



APPLICATION PACKAGE

ADMINISTRATION OFFICER – PLANNING & DEVELOPMENT



ADMINISTRATION OFFICER – PLANNING & DEVELOPMENT

The Shire of Boddington is a values driven organisation proud to be serving our community with a diverse range of services. We are focused on working together, and delivering efficient and innovative ways of doing things.

The Shire is seeking a motivated individual to join our Planning & Development team. The Administration Officer (Planning & Development) role will assist with undertaking the statutory duties in a timely and efficient manner and ensure a professional work environment while providing helpful, efficient and courteous service to Senior Staff, fellow employees and to the general public.

The successful candidate should have previous administration experience, excellent customer service skills and advanced written and verbal communication skills. Demonstrated experience in computer skills and have the ability to produce high quality work under pressure will also be highly regarded.

A competitive salary of \$65,935 to \$68,910 per annum (pro rata) plus up to 16.5% superannuation, as well as access to other staff benefits including:

- housing allowance (up to \$300 per fortnight)
- uniform allowance
- training and development opportunities

This is an excellent opportunity for someone looking for work/life balance, with the position offering a minimum of 24 hours per week. Additional hours may be required as the role evolves.

For any further queries about the role, please contact Roy Greive, Executive Manager Planning and Development on 9883 4999. For further information about the application process, contact Deb Lang on 9883 4999 or hr@boddington.wa.gov.au.

Applications are to be submitted to hr@boddington.wa.gov.au, and close at 4:00pm on Monday 22 August 2022.

BODDINGTON PROFILE

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, apples, olives), vineyards, Bluegum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



INFORMATION AND STATISTICS

COUNCIL

Shire President: Garry Ventris
Deputy Shire President: Eugene Smalberger
Councillors: Coert Erasmus
Earl Schreiber
Ian Webster
Lee Lewis
Andrew Ryley

Office: 39 Bannister Road
Boddington WA 6390
Email: shire@boddington.wa.gov.au
Website: www.boddington.wa.gov.au
Telephone: (08) 9883 4999

SHIRE STATISTICS

Population: 1,844 (2016 Census)
Area: 1,900km²
Distance from Perth: 123km
Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974
Number of Dwellings: 828
Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

Council Meetings: 5:30pm on the third Thursday of each month

REMUNERATION DETAILS

1. Total remuneration package

| Item | Lower Limit | Upper Limit |
|-------------------------------------|--------------------|--------------------|
| Salary | \$65,935 | \$68,910 |
| Superannuation (10.5%) | \$ 6,923 | \$ 7,235 |
| Matching Superannuation (6%) | \$ 3,956 | \$ 4,134 |
| Uniform Allowance (\$440 per annum) | \$ 440 | \$ 440 |
| Housing Allowance (\$300/fortnight) | \$ 7,800 | \$ 7,800 |
| Total | \$85,054 | \$88,519 |

2. Employment Basis

Permanent

3. Hours of Work

Minimum of 48 hours per fortnight.

4. Annual Leave

Four (4) weeks annual leave.

5. Personal Leave

Ten (10) days per year.

6. Long Service Leave

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

7. Superannuation

- a) Superannuation Guarantee 10%
- b) Matching up to an additional 6%

8. Probationary Period

A three (3) month probationary period is applicable to this position.

9. Other requirements

New staff may be required to complete a pre-employment medical form prior to commencement.

A National Police Clearance (no more than 3 months old) is to be provided by the preferred candidate prior to commencing in the position.

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. To enable a valid assessment of your application, it must include the following information.

1. Covering Letter

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

2. Selection Criteria Responses

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

3. Resume (Curriculum Vitae)

4. 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. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

5. Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

6. Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

SHIRE OF BODDINGTON

Position Description

1. TITLE

Administration Officer

2. DEPARTMENT

Planning & Development

3. SALARY & CONDITIONS

Level 7 Salary and Conditions as per the Local Government Officers (WA) Award 2021 (Dependent on qualifications and experience).

4. ORGANISATIONAL RELATIONSHIPS

Responsible to:
Executive Manager Planning & Development

5. POSITION OBJECTIVES

- To assist the Planning & Development team to undertake their statutory duties in a timely and efficient manner.
- Ensure professional work environment while providing helpful, efficient and courteous service to Senior Staff and fellow employees and to provide helpful, efficient and courteous service to the public.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

6. KEY TASKS/RESPONSIBILITIES

Application Processing

- Administration support with Building, Environmental Health & Planning Applications to ensure efficient and accurate processing, which may include but is not limited to:
 - Receive and check incoming applications to ensure all information and documents have been provided, and follow up on anything missing from the application
 - Collate application paperwork and initiate processing checklist and ensure application details and information are accurate against details in Synergy
 - Prepare and distribute standard acknowledgement letters
 - Electronically monitor progress of application processing
 - Develop and produce progress reports at predetermined intervals
 - Distribute prepared applications for further processing
 - Liaise with staff and contractors as required to administer application processes
 - Accurately record details of applications and other records applicable to the application type
 - Produce permits, approvals and correspondence, as directed and ensure distribution to stakeholders, & records
 - Drafting of other correspondence, reports and documents as required

- Assist with pool inspection administration tasks as needed
- Assist development and review of application processes and procedures to improve efficiencies

Administration

- Assist with administrative tasks to support the Planning & Development team, which may include but is not limited to:
 - Collect incoming mail from Records and emails, collate and check for accuracy of information
- Provide administrative support to ensure work is prioritised and processed accurately, which may include but is not limited to:
 - Accurately record outgoing mail, distribute to all recipients and copy to relevant officer
 - Record memos and notes, and add information to registers
 - Process and distribute approved plans
 - Compile statistical data.

Customer Service

- Respond to internal and external customer enquiries (front counter, telephone and written) relating to Planning & Development as per the Shire's customer service charter, including but not limited to:
 - Process requests for site, building and septic plan searches
 - Liaison with landowners, developers, consultants etc as required to support the team.
 - Access information and records as required

SELECTION CRITERIA

Essential

- Strong computer skills in MS Office, databases, internet and email
- Previous Administration experience
- Data Entry and record keeping skills
- High work quality / Attention to Detail
- Customer Service experience

Desirable

- Working knowledge of SynergySoft software program
- Relevant experience in similar position in Development Services within Local Government Industry