of three (3) days.

Up to 17% Superannuation (combined contribution)

As well at the required 12% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation fund will be matched by the Shire up to a maximum of 5%.

Annual Leave – 17.5% leave loading

Four weeks annual leave **after** twelve (12) months service. Leave loading paid on annual leave taken for non-contract positions with the Shire.

13 weeks Long Service Leave

All permanent employees of the Shire are entitled to thirteen (13) weeks long service leave after completing ten (10) continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia.

Personal Leave

All permanent employees are entitled to ten (10) personal leave days per year. (This includes sick and carer's leave).

Bereavement leave of two (2) days per annum.

Additional Public Holidays

All permanent employees are entitled to an additional two days leave per annum (not accumulative) to be taken in each calendar year. These additional days relate to News Year and Easter. (Subject to commencement date)

Probationary period

This position will be subject to a three (3) month probation period.

Study Leave and Funding

Councils Policy *4.9 Study Assistance* provides conditions relating to study leave and funding.

Annual Performance Reviews

All employees are subject to an annual performance review. These are undertaken in March of each year.

Internal Promotions and Acting Opportunities

The Shire encourages all employees to fulfil acting positions where available and endeavours to promote existing employees when a vacancy arises.

Corporate Uniform – Office Employees

Council provides a $500 per annum allowance for office employees to purchase the Local Government approved corporate uniform.

Personal Protective Equipment – Outside employees

All necessary protective clothing and equipment is supplied by the Shire to ensure your safety.

Smoke Free Working Environment

All Shire of Dalwallinu workplaces and vehicles are smoke free working environments.

Health and Wellbeing Programs

Various programmes are regularly conducted for Shire employees such as Flu vaccines, skin checks and full health assessments. These programmes are free to employees.

Equal Opportunity Employer

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Modern Office Facilities

The Dalwallinu Administration Centre, Library and Works Depot are all modern, spacious air conditioned buildings.

Kitchen Facilities

The Shire Administration Office has a modern kitchen/lunch room for employees use. The Shire Depot has lunch room facilities.

Employee Corporate Functions (e.g Farewell & Christmas Functions)

Council provides an annual Christmas Function for all Elected Members, employees and their families as well as other occasional functions throughout the year.

Friendly Work Environment

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects/career advancement within the Shire and in local government in general.

Dalwallinu Gymnasium

A 50% concession is applicable for memberships to the Shire of Dalwallinu 24/7 Gymnasium which are able to be salary sacrificed.

Family Friendly Environment

The Shire is a family friendly environment and recognises the importance of a working/family life balance.

POSITION DESCRIPTION

1. TITLE:

Administration Officer - Contract

2. LEVEL:

Local Government Officers (WA) Award 2021 – Level 4-5 (dependent on experience)

3. DEPARTMENT/SECTION:

Corporate Services/Planning & Development Services

4. POSITION OBJECTIVES:

4.1 Objectives of Position:

- Ensure the Dalwallinu Discovery Centre maintains a professional and quality service standard in all aspects of its operations including the Dalwallinu Public Library and Youth Lounge.
- Initiate and maintain procedures to ensure the ongoing promotion and advancement of the services and facilities of the Dalwallinu Discovery Centre and Dalwallinu Public Library.
- Provide high-quality assistance and support to the community/sporting groups within the Shire of Dalwallinu.
- Provide support to Planning & Development Services.
- Provide support for Emergency Management.
- Provide support to the Office of the CEO regarding governance compliance.

5. REQUIREMENTS OF THE JOB:

5.1 Skills

- Excellent interpersonal & communication skills – both written and verbal;
- Developed public relation skills;
- Excellent customer service skills
- Experience in a busy customer service environment;
- Intermediate level keyboard and computing skills, including Microsoft Office suite;
- Accurate numeracy skills;
- Sound grant writing skills;
- Ability to work unsupervised;
- Demonstrated sense of initiative;
- Ability to establish rapport and liaise with government agencies, businesses and community organisations;
- Excellent time management and organisation skills;
- Proven event organisation skills.

5.2 Knowledge

- Developing knowledge of Council's organisational structure and function;
- Developing knowledge of the tourism industry and local tourism environment;

- Developing knowledge of library service procedures and LMSI library software;
- Developing knowledge of the building and planning approval process;
- Developing knowledge of emergency management volunteers;
- Developing knowledge of local government governance requirements;
- Working knowledge of the local area and community;
- Knowledge of issues influencing the development of regional communities and industries, particularly within the Wheatbelt and Mid West;
- General background knowledge in agriculture and mining business;

5.3 Experience

- Experience in a busy customer service position;
- Experience with library practices;
- Experience with tourism promotion;
- Proven experience in preparing grant applications, reports and acquittals;
- Demonstrated experience in working with community groups;
- Experience working with computer systems and Microsoft Office.

5.4 Qualifications and/or Training

- Current Police Clearance
- Hold a current Motor Vehicle Drivers licence
- Current Working with Children's check

6. KEY DUTIES/RESPONSIBILITIES

Dalwallinu Discovery Centre

- Provide a high level of customer service, attending to visitors in a timely, courteous and approachable manner;
- Answer phone calls pleasantly and respond to email enquiries promptly and professionally;
- Promote and market the Shire of Dalwallinu as a visitor destination whilst maintaining a good working relationship with tourism groups such as Australia's Golden Outback and Discovering Golden Horizons to maximum exposure;
- Attend tourism meetings as the Shire of Dalwallinu delegate as and when required;
- Respond to queries from external hirers of the Community Room and act as an intermediary between the Administration Office when necessary to resolve issues;
- Maintain a good working relationship with Dalwallinu District Tourism volunteers whilst sharing information and acting as a reference point;
- Maintain and continue to build relationships with other Visitor Centres and ensure requests for Dalwallinu and associated groups brochures are dealt with promptly and efficiently;
- Maintain current stock holdings and continue to source additional/updated brochures;
- Ensure brochure holders are re-stocked as required;
- Co-ordinate the ongoing displays in the environmental section and source additional items and information that can be used to rotate the displays;
- Research potential grant opportunities that may assist with the implementation of activities, programs and events;
- Ensure visitor numbers are recorded with relevant information and collate statistics;
- Ensure office and display area is clean and presentable at all times;
- Other duties relevant to the position as directed by the Manager Corporate Services.

Dalwallinu Public Library

- Provide excellent customer service to library clients;
- Provide reference and information service to answer reader queries;
- Advise and assist the public over lost and damaged items, overdue items, membership detail and general enquiries;
- Administration of library financial transactions including the ability to interpret and work within budget guidelines;
- Shelve items, display relevant promotional material and maintain general tidiness of shelves and the library;
- Ensure database is maintained with incoming and outgoing stock, inclusive of book exchanges;
- Actively encourage the use of library services through both high quality customer service and the implementation of programs that increase the scope of activities offered by the library (e.g children reading programs, adult book clubs etc);
- Ensure accurate collection of quarterly statistics for us in annual returns;
- Provide timely and accurate statistics to State Library WA for annual statistical and financial returns;
- Ensure office and library areas are clean and presentable at all times;
- Provide fortnightly Home Delivery Service to Dalwallinu Hospital, Acacia House, Pioneer House and selected private residences;
- Other duties relevant to the position as directed by the Manager Corporate Services.

Community Development

- Advertise and manage the Community Grant applications and submit recommendations to Council on a biannual basis;
- Act as a liaison between Community/Sporting Groups and Council;
- Research potential grant applications that may assist with community development within the Shire of Dalwallinu;
- Provide assistance to community/sporting groups with grant applications;
- Organise two (2) school holiday programs (Oct and April) per year within budget parameters;
- Assist with the review and maintain the Shire of Dalwallinu Sport and Recreation Plan every two years;
- Maintain the Highway Signage agreements and signage plan;
- Promote and manage the Youth Lounge located within the Discovery Centre;
- Other duties relevant to the position as directed by the Manager Corporate Services.

Townscape

- Act as Chair of the Townscape Committee and host meetings (if and when required);
- Develop and maintain the Shire of Dalwallinu Signage Plan;
- Undertake townscape initiatives in accordance with annual budgets;
- Other duties relevant to the position as directed by the Manager Corporate Services.

Support Officer – Planning & Development

- Preparation of all building & planning application files on receipt of applications;
- Undertake Compliance checks on all building & planning application conditions;
- Other duties relevant to the position as requested by the Manager Planning & Development Services with approval by the Manager Corporate Services.

Support Officer – Emergency Management

- Act as Minute taker of the Local Emergency Management Committee Meetings (as required);
- Co-ordination/Management of the bushfire volunteers;
- Maintenance of volunteer database;
- Organise uniform orders for the bushfire volunteers;
- Other duties relevant to the position as directed by the by the Manager Corporate Services.

Support Officer – CEO Governance

- Maintenance of Online registers (Leasing, Contracts etc)
- Other duties relevant to the position as directed by the Chief Executive Officer.

7. SELECTION CRITERIA

Essential

1. Previous customer service experience
2. Excellent time management and organisation skills
3. Demonstrated sense of initiative
4. Ability to work unsupervised
5. Excellent verbal and written communication skills
6. Hold a current Motor Drivers Licence
7. Developed keyboard and computing skills including Microsoft Office Suite
8. Federal Police Clearance and Working with Children's Certificate (not a requirement at application stage)

Desirable

1. Experience in preparing and acquitting grant applications
2. Understanding the context of Community Development
3. Working knowledge of the tourism industry and the local tourism environment
4. Experience in working with LMSI software package
5. Knowledge of local area and community groups

PLEASE NOTE:

The Shire will base its initial determinations upon the selection criteria when selecting a short list of applicants. The Selection Criteria is not meant to be exhaustive but applicants must address the Criteria in a concise format, demonstrating a developed knowledge of the Criteria and, where possible, including previous working experience in undertaking the function or a working knowledge of the requirements. ***APPLICATIONS NOT ADDRESSING THE SELECTION CRITERIA WILL NOT BE CONSIDERED.***