EMPLOYMENT INFORMATION PACK

Shire of Woodanilling



CORPORATE & REGULATORY SUPPORT OFFICER

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WOODANILLING WA 6316
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www.woodanilling.wa.gov.au

ADVERTISEMENT

Corporate & Regulatory Support Officer

The Shire of Woodanilling is seeking a suitably qualified and experienced person to join us as a Corporate & Regulatory Support Officer.

Woodanilling is a vibrant agricultural community set in the picturesque landscape 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 from the regional centre of Katanning or 2 ½ hours from Perth.

The successful applicant will provide administrative and operational support across the Shire's corporate and regulatory functions, including property and tenancy administration, emergency management and bushfire activities, work health and safety, regulatory services, records management, community activities and general administration. The position acts as a key point of contact between the Shire, community, contractors and government agencies.

Reporting to the Manager Corporate Services, this is a continuing full-time employment position classified at Level 6 of the Local Government Officers' (WA) Award, with a salary from $37.04 to $39.05 per hour, plus $50.00 per week Housing Allowance.

A copy of the Position Description and Employee Information Pack can be obtained via the Shire's website https://www.woodanilling.wa.gov.au/council/employment.aspx. Further information about the position is available by contacting the Chief Executive Officer, Signe Balodis, on (08) 9823 1506.

Applications marked Private and Confidential – Corporate & Regulatory Support Officer position and detailing qualifications and experience along with statements addressing the selection criteria outlined in the Employee Information Pack, can be emailed to ceo@woodanilling.wa.gov.au or delivered in person at the Administration Office, 3316 Robinson Road, Woodanilling WA 6316.

Applications close 4.00pm, Monday 16 November 2026. Applications will be reviewed as they are received, and a suitable applicant may be appointed prior to the closing date. Applications submitted after the closing date may not be considered.

Signe Balodis
Chief Executive Officer

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, 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 254 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 barbeque facilities.

The Shire of Woodanilling is 1126 square kilometres in area, contains 85km kilometres of sealed roads, 454 kilometres of unsealed roads, one square kilometre of parks and gardens, and has 221 dwellings.

Shire localities:
Beaufort River
Boyerine
Cartmeticup
Glencoe
Kenmare
Westwood
Woodanilling

COUNCIL INFORMATION

COUNCIL

Shire President: Cr Russel Thomson
Deputy Shire President: Cr Sally Vermeulen

Councillors:
Cr Ian Garstone
Cr Kahlia Stephens
Cr Rodney Marshal
Cr Morris Trimming

Office:
3316 Robinson Road
WOODANILLING WA 6316

Postal:
PO Box 99
WOODANILLING WA 6316

Email: shire@woodanilling.wa.gov.au
Website: https://www.woodanilling.wa.gov.au/

Telephone: +61 (08) 9823 1506

SHIRE STATISTICS

Area in km2:	1126
Distance from Perth:	254km
Number of residents	448
Number of dwellings	221
Length of sealed roads	85km
Length of gravel roads	454km

POSITION DESCRIPTION

1. Position Identification

Title:	**Corporate & Regulatory Support Officer**
Classification:	Local Government Officers (WA) Award
Base Level:	Level 6
Employment Basis:	Full Time
Section:	Administration
Department	Corporate Services

2. Position Objectives

- The Corporate & Regulatory Support Officer provides administrative and operational support across the Shire's corporate and regulatory functions.
- The position supports property and tenancy administration, emergency management and bushfire activities, work health and safety, regulatory services, records management, community activities and general administration.
- The position provides a key point of contact between the Shire, community, contractors and government agencies and provides administrative support to other areas of the organisation as required.
- Support the Shire's Work Health and Safety requirements in accordance with established policies, procedures and the Work Health and Safety Management System.
- Carry out duties in accordance with the Shire of Woodanilling's policies, procedures, Code of Conduct and relevant legislation.
- Maintain a high standard of accuracy, timeliness, confidentiality and customer service.
- Work collaboratively across the organisation and undertake duties safely, professionally and within the scope and level of the position.

3. Key Responsibilities & Duties

3.1. Administration

- Provide front-of-counter customer service to ratepayers, residents and visitors, referring enquiries to the appropriate officer where required.
- Provide Department of Transport services.
- Create, capture and maintain records and correspondence in accordance with the Shire's Record Keeping Plan and records management procedures.
- Support the preparation, submission and acquittal of grant applications.
- Support coordination and execution of community events such as ANZAC Day and Australia Day.
- Take bookings for all Shire facilities and record on the Shire calendar, including recording completed booking forms.
- Cemeteries – liaise with funeral directors and Manager Works & Services / Leading Hand, update and maintain Cemetery records.
- Coordinate the Shire's traffic counter program, including scheduling and arranging traffic counts, maintaining traffic count records and data, and providing information and reports as required.
- Ensure the Office, Library and Kitchen are kept in a clean and tidy condition at all times.
- Collect and record mail from, and take mail to, the post office daily.
- Open and close the administration office to the public at the start and end of day.
- Assist with the day-to-day operation of the Library, including Inter Library loan requests and stocktake reporting.
- Attend all relevant on the job training and meetings as required.
- All other duties as directed by the Manager Corporate Services.

3.2. Property Management & Contracts

- Conduct six-monthly inspections of Well-Aged Housing Units, staff housing and public rental properties, and maintain inspection records and follow-up actions.
- Coordinate tenant enquiries, maintenance requests and other tenancy matters, referring matters requiring approval to the Manager Corporate Services.
- Administer Residential Tenancy Agreements and maintain associated records.
- Review tenancy payments and coordinate bond queries, referring matters requiring approval or resolution to the Manager Corporate Services.
- Prepare reports, if required, for Council's consideration.
- Maintain relevant property, tenancy, lease and contract registers and records, monitor expiry, renewal and review dates, and coordinate required follow-up actions.
- Coordinate maintenance and repair requests for Shire housing with the Works Department or contractors, as required.
- Inform the Manager Corporate Services of any matter requiring urgent attention or escalation to the Chief Executive Officer.

3.3. Emergency Management, Bushfire and Volunteers

- Prepare agendas and minutes for the Local Emergency Management Committee (LEMC) and Bush Fire Advisory Committee (BFAC), and other related documentation as required.
- Provide administrative support for the Shire's Bush Fire Risk Management Plan and Bush Fire Mitigation Activity Fund programs, including records, reporting, funding documentation and acquittals as required.
- Coordinate administrative support for bushfire mitigation activities and Volunteer Bushfire Brigades in conjunction with the Community Emergency Services Manager, including training records and equipment requests.
- Support community communications relating to fire bans, restrictions and other emergency management information as directed.
- Assist with the recruitment, induction and recognition of Shire volunteers.
- Support volunteer involvement in community events such as Australia Day and ANZAC Day.
- Maintain volunteer registers and records.

3.4. Finance

- Provide backup support for Payroll and Debtors functions during the absence of the Assistant Finance Manager.
- Receipt all monies onto the financial management system.
- End of day reconciliation of the cash drawer and preparation of bank deposits.
- Filing of receipts and reports on a daily basis.
- Provide back up support for other finance and administration positions as required.

3.5. Work Health and Safety

- Support the Shire's Work Health and Safety requirements in accordance with established policies, procedures and the Work Health and Safety Management System.
- Liaise with the Shire's Work Health and Safety contractor and relevant managers to coordinate actions arising from audits, inspections and recommendations.
- Coordinate and maintain records for emergency roles (e.g. First Aid Officer, Fire Warden, Health and Safety Representative).

- Assist with Work Health and Safety inductions, training coordination, and incident and hazard reporting.
- Maintain Work Health and Safety registers, training records, incident and hazard documentation and other compliance records in accordance with the Shire's Work Health and Safety Management System.
- Provide Work Health and Safety administrative support to the Works Department as required.

3.6. Regulatory Services

- Forward animal complaints and queries to the Ranger.
- Assist to compile and post yearly animal registration renewal notices.
- Ensure relevant Shire advertisements are copied and/or scanned as per legislative requirements.
- Liaise with the contracted Local Laws provider on compliance matters.
- Receive Building, Planning and Environmental Health applications and enquiries, liaise with contracted consultants, maintain relevant records and communicate outcomes to applicants.
- Assist the Manager Corporate Services with Disability Access and Inclusion Plan reviews and reporting.

3.7. Media

- Draft and post routine content to Facebook as requested.
- Draft and upload routine content to the Shire website as requested.
- Assist with the drafting and production of the Shire's newsletter (the Wongi), as requested.

4. Skills and Experience

- Strong administrative, organisational and time management skills, including the ability to manage competing priorities and meet deadlines.High level of accuracy and attention to detail.
- Effective written and verbal communication skills, with the ability to communicate effectively with Council, community members, contractors, government agencies, management and staff.
- Research, analytical and problem-solving skills, with the capacity to present information clearly and concisely.
- Competency in Microsoft Word, Excel and other relevant computer applications. Competency in using social media and website platforms for organisational communications. Good judgement, initiative and capacity to work independently within the scope of the position. Records and document management skills.
- Strong customer service skills and a professional approach when dealing with the community and other stakeholders.
- Discretion when handling confidential or sensitive information.

5. **Occupational Health and Safety and Risk Management Responsibilities**
   - Follow all Work Health and Safety guidelines, policies and procedures.
   - Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
   - Comply with the Shire's Risk Management Policy and Procedures.

6. **Organisational Relationships**

   6.1. Responsible to
   - Manager Corporate Services

   6.2. Supervision of
   - Nil

7. **Internal and External Liaison**

   7.1. Internal
   - Chief Executive Officer
   - Manager Corporate Services
   - Assistant Finance Manager
   - Manager Works & Services
   - All Shire employees and volunteers

   7.2. External
   - Ratepayers, residents and members of the public
   - State and Australian Government agencies
   - Contractors and consultants
   - Community organisations and volunteers
   - Emergency services and volunteer bushfire brigades
   - Other local governments and relevant stakeholders

8. **Level of Authority**
   - Operates under the general direction of the Manager Corporate Services, within established legislation, delegations, policies, procedures and approved budgets. The position is responsible for the accuracy, timeliness and confidentiality of its work and refers matters outside its authority to the Manager Corporate Services.

9. Selection Criteria

Essential:

- Demonstrated experience in an administrative or similar support role.
- Demonstrated ability to communicate clearly and consult effectively with relevant stakeholders.
- Demonstrated ability to manage competing priorities and deadlines while maintaining a high level of accuracy and attention to detail.
- Demonstrated discretion when handling confidential information.
- Competency in Microsoft Word, Excel and other relevant computer applications.
- Experience providing customer service in a front-counter or reception environment.
- Experience in maintaining operational data, registers and reporting.
- Experience handling cash and reconciling financial transactions accurately.
- Current WA driver's licence.
- Ability to provide a National Police Clearance prior to commencement.

Desirable:

- Experience working within local government.
- Relevant qualifications in local government, business, administration or a related field.
- Experience using SynergySoft or a similar local government information system.
- Knowledge or experience in Department of Transport licensing services.
- Experience in finance administration.
- Experience in property or tenancy administration.
- Knowledge of Work Health and Safety practices and procedures.
- Experience in bushfire risk management or emergency services administration and coordination.
- Knowledge of the local community.

REMUNERATION DETAILS

EMPLOYMENT CONDITIONS

Location	The position is based at the Woodanilling Administration Office
Industrial agreement	Local Government Officers (WA) Award Level 6
Salary	From $37.04 to $39.05
Allowances	$50.00 per week Housing Allowance
Employment basis	Full Time – 38 Hours per week
Superannuation	Superannuation of up to 17% based on 12% superannuation guarantee contributions and up to an additional 5% contingent upon the employee contributing 5%. Salary Sacrifice is available on the employee's contributions.
Pre-Employment Medical	All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Woodanilling. Existing medical conditions will not preclude an appointment.
Police Clearance	The successful applicant will be required to provide a National Police Clearance.

Approved by the Chief Executive Officer

Date: ____ / ____ / _____

SELECTION CRITERIA

Corporate & Regulatory Support Officer

Selection Criteria

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- Competency in Microsoft Word, Excel and other relevant computer applications.
- Experience providing customer service in a front-counter or reception environment.
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- Knowledge of the local community.

***To be considered for this position applicants must address the Selection Criteria.**

INFORMATION FOR APPLICANTS

Applicants who meet the selection criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:
A covering letter introducing yourself and explaining why you are applying for this position.

Selection Criteria Responses:
To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process. This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result.
An easy way to do this is to use the STAR model - that is:
Situation: provide a brief outline of situation /setting
Task: outline what you did
Approach: outline how you did it
Result: describe what the outcomes were

Resume which includes:

- Personal details – name, address and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and achievements.

Other Documents (optional):
It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:
Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.
Provide names, work addresses and current contact telephone numbers for each referee.
Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

Lodging your Applications:

The closing date is **4.00pm 16 November 2026**

Email: ceo@woodanilling.wa.gov.au
By Hand: Shire of Woodanilling Office, 3316 Robinson Road, WOODANILLING
Attention: Signe Balodis, Chief Executive Officer
Post: PO Box 99, WOODANILLING, WA 6316

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