



# APPLICATION PACKAGE

Compliance / Administration Officer



## Vision Statement

To assist our community towards a prosperous future by providing a positive environment in which to work and live.

# SHIRE OF MUKINBUDIN COMPLIANCE/ADMINISTRATION OFFICER

Full Time

Situated in the north-eastern Wheatbelt of Western Australia, the Shire of Mukinbudin is enthusiastic and progressive, with an abundance of community spirit. Mukinbudin is friendly and safe, with a relaxed and informal lifestyle.

This position is based in Mukinbudin located 296kms north-east of Perth in the Wheatbelt. The town is well-equipped with shopping and banking facilities, medical services, excellent sporting amenities, day-care and a district high school.

The Shire of Mukinbudin is seeking a highly motivated individual with administration experience to join our Administration Team in the role of Compliance/Administration Officer.

The successful applicant will support the Shire in meeting its obligations under the Local Government Act 1995, associated regulations, and other relevant legislation. This role will be responsible for effective governance, record keeping, workplace health and safety (WHS), finance administration support and high-quality customer service.

The position is considered full-time, being 5 days per week (8 hours per day), with the accrual of a Rostered Day Off every 20 working days.

Appropriate training and ongoing support will be provided to the successful candidate to ensure they are well equipped to carry out the responsibilities of the role. This makes it an excellent opportunity for someone looking to commence or grow their career in Local Government and develop their skills in a supportive and community-focused environment.

Depending on skills and experience, we are offering between Level 5 to 9 of the Local Government Industry Award 2020. A rental property may be available to the successful applicant, if required, with relocation expenses negotiated. For full details regarding the remuneration and entitlements, please refer to page 5 of the Application Package.

Written applications clearly marked "Compliance/Administration Officer", including a cover letter, a statement addressing the selection criteria and a detailed resume outlining relevant experience and the contact details of two (2) professional referees, should be submitted to the Chief Executive Officer by the closing date.

**Applications close: 12:00pm, Monday 8<sup>th</sup> June 2026.**

For additional information regarding this vacancy, please contact Tanika McLennan, Chief Executive Officer, on (08) 9047 2100 or via email at [ceo@mukinbudin.wa.gov.au](mailto:ceo@mukinbudin.wa.gov.au).

Tanika McLennan  
**CHIEF EXECUTIVE OFFICER**

*Prior to commencement, the successful applicant will be required to provide an up to date National Police Clearance and undergo a medical examination, both at the Shire's expense. Please note that the Shire reserves the right to conduct random alcohol and drug testing as necessary.*

*Canvassing of elected members is strictly prohibited.*

# POSITION DESCRIPTION



## POSITION DETAILS

<b>TITLE:</b>	<b>Compliance/Administration Officer</b>	
<b>PURPOSE OF ROLE:</b>	<i>Responsible for supporting the Shire in meeting its obligations under the Local Government Act 1995, associated regulations, and other relevant legislation. This role ensures effective governance, record keeping, workplace health and safety (WHS), housing and property management, finance administration support, and high-quality customer service. The Compliance/Administration Officer will maintain and enhance the Shire's governance and compliance frameworks, ensuring these are embedded in day-to-day operations across the organisation.</i>	
<b>DEPARTMENT:</b>	Corporate Services	
<b>CLASSIFICATION:</b>	Local Government Industry Award 2020 – Level 5 to 9	
<b>ORGANISATIONAL RELATIONSHIPS:</b>	Reports to: Deputy Chief Executive Officer	
<b>Internal Liaison</b>	<b>External Liaison</b>	
<ul style="list-style-type: none"> <li>• CEO</li> <li>• Deputy Chief Executive Officer</li> <li>• Other Executive staff members</li> <li>• Administration staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ratepayers and general public</li> <li>• Consultants, contractors and other representatives</li> </ul>	
<b>EXTENT OF AUTHORITY:</b>	Authority to act in accordance with the Local Government Act, the Shire of Mukinbudin's Code of Conduct, Shire policies and procedures appropriate to the position and under the direction of the Deputy Chief Executive Officer. Prioritises own work to ensure all tasks are performed within a satisfactory timeframe.	
<p><b><u>Physical Requirements</u></b></p> <ul style="list-style-type: none"> <li>• No physical requirements.</li> </ul> <p><b><u>General Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Strong knowledge of Local Government protocols and procedures.</li> <li>• Ability to monitor and report on compliance with governance statutory requirements under the <i>Local Government Act 1995</i>.</li> <li>• Strong knowledge of Council's organisational structure.</li> <li>• Strong computing skills, including Microsoft Office (Essential) and Synergy Soft (Desirable).</li> <li>• Strong time management and organisational skills, including the ability to meet deadlines.</li> <li>• Strong communication skills, both written and verbal.</li> <li>• Strong customer service skills.</li> <li>• Ability to work in a team environment, with minimal or no supervision.</li> <li>• Ability to manage sensitive information and maintain confidentiality.</li> </ul> <p><b><u>Workplace Health and Safety</u></b></p> <ul style="list-style-type: none"> <li>• Sound knowledge of safe work practices, to care for their own health and safety and that of others.</li> <li>• Sound knowledge of safe operational procedures and proper use of equipment.</li> <li>• Participation in developing safe work procedures and training.</li> <li>• Report hazards and incidents to Supervisor/Manager.</li> </ul>		

## Key Activities

### Governance and compliance

- Review, develop and administer systems and processes to ensure the Shire meets its legal obligations.
- Develop and maintain governance related registers, including strategic and operational risk registers.
- Assist in the completion of Council's annual Compliance Audit Return.
- Prepare reports and other documentation necessary to ensure compliance with legal obligations.

### Recordkeeping, contracts & leases

- Maintain the Shire's records, including archived records, in accordance with the Shire's Record Keeping Plan and the State Records Act including:
  - Maintain a retention and disposal schedule for all active and inactive records.
  - Maintain the Records Registration Matrix and Work Instruction documents.
  - Develop and implement file audit processes to ensure electronic and manual files are maintained accordingly.
  - Assist with the accessibility, security, control and recovery of physical and electronic records.
  - Ensure confidentiality, security and integrity of records.
- Manage the Shire's contracts and leases, in conjunction with the Deputy CEO (Inc. development of registers, preparation of documents and expiry dates monitoring).
- Assist with Freedom of Information enquiries.
- Ensure Cemetery Register and associated documents are maintained.

### Finance

- Perform daily receipting, including Caravan Park, CRC, Aquatic Centre.
- Perform daily processing of the Department of Transport trust refund.
- Perform debtor set up, maintenance and invoicing.
- Assist the Finance Officer with daily timecards entry.
- Assist the Caravan Park Manager with Room Manager queries.

### Workplace Health and Safety

- Perform Health Safety Representative duties, including:
  - undertaking site inspections and providing recommendations to management, as needed;
  - administer the work of the Work Health and Safety Committee; and
  - implementing initiatives driven by the Work Health and Safety Committee.

### Customer Service/Department of Transport Licensing (DOT)

- Deliver professional, friendly and efficient customer service to clients in person, over the phone and via email.
- Deliver DOT licensing services to the public, in accordance with the responsibilities of an accredited Trelis User.
- Stay informed of DOT updates by regularly accessing the My Knowledge portal and reviewing official announcements.

### General Administration

- Assist the Deputy Chief Executive Officer & Communications & Engagement Officer with the management of the Shire's website, including content updates, design elements, and overall site maintenance to ensure it remains current and user-friendly.
- Undertake other duties as directed within the scope and capability of the role.

## Selection and Performance Criteria

All are essential unless otherwise denoted

### Skills, Knowledge & Experience

- Strong knowledge of Local Government protocols and procedures (Desirable).
- Ability to monitor and report on compliance with governance statutory requirements under the *Local Government Act 1995*.
- Strong knowledge of Council's organisational structure (Desirable).
- Strong computing skills, including Microsoft Office (Essential) and Synergy Soft (Desirable).
- Strong time management and organisational skills, including the ability to meet deadlines.
- Strong communication skills, both written and verbal.
- Strong customer service skills.
- Ability to work in a team environment, with minimal or no supervision.
- Ability to manage sensitive information and maintain confidentiality.
- Ability to work flexible hours, including attending meetings or events outside normal working hours.

### Qualifications and or Training

- Completion of Year 10 Certificate.
- Completion of Year 12 Certificate (Desirable).
- Formal qualifications or previous professional records management experience (Desirable)
- Working knowledge of the State Records Act (Desirable)
- Sound knowledge of the Shire's cemeteries administrative functions and the Cemeteries Act 1986 (Desirable)
- Previous experience in Local Government Administration (Desirable)
- Knowledge of the Local Government accounting software SynergySoft (Desirable)
- Knowledge of the DOT software Trelis (Desirable)
- First aid certificate (Desirable)

### Licences/Clearances & Checks

- C class of WA Drivers' Licence
- National Police Clearance
- Medical Clearance

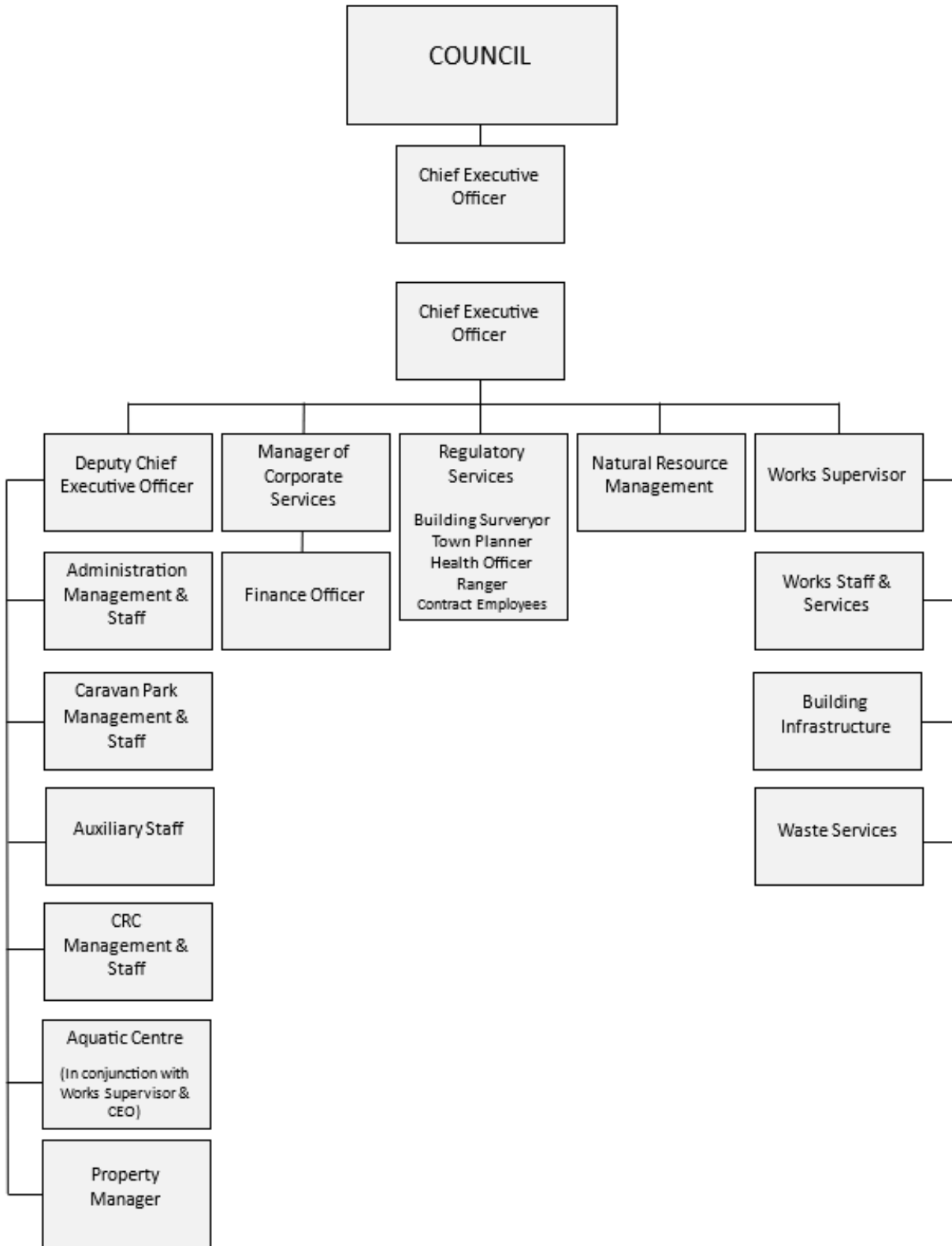
## Remuneration & Benefits

The total remuneration package and associated benefits for the position include:

- Base Salary ranging from \$60,814 to \$77,401 (Level 5-9) - per annum, inclusive of a 3% over-award payment and as per the Local Government Industry Award 2020
- Service Allowance - \$780 per annum
- Housing Allowance - \$8,320 per annum
- Employer Superannuation Guarantee - 12%
- Additional Employer Superannuation - 5.5% (Voluntary, if the Employee contributes an additional 5%)
- 22 days of Annual Leave (4 weeks and 2 days) with 17.5% Leave Loading – per annum
- One Rostered Day Off (RDO) per month, in accordance with Council Policy
- 10 days of Personal Leave – per annum
- Long Service Leave – As per the Local Government Industry Award 2020
- Other Leave entitlements – As per the Local Government Industry Award 2020
- Uniform allowance as per Council Policy.
- Professional development opportunities as required
- Annual Single Gym Membership
- Annual Family Aquatic Centre Pass
- Housing available upon request, with the first 500KL of water usage covered by the Shire
- Voluntary Staff Social Club membership

## THE ORGANISATION

The Shire of Mukinbudin has total annual revenue of approximately \$8.0 million and consists of seven Councillors, including the Shire President.



# GENERAL INFORMATION

## Introduction

The Shire of Mukinbudin, nestled in the Northeastern Wheatbelt, boasts a strategic location just 296 kilometers northeast of Perth and 85 kilometers north of Merredin.

3,414 square kilometers in area, the Shire's economy is based around wheat growing and with advances in farming practice and technology, the district is prospering. There has been a notable surge in tourist engagement, drawn by the abundance of captivating rock formations and stunning wildflowers.



## The District

Mukinbudin shines as the sole developed Townsite within the Shire, boasting a vibrant population of 555 residents. Situated at the southern end of the Shire, it serves as a bustling service centre for a thriving farming community of 281 individuals. The extensive road network spans an impressive 930 kilometres, connecting various districts such as Bonnie Rock, Wialki, Wilgoyne, and Lake Brown.

## Climate

The region enjoys a generally pleasant climate, especially during autumn, winter, and spring. Summers are characterised by high temperatures and low humidity, with evenings perfect for outdoor pursuits. The area receives an average annual rainfall of 300mm.

## Administration and Services

The contemporary Shire Offices, erected in 1993, stand as a source of pride within the community. The Administrative Team comprises the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Corporate Services, Finance Officer, Customer Liaison Officer and Communications & Engagement Officer.

The maintenance of the Council's extensive 930 kilometers of roads is overseen by the Works staff, under the coordination of a Works Supervisor who operates under the direction of the Chief Executive Officer.



## Council

The Shire is represented by seven Councillors who advocate for the electors. Council convenes on the third Tuesday of every month, starting at 2.30pm and typically concluding by 4:30pm. The Council demonstrates strong support for its staff, fostering a culture that promotes continuous training and professional growth.

## Sport & Recreation

Sports play a crucial role in the Mukinbudin Community, with outstanding facilities provided to support various activities. From football, hockey, cricket, and basketball to golf, netball, lawn bowls, swimming, tennis, pistol shooting, and a gym, there's something for everyone, especially those who are highly active. Additionally, the Council manages an Olympic-sized 50-meter pool, with an active Swimming Club and offers free seasonal pool passes to employees and their immediate family members (children aged 18 and under). Furthermore, the townsite hosts several art and craft groups along with community service organisations.





## Shopping/Services

Mukinbudin proudly offers a diverse range of stores, including an IGA supermarket, butcher, clothing and giftware shops, café, newsagency, hotel, service station, Bendigo Bank branch, 24-hour fuel station, mechanic, auto-electrician, Community Resource Centre, two machinery dealerships, hardware store, tyre dealership, bookshop, hairdresser, beautician, and various local trades such as plumbers, electricians, carpenters, glaziers, and builders.

## Medical

In the newly constructed \$5 million Health Centre, a dedicated Community Health Nurse offers services four days a week, complemented by weekly visits from a doctor. Despite the nearest hospital being located 45 kilometres away in Kununoppin, residents benefit from access to a range of Allied Health Services provided at the Mukinbudin Health Centre.



## Education

The Shire of Mukinbudin proudly features a modern, purpose-built Early Learning Centre situated within the Department of Education grounds. In addition to the local Primary School, which includes Pre-Primary and Kindergarten classes, there is a District High School serving up to Year 10. For students in Years 11 and 12, assistance with online learning is provided through SIDE. Tertiary and Further Education, as well as Distance Education options, are also accessible within the region.



*Above: Aerial photograph of the Mukinbudin District High School.*

Mukinbudin thrives as an energetic, forward-thinking, and deeply proud community, brimming with a strong sense of unity. The town is experiencing growth, particularly in the southern subdivision, where numerous building projects by both the Local Government and private owners and businesses are underway. Additionally, new businesses are showing confidence in the district by investing here.



*Above: The Annual Model T Fords visit to Mukinbudin, April 2024.*



*Above: The Annual Pre-Harvest Sundowner, October 2023.*



*Above: The Annual Pre-Harvest Sundowner, October 2023.*



*Above: The Annual Seniors Dinner, November 2024.*



*Above: Annual Gunfire Breakfast, following the traditional ANZAC commemorative Service.*



*Above: Centenary Celebrations – Yarns by the Campfire, September 2022.*



*Above: Centenary Celebrations – Long Table Breakfast, September 2022.*

Known for its friendly and secure environment with minimal crime, Mukinbudin offers an informal yet vibrant lifestyle, characterised by high levels of community involvement and expectations. It's truly a wonderful place to call home and pursue career opportunities.

For more information, visit our website: [www.mukinbudin.wa.gov.au](http://www.mukinbudin.wa.gov.au) or call the Chief Executive Officer to discuss on 0428 471 102.

Tanika McLennan  
**CHIEF EXECUTIVE OFFICER**