



INFORMATION PACKAGE

EXECUTIVE ASSISTANT

110 MASSINGHAM STREET, KELLERBERRIN WA 6410

TELEPHONE: (08) 9045 4006

WEBSITE: WWW.KELLERBERRIN.WA.GOV.AU

Contact:

Raymond Griffiths, Chief Executive Officer

ceo@kellerberrin.wa.gov.au

(08) 9045 4006



Executive Assistant

Situated in the Wheatbelt region only 200kms east of Perth on the Great Eastern Highway, the countryside around Kellerberrin just beckons to be explored. Sweeping golden plains lead to stunning natural attractions, rocky outcrops and scenic hills to give a panoramic view of the region.

The Shire of Kellerberrin is seeking a highly motivated and professional **Executive Assistant** to provide high-level administrative and organisational support to the Chief Executive Officer and Leadership Team.

We are looking for an individual who will work collaboratively with the CEO and Council, demonstrating exceptional communication skills, attention to detail, discretion, and a strong commitment to customer service. The successful applicant will play a key role in supporting governance functions, coordinating executive meetings, preparing agendas and minutes, managing correspondence, and assisting with community and stakeholder engagement.

This role offers an exciting opportunity to contribute to a progressive local government organisation with a strong focus on delivering high-quality services and supporting strong community outcomes. The position will be full time, with a total remuneration package range between \$75,514 and \$93,973 per annum, including superannuation.

The **Information Package** is obtainable via email mog@kellerberrin.wa.gov.au quoting "Executive Assistant - Shire of Kellerberrin" or on the website.

For further information contact Raymond Griffiths, Chief Executive Officer on (08) 9045 4006. **Applications** should be sent to: mog@kellerberrin.wa.gov.au or mailed to Mr Raymond Griffiths, Chief Executive Officer, Shire of Kellerberrin, PO Box 145, KELLERBERRIN WA 6410 marked "Private & Confidential – Executive Assistant Shire of Kellerberrin" by 12.00pm Thursday, 18th December 2025.

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant Police checks, and to provide evidence of all claimed qualifications prior to commencing employment.*

Shire of Kellerberrin

When you follow C. Y. O'Connor's pipeline for a couple of hundred kilometers east of Perth you will arrive in the township of Kellerberrin.

The town's origins date back to 1908 when the '*Kellerberrin Road Board*' was gazetted. The Road Board covered large areas of land stretching across parts of Tammin, Wyalkatchem, Trayning, Merredin and beyond. On 1st July, 1961, following changes to the Local Government Act, the Shire of Kellerberrin was born.

Fuelled by wheat and sheep farming, the Shire has grown to a population of around 1,400 and now includes most modern amenities. The Shire boasts a supermarket, café, chemist, schools, swimming pool, speedway, recreation and leisure centre, train station, Aged Care facility, hospital and resident medical practitioner.

By far the most attractive feature of the Shire is the community. Friendly, family-orientated, optimistic and active is how some locals would describe it. You get a sense of this just by looking at the large range of junior sporting activities on offer. There's an Aquatic Club, Basketball Club, Cricket Club, Football Club, Netball and Hockey Club. And for anyone left over, there's tennis, golf, lawn bowls, dancing, darts and horse riding!

It's no secret that the people of Kellerberrin value safety. In fact, residents will tell you quietly that there's really not a lot of demand for locks on doors and security patrols in Kellerberrin. And, it has been that way since history can remember.

In 2025, the Shire of Kellerberrin is growing. Growing in both population *and* infrastructure. Right now, there are a significant number of exciting projects on the drawing board.

Council Statistics

Population: 1,270

Area(sq kms) 1,852

Distance from Perth: 202

Length of Sealed Roads (km):228.59

Length of Unsealed Roads (km):710.17

Local Industries: Steel fabrications, sheet metal works, grain silo manufacturers, seed cleaning and sales, concrete, trailer manufacturer, roadhouse

Number of Electors: 820

Number of Dwellings: 570

Number of Employees: 28

Shire of Kellerberrin Council

President Cr Matthew Steber

Deputy President Cr Emily Ryan

Councillors

Cr Monica Gardiner

Cr David Leake

Cr Dennis Reid

Cr Kelsey Pryer

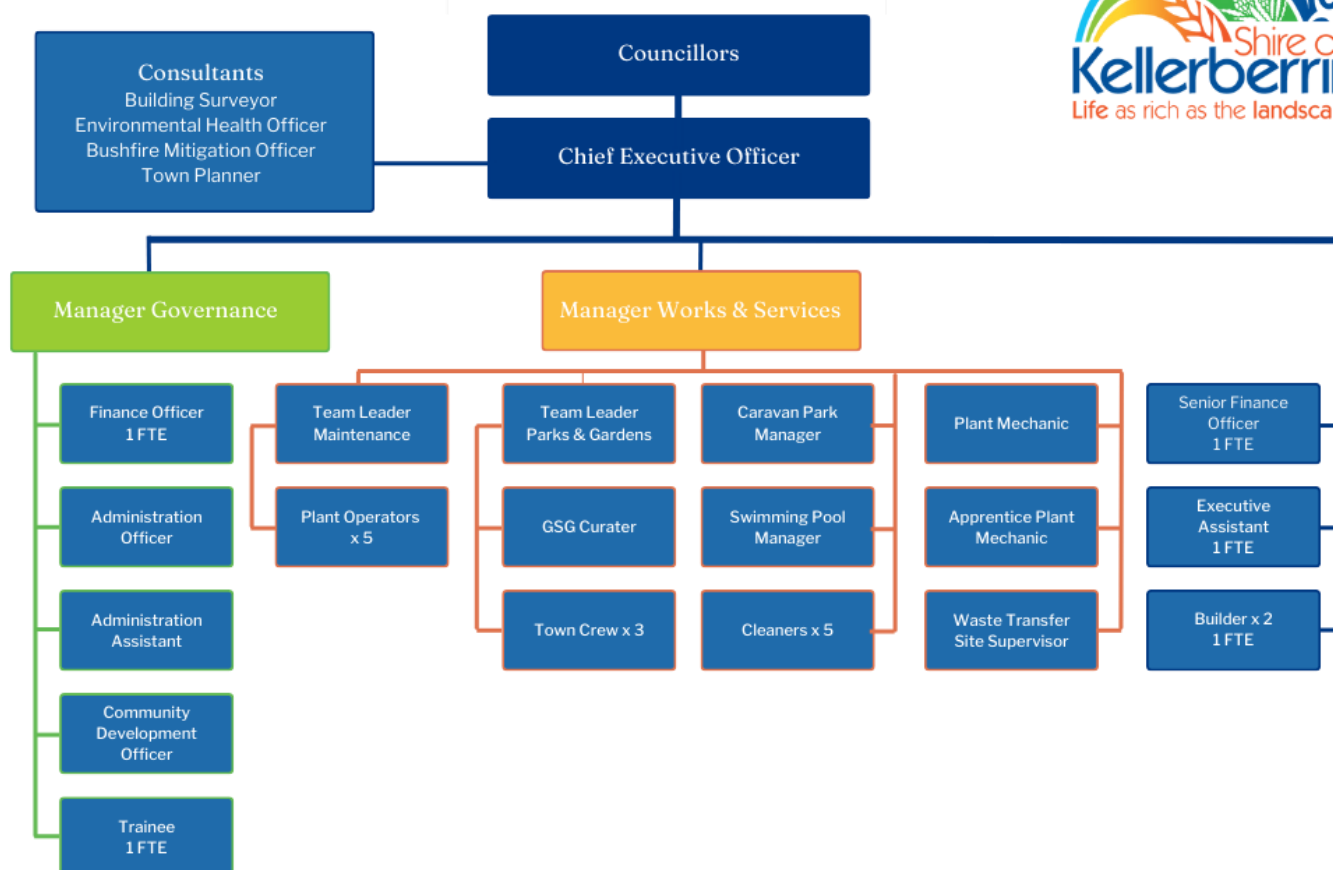
Cr Paul Brown

Council Meetings

Full Council meets third Tuesday of each month at 4pm except January

Main Office:
110 Massingham Street, Kellerberrin, WA, 6410
 Email: shire@kellerberrin.wa.gov.au
 Website: www.kellerberrin.wa.gov.au
 Telephone: 9045 4006

Organisational Chart



The Shire of Kellerberrin is an equal opportunity employer and provides a smoke free work environment.



LINE MANAGEMENT

1. LINE MANAGEMENT

Responsible to: Chief Executive Officer (CEO)

Supervision of: Not applicable

Internal and External Liaison:

Internal: Shire President Councillors
Chief Executive Officer (CEO) Management Team
Employees
Kellerberrin & Districts Club Manager

External: Residents, ratepayers and the general public Culturally diverse people
Government, non-government and private organisations. Contractors
Product and service suppliers

2. EXTENT OF AUTHORITY

This position operates under the direction of the Chief Executive Officer & Manager of Governance in accordance with:

- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and workplace health & safety
- Works under limited supervision and work outcomes are regularly monitored by the Manager of Governance
- Freedom to act is limited by standards and procedures and implementation of efficiency principles
- Uses a degree of initiative in problem solving

3. POSITION OBJECTIVES

- Provide friendly and helpful assistance to Council's customers and clients.
- Provide executive support to the Chief Executive Officer, Manager of Governance and Manager Works and Services.
- Provide secretarial support to members of Council when necessary
- Provide friendly helpful assistance to Council's customers
- Ensure strict confidentiality with respect to all operations of Council
- Provide customer service, clerical and administrative support to the Shire's operational requirements

4. KEYS DUTIES & RESPONSIBILITIES

Customer Service/Administration

- Respond to counter customers and telephone enquiries in polite and courteous manner
- Provide high-level administrative and secretarial support to the CEO, MOG & MWS

- Manage the day-to-day program of the CEO, including updating diary, making appointments, drafting and typing up correspondence and reports
- Review, prepare, coordinate and present Request for Quote (RFQ's) for Councils Preferred Supplier Contracts
- Provide secretarial support to Council's members if necessary
- Maintain records management applicable to CEO & MOG position
- Maintain procedure manual for respective position
- Respond to telephone enquiries in relation to position
- Arrange accommodation and travelling requirements for Chief Executive Officer and Council Members as required
- Creating and placing of Council advertisements and promotional material on website
- Prepare relevant reports for Council as requested by Manager of Governance for review and approval
- Any other duties requested by the Chief Executive Officer or Manager of Governance

Maintenance of Registers and Manuals

- Maintain Registers as per regulations
- Maintain and update Policy and Procedures Manual and submit to Council Agenda
- Participate in the development, implementation, monitoring and review of policies and procedures and the respective manuals.
- Maintain Common Seal Register.
- Assist in maintaining Staff Induction Manual

Elections

- Assist the Chief Executive Officer generally with the electoral process for the Shire of Kellerberrin

Agenda and Minute Preparation

- Facilitating the delivery of accurate and timely Council agenda and minutes using InfoCouncil, including the coordination and management of the reporting actions from Council resolutions when required
- Prepare Council Chambers for Council and Committee meetings.
- Prepare minutes template and format final minutes version and maintain Council minute books.
- Create records for minutes numbers to be actioned.
- Maintain and update Council Action Sheet
- Upload Agendas, Attachments, Minutes & Recordings to the Shire of Kellerberrin website

Public Relations/Media

- Initiating, editing and uploading content on website, ensuring content is up to date, consistent and easily accessible
- Research, write and distribute the quarterly Council matters
- Write and produce documents/promotional material
- Assist with Councils Complaints Register to be provided to Council monthly
- Assist with Snap, Send, Solve
- Research, prepare and distribute media statements on behalf of the organisation

Records

- Provide specialist assistance in matters relating to records management for both staff and management
- Collate, allocate file reference and file all records daily
- Ensure that Council's classification and disposal schedules are used appropriately for the creation of new files
- Develop and maintain the organisation's information management system, policies and procedures in accordance with the Local Government Act 1995, the State Records Act 2000, the Freedom of Information Act 1992, the Privacy Act 1988 and relevant organisational policy. Information management includes record keeping.

- Maintain and Review Councils Record Keeping Plan
- Maintain Council's archiving system including annual disposal lists and permanent records register.

Human Resources

- Assist in preparation of Performance Appraisal documents each year or as per Councils Policy
- Develop and maintain the organisation's human resources system, policies and procedures in accordance with relevant Awards and organisational policies.
- Assist CEO and Managers with recruitment, selection and onboarding processes
- Assisting in the regular review, development and implementation of organisational directives, work instructions and HR related systems and documentation with an aim to maintain compliance
- Maintaining relevant human resources records, information and databases to ensure accuracy and availability of information where required
- Assisting in the coordination of all aspects of the employee lifecycle including the end-to-end recruitment process, induction and termination
- Provide guidance and support to employees, managers, and other relevant staff on HR matters for the benefit of the organisation
- Ensuring confidentiality is maintained in respect to all HR processes and information

Governance

- Ensure that current and future staff hold the appropriate authorisations and sub-delegations through the drafting of the appropriate correspondence for approvals to be considered
- Ensure the timely lodgement of Annual and Primary Returns by Councillors and staff and record as applicable using Attain. Update register on website.
- Fully utilise the capabilities of the Attain platform and ensure all data and records are consistently maintained and up to date.
- Coordinate the organisation, compilation and distribution of Council agendas, minutes and all other documents (including confidential items) for the Executive Team and Council within specified timeframes
- Maintain Councillor related registers including but not limited to Declarations of Financial Interest and Councillor Attendances
- Quarterly complete Councillor Attendance cheque requisitions and lodge for payment with the Finance Officer.
- Ensure accuracy and compliance with relevant legislation and the Shire's policies and procedures

5. SELECTION CRITERIA

Qualification

- Current national "C" class driver's license
- Completion of Year 12 Certificate

Key Skills, Knowledge & Experience

- Highly developed typing, keyboard and word processing skills, including Microsoft suite
- Developed numeracy skills
- Highly developed public relations skills
- Working knowledge of local community
- Highly developed interpersonal skills and ability to provide effective customer service support
- Demonstrated ability to operate with minimal supervision
- Highly developed time management, organisational and priority setting skills
- Developing knowledge of Council's organisational structure and function
- Developing knowledge of Local Government protocols

Personal & Communication Skills

- Highly developed verbal and written communication skills.
- Excellent knowledge of the English language including spelling, grammar and vocabulary

6. POSITION PREREQUISITES

No formal offer of employment will be made until the following employment prerequisites are received:

- Pre-employment Medical Examination with a General Practitioner of their choice
- Current police clearance, no more than six months old

7. COMPLIANCE

This position will comply with all legal obligations, including by complying with:

- Workplace Health & Safety Act 2020;
- Organisational workplace health and safety policies and procedures;
- Local Government Industry Award 2020;
- Local Government Act 1995;
- Equal Opportunity Act 1984;
- Code of Conduct Policy;
- Community Engagement Policy; and
- All other applicable workplace policy and legislation.

Work Health & Safety

All Shire employees will comply with the Shire's WHS Policy and other Shire WHS policies and procedures and legislations relevant to the role and responsibilities, including assuming responsibility for the proper use of all shire equipment under direct control of the employee. In accordance with Shire's policy and procedures, employees will report all hazards, incidents and near misses in the required timeframe. Assist in the management and identification of risks to ensure all Shire employee's, contractors and the community are protected against preventable injuries and damage to property.

All Shire employees are required to comply with Council's WH&S Policies and all legislations relevant to their role and responsibilities; Observe safe work practices and operating procedures; As well as report any hazards, incidents or near misses in accordance with WH&S requirements.

CONFIDENTIALITY

All employees are required to sign the Employees Code of Conduct. It should be remembered that your employment may place you in a position where you will be aware of confidential information regarding staff and customers. Misuse of such information will be treated seriously and may lead to termination of employment.

As per the Code of Conduct *Employees must not access, use or disclose information held by the Shire of Kellerberrin except as directly required for, and in the course of, the performance of their duties. Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.*

The obligation for employees to observe a Code of Conduct arises from –

- the *Local Government Act 1995 s.5.103*,
- the *Local Government (Administration) Regulations 1996 r. 34B and 34C*, and
- the terms and conditions of their employment with the Shire.

The observance of Council policies is a key responsibility of any employee and any breach of those responsibilities could incur disciplinary action, including termination, via the management framework established in accordance with the CEO's responsibilities under Section 5.41(g) of the *Local Government Act 1995*.

TERMS OF EMPLOYMENT

Award	Local Government Industry Award	
Position Status	Full Time	Permanent
Hours of Work	Working Hours: 8:15 am - 5:00 pm 45 minute lunch break, accruing one RDO a month	
Overtime	Requires Prior Authorisation	
Award Level	Level 6 – Base rate	
Gross Wage per Hour	\$32.34	Paid fortnightly to nominated bank account
Gross Annual Salary	As per attached negotiated range	
Superannuation	12% Employer Superannuation Guarantee Contribution Council superannuation contribution scheme is 5% of ordinary time earnings subject to conditions as per scheme requirements (you are required to put in 5% to receive the additional 5% from Council).	
Probation	Three (3) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months.	
Performance Review	Annually – to be undertaken by the Chief Executive Officer & Manager of Governance	
Leave	<p>Annual Leave 4 weeks Annual Leave allocated to the position. 17.5% leave loading (pro-rata)</p> <p>Personal Leave Ten days sick leave per year (this incorporates Sick and Carers Leave) to which an employee other than a casual is entitled without loss of pay due to personal circumstances i.e. illness or injury).</p> <p>Long Service Leave Thirteen (13) weeks after ten (10) years continual Local Government services, transferable between Local Authorities within Western Australia</p>	
Uniform	Uniform allowance of up to \$400.00, after the completion of the three (3) month probation. All uniforms are the property of the Shire of Kellerberrin as per policy. You are responsible for the maintenance and laundering of clothing.	
Vehicle	This position does not have entitlement to a Council vehicle. When the employee is required to travel for business reasons, a Council vehicle may be provided for that use only.	
Housing	Council housing may be available at an employee subsidised rate. Please make enquiries to the Manager of Governance regarding availability and conditions.	
Job Location	Kellerberrin, Western Australia 6410	

Remuneration Details

Employment is offered with a remuneration package of \$75,514 to \$93,973 per annum, which comprises:

Remuneration Package

• Salary (includes over award)	\$ 63,774	\$ 79,610
• Superannuation Guarantee (12%)	\$ 7,652	\$ 9,553
• Superannuation – Matching (Policy) (5%)	\$ 3,188	\$ 3,980
• Uniform	\$ 400	\$ 500
• Gym Membership – Annual Pass	\$ 350	\$ 180
• Pool Membership – Season Pass	\$ 150	\$ 150
	<u>\$ 75,514</u>	<u>\$ 93,973</u>

*Superannuation of up to 17%, based on 12% superannuation guarantee contributions and an additional 5% contingent upon employee contributions.

PREPARING YOUR APPLICATION

Applicants, who demonstrate that they meet the key skills and responsibilities for the position and who, from their written applications, appear to be competitive, will be considered for interview.

If possible, your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

Applications can be either be emailed (preferred), or posted but must be received before the closing advertised date.

Email address for applications: mog@kellerberrin.wa.gov.au

Postal address for applications:

Mr Raymond Griffiths,
Chief Executive Officer
Shire of Kellerberrin
PO Box 145
KELLERBERRIN WA 6410
marked "Private & Confidential – Executive Assistant - Shire of Kellerberrin."

In order to qualify as a valid application you must include all the following information.

Resume (Curriculum Vitae) which comprise of:

- Personal Details - Name, address, telephone number and email.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Cover Letter

- Provide a brief statement, which relates your experience, skills and knowledge. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Substantiated evidence of claimed qualifications must be provided to Council prior to appointment.

Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Referees should be contacted for approval before listing them in your application.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case, please let us know.

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.

Late Applications

In fairness to all applicants, late applications cannot be received by Council.

The Interview

An interview will be conducted by a panel of which the membership will be advised prior to the interview.

The interview questions predominantly will relate to the Key Duties & Responsibilities for the position and the same questions will be asked of each person interviewed for the position.

To assist you in preparing for the interview, you may be asked questions on the following topics:

- Focus on the duties and responsibilities of the position and how you would carry them out. Think on any problems you would encounter and how you would resolve them.
- If you have any relevant reports or other work which you have which will provide examples of your skills and abilities, you should prepare it for a presentation at the interview.
- Prepare a few question that you may wish to ask of Council.

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position regardless of your previous experience or reputation.
- Try to remember the names of the person/people interviewing you.
- You will be provided a copy of the questions to the interview to prepare brief notes immediately prior to your interview.
- If you do not understand a question or part thereof, please ask for clarification of request the question be repeated.
- Give direct honest answers to the questions with direct experience you may have had.

The interview panel will record your replies to the questions to assist them in accurately recalling your responses to question when determining the successful applicant.

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.