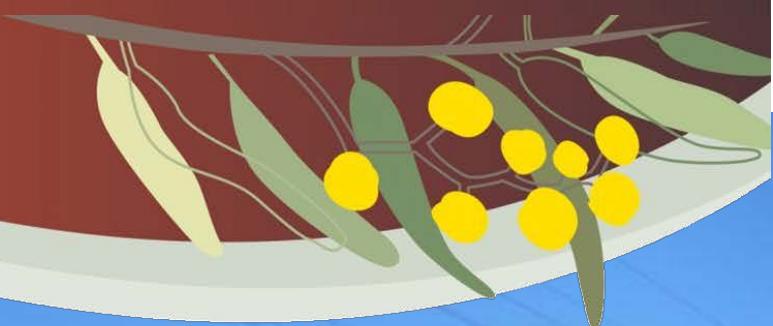


# EMPLOYMENT INFORMATION PACK

Shire of Woodanilling



## Executive Assistant

The Shire of Woodanilling is seeking a reliable and enthusiastic person for the permanent, full-time position of Executive Assistant.

Woodanilling is a vibrant agricultural community set in the picturesque landscape of the northernmost section of Western Australia's Great Southern region. The township offers schooling (kindergarten to Year 4), a post office/café/general store, heritage buildings and wide tree-lined streets, and is conveniently located a short 15-minute drive north of the regional centre of Katanning and a comfortable 2 ½ hour drive from Perth city.

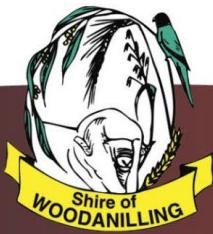
Working from the Shire Administration office, the successful applicant will undertake a diverse range of Corporate and Works administrative tasks as part of a small, friendly, and effective team. The position comes with on-the-job training (if necessary) and will include providing back-up Department of Transport licensing to customers (one week's training in Perth is required).

The position pays between Level 4.1 (\$61,991 per annum) and 6.1 (\$69,864 per annum), dependent on prior experience and knowledge, in accordance with the Local Government Officers' (Western Australia) Award 2021.

A copy of the Position Description and Employee Information Pack can be obtained via the Shire's website [www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au). Further information about the position is available by contacting the Executive Manager Corporate Services, Judy Stewart, on (08) 9823 1506/0437 245 035 or via email [emcs@woodanilling.wa.gov.au](mailto:emcs@woodanilling.wa.gov.au).

Applications marked *Private and Confidential – Executive Assistant* and detailing knowledge and/or experience in a local government or similar role/s, along with statements addressing the selection criteria outlined in the Employee Information Pack, can be emailed to [emcs@woodanilling.wa.gov.au](mailto:emcs@woodanilling.wa.gov.au), sent via post to Shire of Woodanilling, PO Box 99, Woodanilling WA 6316, or delivered in person at the Administration Office, 3316 Robinson Road, Woodanilling WA 6316. **Applications for this position close 4.00pm, Monday, 16 February 2026** and will be considered as they are received – interviews may be conducted within this timeframe.

**Anika Serer**  
**Chief Executive Officer**



## SELECTION CRITERIA

### Essential

- Administration/office-based experience – please provide an overview of how you have worked independently and collaboratively in a local government or other team environment
- Explain when you have put well-developed oral, written and interpersonal skills into practice
- What experience, if any, have you had with Microsoft Office Word, Excel, Outlook?
- Please give an example/s of how you pay attention to detail and how self-motivated you are
- Please describe your level of honesty, reliability, and commitment to confidentiality (provide examples if able)
- Are you willing to undertake Department of Transport licensing training? Yes / No
- Do you hold a current 'C' Class Driver's Licence? Yes / No
- Are you prepared to provide a satisfactory and current National Police Clearance certificate (prior to employment)? Yes / No
- Are you prepared to undergo and obtain a satisfactory pre-employment medical check and drug and alcohol screening (prior to employment)? Yes / No

### Desirable

- Previous local government experience in a similar role – Yes / No; if applicable, what is/was your role?
- Knowledge of the role of local government
- Use of SynergySoft or other local government ERP software (and which applications)
- Canva/Publisher experience – Yes / No
- Department of Transport licensing trained – Yes / No
- Relevant local government or business-based qualification (or be significantly progressed towards); Yes / No; if applicable, please state
- Knowledge of local community

*The Shire of Woodanilling is an equal opportunity employer. If you are being considered for a position and you have a disability or medical condition that may impact on your ability to carry out the duties of the position, we will discuss this with you, in confidence, prior to making our selection decision.*

**The Position Description for this role is provided separately.**



# Shire of Woodanilling



## ABOUT THE SHIRE OF WOODANILLING

Thank you for your interest in working for the Shire of  
Woodanilling (Shire).

Our Shire is predominantly known for its sheep and grain production with agroforestry, meat abattoir, feedlot, fertiliser, and service station (Beaufort River, Albany Highway) businesses being more recent enterprises to set up within the Shire.

Woodanilling's townsite is situated off the Great Southern Highway just 15 minutes north of the regional centre of Katanning and roughly 252 kilometres south-east of Perth via the Albany Highway, a comfortable two and a half hour drive from the city centre.

Woodanilling is a neat and tidy town with wide tree-lined streets, exquisite heritage buildings (some of which are over 100 years old), an abundance of wildflowers in the Spring and, purportedly, home to one of the largest salmon gums (*eucalyptus salmonophloia*) in the southern hemisphere.

A well-maintained sports oval and pavilion are situated on the northern side of town and the beautiful Centenary Park, located on the eastern side of town, has public accessible toilets, a children's playground and free barbecue facilities.

The Shire of Woodanilling is 1126 square kilometres in area, contains 76.4km kilometres of sealed roads, 445.1 kilometres of unsealed roads, one square kilometre of parks and gardens, and has 208 dwellings.

### Shire localities:

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## Beaufort River

## Boverine

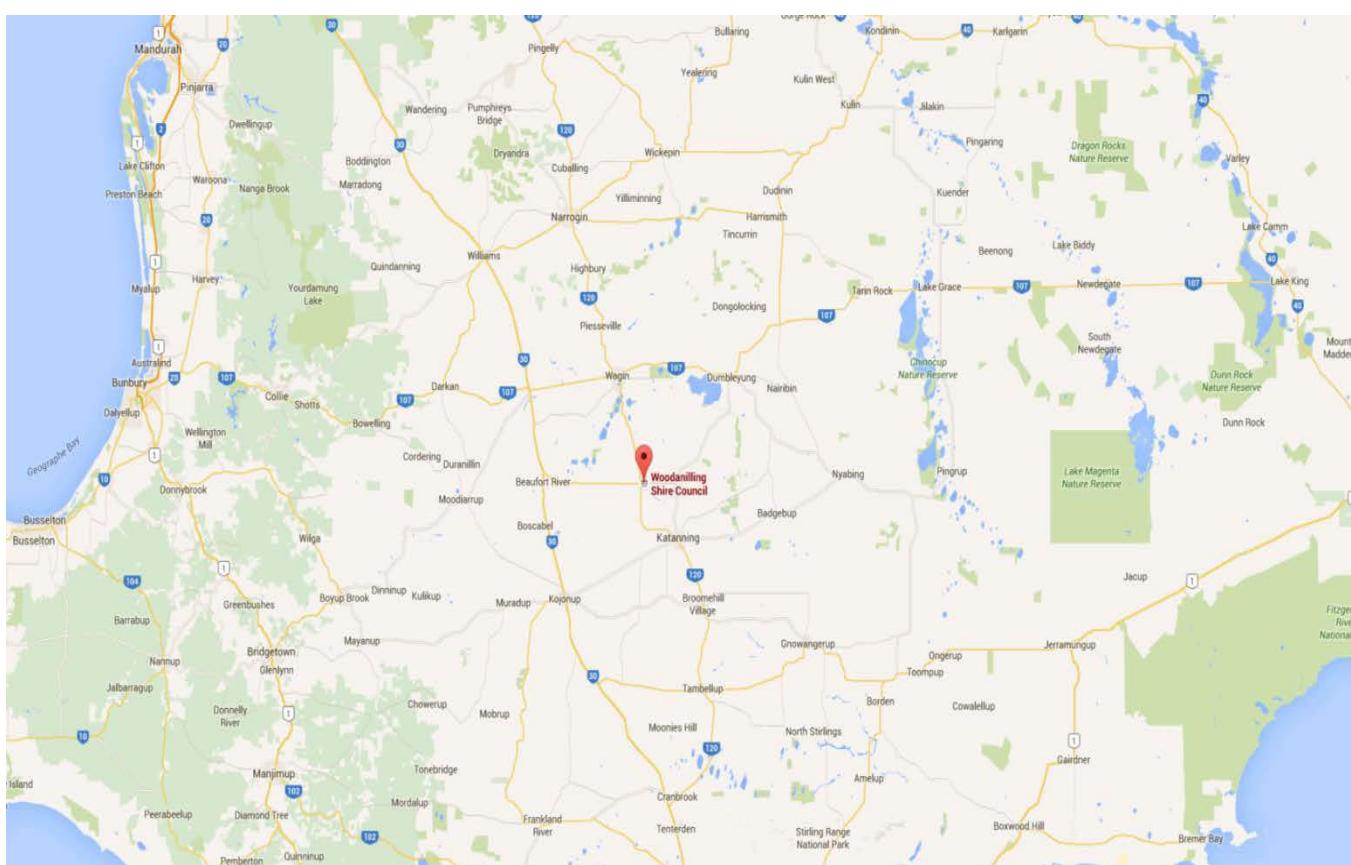
Cartmeticup

Glencoe

## Kenmare

Westwood

## Westwood Woodanilling



## SHIRE OF WOODANILLING VALUES

Shire of Woodanilling takes pride in providing a workplace where all employees demonstrate behavior consistent with our values.

"Council and Community – Hand in Hand"

When dealing with individuals, landowners, the Community and organisations, Council will:

- be fair;
- be honest, open and accountable;
- respect the views and rights of individuals and groups;
- Be receptive as everyone in the community counts;
- recognise the increased awareness that a small community brings.
- provide an atmosphere of energy, excitement, optimism and positivity.
- Facilitate group discussion and help to overcome stumbling blocks and conflict.

The Shire of Woodanilling aspires to:

- be the best local government for our community;
- work hand in hand with our community; and
- be a leader of small local governments;

by:

- fostering community spirit and cohesion;
- providing excellent customer service;
- provision of high quality facilities and services; and
- representing community views at an influential level.

## HOW TO APPLY

### Your application must contain:

- A brief covering letter telling us why you are interested in the position and a summary of your suitability;
- Your resume;
- Statements addressing the Selection Criteria; **and**
- Contact details for at least two work-based referees.

Please note that late applications may not be accepted and that interviews may be conducted prior to the close of applications.

Submit your application by one of the following methods (email is preferred; however, via post or in person is also acceptable):

*Email:* [emcs@woodanilling.wa.gov.au](mailto:emcs@woodanilling.wa.gov.au)

*Post:* PO Box 99

Woodanilling WA 6316

*In Person:* 3316 Robinson Rd Woodanilling

Please take care to ensure all information provided in your application is accurate and honest; false or misleading information may result in an application's dismissal.

## PROGRESS OF YOUR APPLICATION

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The interview and selection process can take some time; to check the progress of your application, please telephone or email Judy Stewart, Executive Manager Corporate Services, as per the contact details below.

You will be contacted after the interview if you are required to undergo a medical assessment.

## CONTACT

For more information regarding this position, please contact:

Judy Stewart, Executive Manager Corporate Services on 9823 1506/0437 245 035 or via email - [emcs@woodanilling.wa.gov.au](mailto:emcs@woodanilling.wa.gov.au).

