

Application Package

Administration Officer – Governance

The Shire of Boddington is located in the Gnaala Karla Booja region. Sitting on the banks of the picturesque Hotham River, Boddington is flowing with natural beauty. With warm and welcoming rustic country charm, and affordable housing, it may be one of Western Australia's best kept secrets.

Less than 1 hour from Armadale and Mandurah, the Shire of Boddington covers 1,900 square kilometres and is home to approximately 1,759 people. Five main rivers flow through the Shire and over 40 percent of the area is state forest, making it an ideal destination for hiking, cycling, canoeing, horse-riding, birdwatch and viewing wildflowers.

Boddington Lions Rodeo, the largest rodeo event in WA draws large number of visitors each year. Other attractions include the Medieval Fayre & Feast, South32 Summer by the River, Boddington Country Muster, Quindanning Picnic Race Day, Field of Quilts and the historic Quindanning Tavern.

There is a strong sense of community in Boddington with a number of sporting and volunteer groups actively in operation. These range from youth and senior groups, football, cricket, tennis and swimming clubs.

Boddington is well serviced with a local hospital, medical centre, childcare facility, school catering from kindergarten to year 10, an established arts centre, and various sports and recreation facilities. Hotham Park provides locals and visitors with an opportunity to enjoy an amazing adventure playground, complete with nature play areas, an outdoor gym, half basketball, skate park, pump track, BBQ facilities, and a riverside cafe. It is the perfect location for active families to play and exercise together.

Working for Us

The Shire, is a values driven organisation, understanding that its employees play a vital role in realising the community's vision of becoming a town "well known for being a vibrant and connected community with excellent lifestyle and employment opportunities in a beautiful natural environment".

The Shire values inform our work and interactions with each other and the community. Our culture is our values in action.

- Transparency: Being open and accountable
- Honesty: Acting with integrity and building trust
- Respect: Being tolerant, helpful, and having empathy
- Dedication: The continual pursuit of excellence
- Proactivity: Forward thinking and being positive
- Cohesiveness: Teamwork and unity

We provide an invigorating and rewarding work environment, with a focus on work life balance. Employees are offered a range of amenities and benefits to support both professional development and personal endeavours, including:

- Professional and personal development
- Flexible working arrangements
- Salary Sacrifice
- Superannuation 6% Council matching scheme
- Extra 2 days leave per year
- Reward and recognition program
- Health and well-being program

The Shire is dedicated to diversity in the workplace, equal employment opportunity, and to provide employees with a work environment free of discrimination and harassment.



Advertisement

The Shire of Boddington is seeking a motivated, detail-focused and professional Governance Administration Officer to join our Corporate Services team on a permanent part-time basis. This role provides high-level administrative and governance support across the organisation, with a strong focus on records management, compliance, policy support and the coordination of key governance functions.

Key responsibilities include:

- Overseeing daily records operations and ensuring that incoming correspondence is recorded accurately and in a timely manner including processing, auditing, and delivering staff training and inductions.
- Supporting the development, review and implementation of Council and organisational policies, procedures and guidelines.
- Providing general administrative support, including maintaining organisational registers, creating templates and forms, maintaining Shire leasing and contracts.
- Providing backup support in customer service, including answering incoming calls, as well as processing receipts, registrations, bookings and applications.

The successful candidate will bring experience in governance, records, or administrative roles, with strong attention to detail and a proven ability to produce high-quality work. Local government experience is an advantage, along with well-developed organisational skills, knowledge of governance practices, and effective communication and stakeholder service abilities.

This position offers:

- Salary package between \$87,765 and \$91,565 inclusive of superannuation, with a cash component up to \$77,597
- Up to 35 hours per fortnight, worked Wednesday to Friday per week, with flexible working arrangements
- Up to 18% superannuation if you join Councils matching scheme of 6%
- Additional benefits, including salary sacrifice, free pool and gym access and 2 extra days of annual leave

An application package including the position description can be obtained from www.boddington.wa.gov.au. Applicants are requested to provide a cover letter, resume and a statement addressing the Selection Criteria (not more than three pages).

For further information about the position and application process, contact Amy Lazenby on 9883 4999 or via email to hr@boddington.wa.gov.au.

Application should be submitted to hr@boddington.wa.gov.au by 4.00pm on Monday, 1 December 2025.

The Shire of Boddington is an equal opportunity employer dedicated to diversity in the workplace. We provide merit-based employment opportunities to people with regard to race, gender, ethnicity, disability, age, religion or sexual orientation.

The Package

The salary package for this position is based on a full-time role and is made up of the following:

	Lower Limit	Upper Limit	Employment Basis	Part time
Salary	\$74,377	\$77,597	Hours of Work	35 hours per fortnight
Superannuation (12%)	\$8,925	\$9,312	Additional Leave	Extra two (2) days per annum
Matching Superannuation (6%)	\$4,463	\$4,656	Long Service Leave	Thirteen (13) weeks after ten (10) years, transferable between Local Governments
TOTAL	\$87,765	\$91,565	Superannuation	Guarantee 12%
			Matching Superannuation	If you choose to contribute additional superannuation the Shire will match your contribution up to 6%



Application Details

These details are provided to assist you in the preparation of your application and to help the selection panel evaluate your application.

Application

Your application should include:

- Cover letter introducing yourself and explaining why you are applying for the position
- Comprehensive Resume
- Selection Criteria which must address the essential criteria contained in the position description. Although there is no specific requirement in the formatting of response, the information you provide should be clear, concise and relevant.

To be eligible for consideration, it is important to address all of the above items.

Candidates who demonstrate that they meet the requirements of the role will be considered for an interview. By submitting your application you agree to provide true and accurate information on your career history and qualifications.

To apply please email hr@boddington.wa.gov.au.

Applications will close at **4.00pm, AWST on Monday, 1 December 2025.**

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.

Contact Details

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

Interviews

Interviews will be conducted in-person at the Shire Administration, 39 Bannister Road, Boddington or via video conference.

Background checks

Third-party background checks will be undertaken for the preferred applicant – this includes qualifications, police clearance, identity and employment history verifications.

Equal opportunity

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Websites

The Shire's website www.boddington.wa.gov.au contains substantial information about the Shire.

Further enquiries

For further information about the role please contact Amy Lazenby, Human Resources Officer on 08 9883 4999 or hr@boddington.wa.gov.au.

Position Description

Title

Administration Officer - Governance

Department

Corporate Services

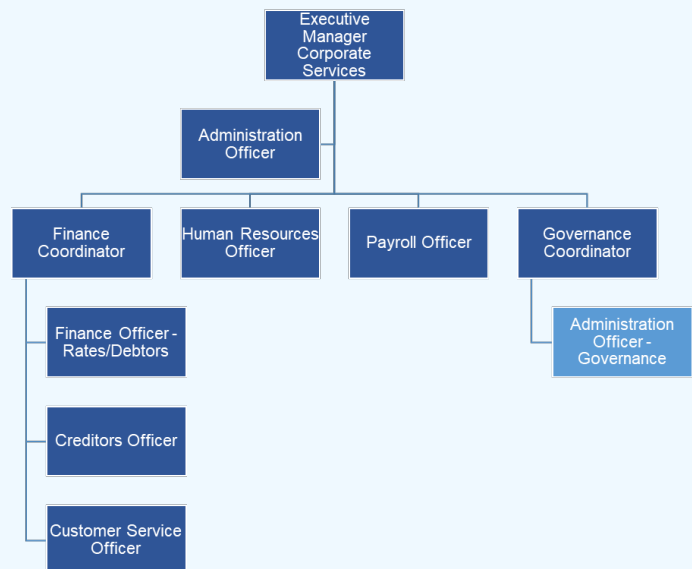
Salary & Conditions

Level 4 | Local Government Officers' (WA) Award 2021

Organisational Relationships

Responsible to: Governance Coordinator

Direct Reports: Nil



Key Responsibilities and Duties

Records Management

- Oversee the daily duties of records operational requirements, including the processing, scanning, tracking and distribution of all incoming correspondence, ensuring that all information is recorded, classified and stored correctly.
- Ensuring the records management system is, managed, maintained and accessible in accordance with legislative obligations.
- Create and maintain record-keeping reports and conduct weekly audits of system content to ensure best-practice standards and compliance.
- Coordinator and deliver training to staff throughout the organisation in respect to the Shires records management system and effective record keeping.
- Support the development, review and updating of user manual and guides as necessary to assist in achieving best practice outcomes.
- Implement the records management disposal plan and operate the archival management in accordance with State Records Act 2000, including archiving, store, retrieval and destruction management.

Governance

- Assist with the development, review and implementation of Council and organisational policies, procedures and guidelines
- Assist with research, correspondence and actions associated with Freedom of Information requests ensuring compliance with the Freedom of Information Act 1992.
- Coordinate document control functions, maintain up-to-date forms and templates, and review outgoing correspondence to ensure quality, correct formatting and adherence to policies.
- Contribute to the maintenance and updating of organisational registers and support the ongoing management of Monday.com boards and data.
- Assist with the implementation of Public Information Access Guide and Audit.
- Review and provide support for the annual Risk Management process.

Leasing

- Assist with managing the leasing requirements for all Shire properties, including residential, those for community purposes, and aged accommodation.
- Maintain accurate property and tenancy data, manage tenancy lease agreements including entry and exit procedures.
- Coordinating annual tenancy inspections.

Customer Service

- Provide excellent customer service, and ensure maintenance of positive relations with internal staff, ratepayers and the general community.
- Provide backup and relief to Customer Service Officer, including answering incoming calls, as well as processing receipts, registrations, bookings and applications.
- Administer all Department of Transport Licensing transactions and address relative enquiries, when required.

General Responsibilities

Organisational

- Undertake any other reasonable duties as requested by your supervisor.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Understand and comply with the Shire of Boddington's Code of Conduct, policies and procedures.
- Follow, support and actively contribute to the continual improvement of processes and procedures within the Shire.
- Exercise discretion and maintain confidentiality in all activities.
- Actively participate in the Shire's risk management program, performance review and continuous improvement program.
- Remain committed to demonstrating equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.
- Understand and integrate the Shire's values into your daily activities to enhance its positive and constructive culture.

Work Health and Safety

- Ensure Workplace Health & Safety requirements are observed and adhered, by maintaining safe work practices in accordance with the Work Health and Safety legislation (WHS Act 2020) and the Shire's policies and procedures.
- Take reasonable care for your own health and safety in the workplace and work in a safe manner so that you, others, our environment, our equipment and our community remain free from harm.
- Ensure measures are in place to eliminate or reduce risk. This includes providing and maintaining workplaces, assets and systems of work so that others are not exposed to hazards.
- Identify any incidents, hazards or unsafe conditions or work practices which you encounter and either take immediate action if safe to do so or report it to your Supervisor.
- Conform to the duty of care requirements ensuring your own safety and that of others through the prevention of any adverse acts or omissions.

Extent of Authority

- Within the limits of Council and Operational Policies, and legislative constraints.

Selection Criteria

Essential

1. Proven previous experience as an administration officer in a similar environment.
2. Sound literacy and numeracy skills, with the ability to undertake administrative duties across a range of corporate services functions.
3. Excellent interpersonal and communication skills, with the ability to consult and liaise with all internal and external stakeholders.
4. Effective organisational, and time management skills, with proven ability to manage competing priorities.
5. Demonstrated skills in working with and knowledge of Microsoft Office programs, including Excel, Word and Outlook.

Desirable Criteria

1. Knowledge and experience in governance within a local government environment, together with sound knowledge of the Local Government Act 1995 and Regulations.
2. Working knowledge of the Local Governance Records Management framework and experience using electronic records management systems.

