



## Information for Applicants

# CUSTOMER SERVICE OFFICER – RECORDS



**Applications close**  
4:00 pm, 14 August 2025

**For more information contact:**  
Ian Graham  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
Tel: 08 9890 0900



## **CUSTOMER SERVICE OFFICER – RECORDS**

**Package up to \$70k**

The Shire of Narrogin has an excellent opportunity for an enthusiastic, team-oriented individual to fill the role of Customer Service Officer – Records in the Corporate Services Department.

Responsibilities include assisting the CSO's with customer service and transport licensing as required, managing incoming and outgoing correspondence by scanning, classifying, registering, and distributing documents, including the operational management of the Shire's "Enquiries" email. The role involves setting up and tracking files, handling internal mail movement, and assisting with archiving and disposal of records in line with retention policies. It also includes providing advice to staff on records management, ensuring information security and confidentiality, liaising with ESO's to maintain record-keeping templates, contributing to process improvements and team goals, participating in training, and supporting the ongoing principle of a "paperless" office.

The successful candidate would ideally have experience in all aspects of tasks above however candidates with suitable skills and an enthusiasm to learn should apply.

Previous experience in Transport Licencing will be advantageous however Training will be provided as part of the employment package and is required by the Department of Transport.

To be considered for this role you must submit a written application addressing the selection criteria listed in the position description and provide a copy of your current resume.

An application package is available on the Shire's website or by contacting Ian Graham on 9890 0900.

Applications should be marked '**Private & Confidential – Customer Service Officer – Records**', addressed to the undersigned.

Applications close **4:00 pm, 14 August 2025**.

The Shire of Narrogin is an equal opportunity employer.

Dale Stewart  
**Chief Executive Officer**  
Shire of Narrogin  
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# The Package

Position:	Customer Service Officer – Records
Department:	Corporate Services
Section:	Corporate and Community Services
Position classification:	LGIA Award: Level 4
Employment type:	Full Time or Part Time
Location:	Shire of Narrogin & other Local Government Districts as required.

Per annum	\$ Minimum	\$ Maximum
Salary*	49,558	49,558
Over Award Payment	0	9,722
Total Salary Payable	49,558	59,280
Superannuation @ 12%	5,947	7,114
Matching Superannuation @ 3%	1,487	1,778
Leave Loading 17.5% (not payable to contract or casual employees)	667	798
Vehicle Provision**	N/A	N/A
Housing Allowance	N/A	N/A
Telephone Allowance	N/A	N/A
Uniform Allowance	350	350
Gym Membership (full) (50% discount)	520	520
Rostered Day Off	19 day month	19 day month
TOTAL	58,529	69,840

\* The package is calculated on a full time wage of 76 per fortnight for a full year. Wages will be paid on actual hours worked.

\*\* Unrestricted Private Use (radius of 250km) from Narrogin townsite

# About Your Application

## Preparing Your Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications to [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au) is preferred, if mailing or delivering the application, it should be stapled in the top left hand corner. Note: Please do not submit applications in plastic folders or include original documents.

## Covering Letter

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

## Addressing Selection Criteria

If the advertisement requires you to address selection criteria, you will need to set out in a separate document entitled "Selection Criteria" and provide evidence of your ability to meet the criteria.

## Curriculum Vitae (Resume)

Your Curriculum Vitae should provide personal details (e.g., name, address, contact number) relevant work history, education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

## Qualifications

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

## Referees

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

*It is courteous to contact your referees for approval prior to nominating them in the application.*

## Closing Dates for Applications

Vacant positions with the Shire of Narrogin are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Narrogin offices.

## Late Applications Will Not Be Accepted

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Narrogin by telephone to organise a convenient time to conduct the interview.

### **Preparing for the Interview**

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

### **The Interview Process**

The interview panel will generally consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

### **After the Interview**

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and completing a pre-employment medical and drug & alcohol test, the costs of which will be reimbursed upon commencement.

***All unsuccessful applicants will be notified in writing.***

# Working for the Shire of Narrogin

Located in a picturesque valley surrounded by woodlands, farming country and rolling hills, Narrogin is just a two hour drive south east of Perth and is a major service centre for the region's rich agricultural industry.

The vibrant town is home to about 5,200 residents and is the regional centre for nearby communities including Cuballing, Wickiepin, Wagin, and Williams, all of which provide a feeder population of more than 10,500 people.

The town's significant infrastructure, health and education facilities and specialty retail outlets also regularly attract more than 9,000 residents from the other outlying shires of Brookton, Corrigin, Dumbleyung, Kulin, Kondinin, Lake Grace and Pingelly.

The Shire of Narrogin is an Equal Opportunity Employer that has a team-oriented and highly motivated workforce which provides quality services and facilities to residents and visitors to the Shire.

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#) and Council's adopted [Code of Conduct](#).

All or some of the following benefits may apply to your position at the Shire of Narrogin:

## **Local Government Career**

There are currently 138 Local Governments in Western Australia (and two Territories). Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference.

## **Hours of Work**

Varies depending on the position held, most office employees work Monday to Friday, minimum 152 hours per month. Most 'outside' employees work Monday to Friday, from 6.30am to 4.00pm during the summer months and from 7.00am to 4.30pm during the winter months.

## **Rostered Day Off (RDO)**

A RDO system is in place for eligible Shire employees. One day off per month for full-time Administration, Library, Caravan Park, Narrogin Regional Homecare and Narrogin Regional Leisure Centre employees (other than Executive staff) and one day off per fortnight for employees that work in the Works and Services Division.

## **Up to 15% Superannuation (combined contribution)**

As well as the required 12% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation Plan will be matched by the Shire up to a maximum of 3%.

## **Annual Leave - 17.5% Leave Loading**

For employees not defined as casual, four weeks annual leave is payable after 12 months' service. Leave Loading of 17.5% is paid on annual leave for permanent staff not on contract.

### **13 Weeks' Long Service Leave**

All permanent employees of the Shire are entitled to 13 weeks long service leave after completing 10 continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia.

### **Personal Leave**

Personal/carers and bereavement leave is as per the National Employment Standards.

### **Employees Training and Development Opportunities**

To maximise the potential and skills of its employees, the Shire is committed to supporting employees' training and education and providing professional development opportunities to employees as appropriate and encourages senior employees' attendance at State Conferences.

### **Probationary Period**

A position may be subject to a probationary period.

### **Study Leave and Funding**

Study leave assistance may be extended at the discretion of the CEO.

### **Competitive Salary**

A competitive salary will be offered relevant to the position level within the Shire.

### **Salary Packaging**

Salary packaging is available for permanent employees (e.g., package car and/or laptop).

### **Employee Incentive Scheme**

Employees are able to participate in a reward scheme which enables employees to receive an amount not exceeding \$200 in cases where they have put forward good suggestions which have been adopted and resulted in savings and improved efficiency to the Shire.

### **Annual Performance Reviews**

All employees are entitled to an annual performance review. The reviews are linked to possible salary review and highlights training requirements for the relevant position.

### **Internal Promotion and Acting Opportunities**

The Shire encourages all employees to fulfil acting positions where available and endeavours to promote existing employees when a vacancy arises.

### **Subsidised Corporate Uniform – Office Employees**

All permanent employees are entitled to a subsidised annual allowance toward the Local Government uniform.

### **Personal Protective Equipment**

All necessary protective clothing and equipment is supplied by the Council to ensure your safety.

### **Smoke Free Working Environment**

The Shire Administration office, Depot, Library, Homecare, Narrogin Regional Leisure Centre and all workplaces including vehicles are smoke-free working environments.

### **Health and Wellbeing Programme**

Various programmes are regularly conducted for Shire employees such as Flu vaccines and sunscreen checks and full health assessments. These programmes are free to employees.

## **Vaccinations**

Vaccinations from time to time, such as COVID-19, may be compulsory under Government of WA mandates and Health Directions for certain classes of employees including environmental health officers, frontline employees that have regular and close direct contact with aged and vulnerable clients and customers. This is also due to Commonwealth funding requirements, with respect to all Narrogin Regional Homecare employees, whether permanent or casual.

In addition, in the event of a lock down or similar restrictions, all employees at the following work locations may be required to be fully vaccinated, to continue to attend work:

- Narrogin Regional Homecare
- Caravan Park
- Refuse Site
- Works Depot (Mechanical, Parks & Gardens, Construction & Maintenance, Depot Admin)
- Library
- Ranger Services
- Shire Administration Office.

Exemptions may be available through a General Practitioner, that confirms that to receive a vaccination, would compromise their health, due to an existing underlying health condition.

In limited circumstances, those that are not fully vaccinated, may receive temporary approval to work from home, on a case by case basis.

## **Equal Opportunity Employer**

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

## **Job Share and Part Time Opportunities**

The Shire supports the principle of job sharing and part time employment, with various part time positions currently occupied within the Shire.

## **Modern Office Facilities**

The Narrogin Shire Administration Office, Library, Narrogin Regional Leisure Centre, Narrogin Regional Homecare, and Works Depot Office are all modern, spacious, air-conditioned buildings.

## **Kitchen Facilities**

The Shire Administration Office and Works Depot has a modern kitchen/lunchroom for employees use.

## **Employee Corporate Functions (e.g., Farewell & Christmas Functions)**

The Shire provides an annual Christmas Function for all Elected Members, employees and their families as well as other occasional functions throughout the year.

## **Friendly Work Environment**

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects / career advancement within the Shire and in local government in general.

## **Work Experience Programme**

The Shire is dedicated to giving young people the opportunity to utilise the work experience programmes through their School, enabling them to work in their area of interest.



**RRR – Reduce Reuse Recycle**

The Shire of Narrogin is committed to promoting environmentally conscious development and to creating a more sustainable community.

**Gymnasium or Swimming at lunchtime – Discounted Membership**

The Shire Administration Office is located within close proximity to the Narrogin Regional Leisure Centre. A 25-metre heated pool and fully equipped gymnasium is available to all staff who wish to visit as an occasional patron or take advantage of 50% discount to membership packages at the Centre.

**Family Friendly Environment**

The Shire Administration Office is a family friendly environment and recognises the importance of a working/family life balance.

**Voluntary Employee Involvement in Community Events**

Employees are able to be involved in various events which the Shire organises and/or supports within the community.

**Close to Early Education, Schools, and the Agricultural College**

For those with children, all work locations are within close proximity to the Narrogin Regional Childcare Centre, three choices of Primary Schools, the Senior High School (to year 12) and the Agricultural College (years 10 – 12).

**Counselling Services**

The Shire offers support on a range of work-related issues. Short term counselling aims to provide local government workers, elected members and bushfire volunteers with support for a wide variety of work-related issues such as work relationships, conflicts at work and other work-related issues. To access this service an individual must be referred to LGIS by the local government by using the approved referral form, which will entitle the individual up to 6 sessions.

**Free Parking**

The Shire has free on-site parking facilities for all employees.

**Electric Vehicle Charging Stations**

Six (6) dedicated Hybrid or Electric Vehicle car parking / charging stations free for employees to park and use if based at the Administration Office.

For further information please contact the Payroll Officer on telephone 9890 0900 or email [payroll@narrogin.wa.gov.au](mailto:payroll@narrogin.wa.gov.au).

# Organisational Structure





## **Position Description**

### **Customer Service Officer – Records**

#### **1. POSITION DETAILS**

Position:	Customer Service Officer – Records
Directorate:	Corporate & Community Services
Department:	Finance
Position classification:	Level 4
Employment type:	Full Time / Part Time
Location:	Shire Administration Building

#### **2. ORGANISATIONAL RELATIONSHIPS**

Responsible to:	Manager Corporate Services
Supervision of:	Not applicable
Internal and External Liaison:	Chief Executive Officer and Executive Team
Internal	All staff and elected members
External	Rate Payers Electors General Public Transport Licensing Customers

## **1. POSITION OBJECTIVES**

- To provide an efficient overview of records management service.
- Perform a range of governance functions in conformity with legislative requirements, including the processing of tenders, leases, contracts, statutory reporting, compliance audits, risk management, and other governance functions.
- Provide effective operation of administrative and governance functions, responsible for ensuring the Shire meets all legislative, statutory and policy compliance

## **2. KEY DUTIES / RESPONSIBILITIES**

### **Customer Service & Transport Licensing:**

- Assist the CSO's with customer service & transport licensing as required.

### **Records Management**

- Manage incoming and outgoing correspondence - scanning, classifying, registering, and distributing documents. This includes the principal operational responsibility for the Shire's "Enquiries" email.
- Set up and track files and handle internal mail and file movement.
- Assist with archiving and disposal of records in line with established retention policies.
- Provide support and advice to staff across departments on records management procedures.
- Help improve internal processes and maintain the security and confidentiality of information.
- Liaise with the ESO's for the set up and ongoing validity of templates used within the Shire's Record Keeping system.
- Contribute to team goals and participate in ongoing training and development.
- Contribute to the ongoing principle of a "paperless" office.

### **General**

- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.
- Other duties as required.

## **5. SELECTION CRITERIA**

### **Qualifications**

- No formal qualifications required.
- Completion of customer service training is ideal.
- Completion of Transport licencing training and subsequent accreditation
- Police clearance for Transport Licencing purposes.

### **Experience**

- Experience in customer service.
- Experience in cash handling.
- Experience in working with Microsoft applications.
- Experience in Transport Licencing (Training is mandatory by the Department of Transport).
- Knowledge of local community and services.
- Experience in local government (desired).
- Experience in records management.

### **Skills**

- Awareness of reception and telephone techniques.
- Good time management skills.
- Ability to work under pressure.
- Developed verbal and written communication skills.
- Developed telephone skills.
- Excellent keyboard and typing skills.
- Ability to work with others in a team environment.
- Ability to work under pressure, use initiative and be well organised.
- Developed numeracy skills with experience in cash handling and receipting.

### **Knowledge**

- Knowledge of Council's organisational structure and functions.
- Sound knowledge of local facilities, organisations and services provided within the community.
- Sound knowledge of Transport Licencing functions and regulations.
- Basic knowledge of records management.
- Physical requirements:
- The position is mainly desk bound with some standing to assist customers as required.

## **6. EXTENT OF AUTHORITY**

- Free to act within established guidelines and may exercise judgement in some circumstances. Contributes to the team decision making process.

## **7. WHS REQUIREMENTS**

- Follow all Work, Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



Shire of  
**Narrogin**  
*Love the life*

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