



Position Vacancy

Administration Officer

(Full Time)

The Shire of Meekatharra is seeking an organised and customer-focused Administration Officer to provide administrative support, customer service, and records management services across the organisation.

The successful applicant will have strong communication and computer skills, excellent attention to detail, and the ability to manage competing priorities.

Previous experience in administration, customer service, or records management will be highly regarded.

This position offers varied work, supportive working conditions, and an opportunity to contribute to the delivery of quality services for the Meekatharra community.

Application information, including remuneration and the position description for the role, can be obtained from the Shire of Meekatharra website at www.meekatharra.wa.gov.au or by contacting the Shire office on 08 9980 0600.

Your application should include a short cover letter outlining your interest in the position and alignment to the Desirable Criteria, a current resume detailing qualifications and experience, and at least two work references.

Completed applications should be forwarded to jobs@meekatharra.wa.gov.au and be clearly marked – **Position Application – Administration Officer** – by 4:00pm on Friday 11 September 2026.

Interviews and appointment may be made prior to the closing date.

Nathan Cain
Chief Executive Officer



Application Information

Administration Officer

ES.02

Position Details

Position Title and Number

Administration Officer – ES.02

Work Area

Corporate / Executive Services

Industrial Agreement

Local Government Industry Award 2020 (as a State Instrument)

Classification Level

3

Employment Type

Full-Time

Reviewed and / or Updated

September 2026

Direct Remuneration

The Shire of Meekatharra is offering a Level 3 full-time position payment (under the Award) as well as a location-based incentive payment (“Meekatharra Payment”).

Ordinary Rate	Level 3	\$29.03 / hour
Meekatharra Payment	Step 1	\$6.58 / hour
Effective Commencing Hourly Rate		\$35.61 / hour

Annual pay increases for successful performance will be provided.

Other Benefits

Mandatory Superannuation	Mandatory superannuation levels are set, and varied, by law. The current rate is 12%.
Superannuation Co-contribution	Council will match up to 5% superannuation based on a matching voluntary employee contribution.
Annual Leave	Additional 1 week per annum (5 weeks total), with leave loading of 17.5%.
Training and Professional Development	The Shire encourages further training and development, including ongoing studies and conference attendance, and is actively supportive of these opportunities.
Housing	Where available, a residence suitable for the successful applicant will be provided for free as part of the salary package. The residence will be offered furnished or unfurnished. Lawn maintenance and water will be included.
Housing Alternative	If the successful applicant has their own Meekatharra-based accommodation, a \$300 / fortnight “own-accommodation payment” is applicable.
Gym and Swimming Pool	Free entry to the Shire-operated gym and swimming pool.
Relocation	The Shire will cover up to \$10,000 to relocate you and your belongings to Meekatharra.
Uniforms	All uniforms tops, jackets, and safety gear will be provided by the Shire, with additional annual provisions.
Rostered Days Off	The successful applicant will be able to choose either a 9-day fortnight or a day off every 4-weeks.

Other Information

Probationary Period

A 3-month probationary period will be applicable.

Pre-Employment Medical

The successful applicant will be required to effectively complete pre-employment medical testing including drug and alcohol testing prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs will be paid for by the Shire of Meekatharra. Existing medical conditions will not preclude an appointment.

Community Service Leave

The Shire supports the important role volunteers play in the community. Employees who are volunteers will not be financially penalised for attending emergencies.

Commencing Total Remuneration Package Includes

Benefit	Amount
Salary	\$70,365
Superannuation	\$8,443
Superannuation Co-contribution (conditional)	\$3,518
Ongoing Development	\$5,000
Housing	\$17,500
Own-Accommodation Payment	\$7,800
Gym and Swimming Pool	\$500
Relocation (conditional)	\$10,000
Uniforms	\$1,000

Submitting an Application

Your application should include –

- A cover letter explaining your interest in the position with brief responses to each of the Desirable Criteria included in the Position Description to demonstrate you have the necessary knowledge, experience, and / or qualifications to successfully carry out the role,
- A current resume detailing your qualifications and work history, and
- Contact details for at least two work references.

It is essential any provided information is clear, concise, and relevant.

About Meekatharra

Meekatharra, located approximately 770 kilometres north-east of Perth, is the largest town and shire in the Murchison region of Western Australia. Positioned along the Great Northern Highway, it serves as a key service hub for the pastoral, mining, and transport industries which operate across this vast inland region.

Steeped in history, Meekatharra has long been associated with gold mining, pastoral activity, and exploration. While its historic roots remain a defining feature, the town continues to evolve as a modern outback centre, providing essential services to remote communities, pastoral stations, and a steady flow of travellers and freight moving through the state's interior.

The community is underpinned by resilience, diversity, and cultural heritage. Meekatharra retains a strong connection to Yamatji culture, offering opportunities to experience traditional knowledge and the deep relationship Aboriginal people hold with country. This cultural strength complements the pioneering spirit of the town's early settlers, contributing to Meekatharra's unique character.

Strategically located, Meekatharra is an important link between the Mid-West, Pilbara, and Goldfields regions. The town supports a range of industries including mining, pastoralism, and tourism, and is well-placed to benefit from ongoing exploration activity and resource development across inland Western Australia.

Tourism in the region is steadily growing, with visitors drawn to its red-earth landscapes, expansive skies, and sense of remoteness that embodies the Australian outback. Attractions such as the Meekatharra Heritage Trail, Royal Flying Doctor Service base, and the annual Meekatharra Festival showcase the area's culture, history, and community pride.

Meekatharra also provides vital social and civic infrastructure including education, health, emergency services, and recreation facilities, ensuring it remains a sustainable and welcoming regional centre. For investors, residents, and visitors alike, the town represents both opportunity and authenticity – a place where heritage, industry, and outback lifestyle converge.

Meekatharra – A golden prospect



Position Description

Administration Officer

ES.02

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Position Summary

The Administration Officer provides professional administrative, customer service, and records management support across the Shire of Meekatharra.

The position serves as an important first point of contact for residents, visitors, contractors, and government agencies, while supporting the efficient delivery of the Shire's corporate and operational functions.

The position undertakes reception, correspondence, recordkeeping, financial administration assistance, meeting support, and general office duties.

The Administration Officer is expected to provide accurate, timely and courteous services while maintaining confidentiality, exercising sound judgement, and complying with relevant legislation, Shire policies, and established procedures.

Key Duties and Responsibilities

This position will –

Customer Service

- Provide professional, courteous and timely service to residents, visitors, staff, elected members, and external stakeholders.
- Attend to telephone, email, and counter enquiries, and refer complex matters to the appropriate officer.
- Receive payments, issue receipts, reconcile daily takings, and prepare banking documentation.
- Assist customers with Shire services, applications, registrations, bookings, and general information.
- Maintain positive working relationships with community members, businesses, government agencies, and other stakeholders.

Administration

- Prepare correspondence, reports, notices, forms, registers, spreadsheets, and other documents to a professional standard.
- Provide administrative support to the Chief Executive Officer, managers and other Shire employees.
- Process incoming and outgoing mail, email, and other correspondence.
- Undertake data entry, photocopying, scanning, filing, and document preparation.
- Maintain office supplies, administrative resources, and relevant registers.
- Assist with facility, vehicle, and accommodation bookings, where required.
- Obtain quotations, prepare purchase requisitions, and support procurement processes.
- Assist with accounts payable, accounts receivable, payroll, or other financial administration, as directed.
- Support the delivery of community programs, meetings, functions and events.

Records Management

- Register, classify, distribute, and file correspondence within the Shire's electronic records management system.
- Create and maintain accurate, complete, and accessible corporate records.
- Ensure documents are managed in accordance with the Shire's Recordkeeping Plan, policies, and legislative requirements.
- Protect confidential, sensitive, and personal information from unauthorised access or disclosure.
- Assist with maintaining statutory registers, databases, and administrative records.

Other Responsibilities

- Comply with the Shire's Code of Conduct, policies, procedures, and lawful directions.
 - Demonstrate integrity, accountability, discretion, and respect in all workplace activities.
 - Take reasonable care for personal health and safety and the health and safety of others.
 - Report workplace hazards, incidents, injuries, and near misses promptly.
 - Participate in training, performance reviews, and continuous improvement activities.
 - Contribute positively to a cooperative, inclusive, and customer-focused workplace.
 - Perform other duties as required and appropriate to this level.
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Award Classification Alignment

Authority and Accountability

- Responsible for completion of regularly occurring tasks with general guidance daily.
- May supervise work or provide on-the-job training, based on their skills and / or experience, to employees of the same or lower levels.

Judgement and Problem Solving

- Personal judgement is required to follow predetermined procedures where a choice between more than two options is present.
- Work performed falls within general guidelines with scope to exercise discretion in the application of established practices and procedures.

Specialist Knowledge and Skills

- Application of developed skills acquired through on-the-job training or accredited external training over several months.
- Positions may require demonstrated competence in administrative areas.

Management Skills

- Not required at this level.

Interpersonal Skills

- Employees at this level require communication skills to enable them to effectively communicate with clients, other employees, and members of the public and in the resolution of minor matters.

Qualifications and Experience

- Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II or a non-trades Certificate III, however described.
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Organisational Relationships

Responsible To

- Coordinator Executive Services

Supervision Of

- Nil

Internal

- Other employees
- Contractors
- Service providers

External

- Community members
 - Government agencies
 - Tourists and visitors
-

Workplace Health and Safety

This position will –

- Work with care for their own health and safety and of others
 - Participate in developing safe work procedures and follow them
 - Participate in training
 - Use equipment properly and report any faults or damage
 - Use personal protective equipment as directed
 - Report hazards and incidents to the Supervisor
 - Participate in return-to-work plans
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Desirable Criteria

- Demonstrated experience in administration, customer service or a comparable office-based position.
- Well-developed written and verbal communication skills.
- Strong interpersonal skills and a demonstrated commitment to professional customer service.
- Sound computer skills, including practical experience using Microsoft Word, Excel, Outlook, and electronic information systems.

- Demonstrated ability to prepare accurate correspondence, reports, registers, and other business documents.
- Sound literacy, numeracy, data entry, and keyboard skills.
- Demonstrated organisational and time-management skills, including an ability to prioritise competing tasks and meet deadlines.
- Demonstrated attention to detail and commitment to accuracy.
- Demonstrated ability to exercise discretion and maintain confidentiality.
- Ability to learn and apply legislation, policies, procedures, and administrative processes.
- Current Western Australian C Class driver's licence.
- Ability to obtain and maintain a satisfactory National Police Clearance.
- Certificate III or higher qualification in Business Administration, Local Government, Records Management, or a related discipline.
- Previous experience within local government, State Government, or another public-sector organisation.
- Knowledge of the Local Government Act 1995, and local government functions and processes.
- Experience using electronic document and records management systems.
- Experience preparing meeting agendas, reports, and minutes.
- Experience in cash handling, receipting, daily reconciliation, and banking.
- Experience with accounts payable, accounts receivable, payroll, or procurement administration.
- Valid First Aid certification (or willingness to obtain).

Acknowledgement

I acknowledge the information contained in this document describes the general nature and level of work required and, as such, is not an exhaustive list of all responsibilities, duties or skills required in the role.

Signature Date

Name