



# Information for Applicants

## MANAGER CORPORATE SERVICES



**Applications close**  
4.00pm, Monday 16 February 2026

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



## MANAGER CORPORATE SERVICES

### Package up to \$160k

The Shire of Narrogin has an excellent opportunity for a dynamic, strategic, innovative, collaborative, and results-driven leadership individual to fill the role of Manager Corporate Services in the Corporate and Community Services Department.

Responsibilities include:

- To effectively lead and manage the day-to-day operations of the Shire's Finance, Human Resources/Payroll and Customer Service Departments, (Corporate Services).
- Ensure the Shire's is compliant with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Local Government (Audit) Regulations 1996, Australian Accounting Standards and any other relevant legislation.
- To enforce a high level of budgetary control and financial accountability within the organisation.
- Oversee the delivery of Council's Integrated Planning and Reporting Framework requirements.
- To monitor compliance with the Council's financial based policies.
- To provide advice and assistance to other Shire's Departmental Managers regarding financial issues.
- Provide financial, administrative and governance support to the Executive Manager of Corporate and Community Services and the organisation.

The successful candidate will require:

- Hold or be substantially advanced in studies towards a tertiary qualification in Business Management and/or Accounting.
- Hold a current "C" class driver's license.
- National Police Clearance.
- Proven experience in managing the financial affairs of a local government authority and/or organisation requiring comparable skills and knowledge.
- Knowledge of contemporary financial management and planning.
- Demonstrated experience preparing financial reports.

To be considered for this role you must submit a written application 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 – Manager Corporate Services, addressed to the undersigned.

Applications close at 4.00pm, Monday 16 February 2026.

The Shire of Narrogin is an equal opportunity employer.

Dale Stewart

**Chief Executive Officer**

Shire of Narrogin

PO Box 1145 Narrogin WA 6312

[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

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# The Package

Position:	Manager Corporate Services
Department:	Corporate and Community Services
Section:	Corporate Services
Position classification:	Contract
Employment type:	Full Time
Location:	Shire of Narrogin & other Local Government Districts as required.

Per annum	\$ Minimum	\$ Maximum
Salary*	\$105,000	\$120,000
Over Award Payment	Not Applicable	Not Applicable
Superannuation @ 12%	\$12,600	\$14,400
Matching Superannuation @ 3%	\$3,150	\$3,600
Leave Loading 17.5% (not payable to contract or casual employees)	Not Applicable	Not Applicable
Vehicle Provision**	\$12,500	\$12,500
Housing Allowance	\$7,800	\$7,800
Telephone Allowance	Mobile telephone supplied	Mobile telephone supplied
Uniform Allowance	\$350	\$350
Gym Membership (full) (50% discount)	\$580	\$580
Rostered Day Off	19-day month	19-day month
TOTAL	\$141,980	\$159,230

\* 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 (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, Wickepin, 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 have 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***

### **1. POSITION DETAILS**

Position:	Manager Corporate Services
Division:	Corporate & Community Services
Department:	Corporate Services
Position classification:	Contract
Employment type:	Full time
Location:	Shire Administration Building

### **2. ORGANISATIONAL RELATIONSHIPS**

Responsible to:	Executive Manager of Corporate and Community Services
Supervision of:	Corporate Services Staff
Internal Liaison:	Chief Executive Officer
	Executive Manager of Corporate and Community Services
	Executive Manager Infrastructure Services
	Executive Manager Planning & Sustainability
	Management Staff, Finance Staff, Customer Service Staff
	All other Shire Staff
External Liaison:	Ratepayers and Electors Debtors and Creditors
	Valuer General's Office State
	Treasury
	WALGA
	LGIS
	Grant funding bodies
	Auditor
	General Public

### **3. POSITION OBJECTIVES**

- To effectively lead and manage the day-to-day operations of the Shire's Finance, Human Resources/Payroll and Customer Service Departments, (Corporate Services).
- Ensure the Shire's is compliant with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Local Government (Audit) Regulations 1996, Australian Accounting Standards and any other relevant legislation.
- To enforce a high level of budgetary control and financial accountability within the organisation.
- Oversee the delivery of Council's Integrated Planning and Reporting Framework requirements.
- To monitor compliance to Council's financial based policies.
- To provide advice and assistance to other Shire's Departmental Managers regarding financial issues.
- Provide financial, administrative and governance support to the Executive Manager of Corporate and Community Services and the organisation.

### **4. KEY DUTIES / RESPONSIBILITIES**

#### **Strategic Planning**

- Oversee the development maintenance and implementation of Strategic and Operational Risk Registers and controls other than relating to Bush Fire and Emergency Management.
- Prepares the Shire of Narrogin's Long Term Financial Plan.
- Prepares the Shire of Narrogin's Asset Management Plans.
- Prepares the Shire of Narrogin's Workforce Management Plan.
- Assists in the preparation of the Strategic Community Plan.
- Coordinates reporting Council' annual Integrated and Reporting function.

#### **Finance**

- Responsible for the preparation of monthly and Annual Financial reports for presentation to Council in compliance with statutory provisions and Council Policy.
- Responsible for the development of management reporting systems to provide accurate, timely, clear, and concise information on the financial position of the Shire at regular intervals.
- Provides assistance to Council's Auditor in respect of the audit of the Shire's financial records and initiate system changes if required by the auditors or considered necessary.
- Provide accurate and meaningful Budget Year to Date / Actual Year to Date and End of Year projections to Council and staff monthly.
- Monitor and advise the Executive Manager Corporate and Community Services of any matter that may have an impact on the Council's long term financial position.
- Ensure that appropriate internal control systems are in place to efficiently manage the range of Council's financial functions including payroll, creditors, rates and sundry debtors and ensure compliance with statutory provisions and Council policies.
- Undertake regular reviews of internal control functions.
- Prepares the Annual Budget and Annual Budget Review, along with the Strategic Resource Plans and Long-Term Financial Plan in accordance with statutory regulations and timelines.
- Ensure continuous improvement to Finance systems, processes, and procedures to

achieve effective and efficient workflow environment.

- Advise and assist the Executive Manager Corporate and Community Services in his liaison with the Council on financial matters.
- Assist with the preparation, submission, and auditing of grant acquittals.
- Ensure the monthly report showing Capital Expenditure Budget vs Actual (Project Tracker) is prepared for Council.

### **Taxation**

- To ensure all financial tax returns (e.g. BAS, GST, FBT) are completed in a timely and effective manner.
- Lodge Fringe Benefits Tax (FBT) returns and lodge before the due by date.

### **Assets**

- Oversee the management of the Shire's asset registers and reconcile end of month and end of year transactions.
- Oversee the preparation of Asset Management Plans.

### **Rate and Charges**

- Oversee the preparation and collection of rates and charges ensuring compliance with the Local Government Act 1995, the Local Government Financial Management Regulations 1996, Rates and Charges (Rebates & Deferments) Act and any other relevant information.
- Manage the collection and payment of the Emergency Service Levy (ESL) to FESA.
- Ensure monthly reconciliations are completed on a timely basis.

### **Reconciliations**

- Ensure all sub ledgers are reconciled monthly.
- Reconciled the trial balance monthly.
- Ensure monthly bank reconciliation statement are prepare on regular and timely basis.
- Ensure asset register balance to control accounts monthly.
- Ensure all subsidiary ledgers are reconciled on a timely basis.

### **Insurance**

- Oversee the management of the Shire's insurances.
- Oversee processing of insurance related correspondence and enquiries.

### **Staff Supervision**

- Allocate staff resources on a day-to-day basis.
- Ensure formal staff reviews of the finance team are conducted on an annual basis.
- Ensure Council's commitments to staff training, equal employment opportunity and safety are met.
- Provide support and assistance to all Finance and Customer Service staff as required.

### **Investments**

- Responsible for the proper investment of surplus funds in accordance with Council Policy.
- Ensure the establishment and maintenance of a reserve funds register.
- Reconcile register each month.

- Ensure transfers to and from Reserve transactions are processed as required before end of financial year.

### **Business Improvement**

- Develop, implement, and review appropriate systems, procedures and controls to ensure continuous improvement is integrated into delivery of the governance, risk management and records management functions.
- Continually improve efficiency and effectiveness of the organisation to ensure compliance; mitigating risk levels across all functions of the organisation; and to establish high levels of accountability, governance, and probity.
- Provides strategic and lateral input into system thinking and business improvement initiatives across and through departments and to help identify improvements to systems and internal controls.

### **Governance / Risk**

- Ensure compliance with Council's Procurement Policy and associated procedures – including fraud prevention policy and actions.

### **Other**

- Complete other financial based tasks and duties as directed.
- Provides assistance and support to Executive Staff as required.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity. Undertake other duties as directed.

## **5. SELECTION CRITERIA**

### **Qualifications:**

- Hold or be substantially advanced in studies towards a tertiary qualification in Business Management and or Accounting.
- Hold a current "C" class driver's license.
- National Police Clearance.

### **Experience:**

- Proven experience in managing the financial affairs of a local government authority and/or organisation requiring comparable skills and knowledge.
- Knowledge of contemporary financial management and planning.
- Demonstrated experience preparing financial reports.

### **Skills:**

- Leadership abilities to supervise, train, mentor and build capacity of staff to achieve corporate objectives.
- Computer skills to enable successful operation of accounting system and financial modelling.
- Ability to initiate the development of enhancements to financial systems and processes.
- Demonstrated ability to read and interpret written legislation.

- Excellent written and verbal communication skills.
- Demonstrated report writing skills.
- Problem analysis and problem-solving skills.

**Knowledge:**

- Sound knowledge of the financial requirements within the Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Local Government (Audit) Regulations 1996, Australian Accounting Standards.
- Working knowledge of SynergySoft corporate software or similar.
- Sound knowledge of Local Government financial accountability and compliance requirements.
- Sound knowledge of IT systems and financial and records management software.

**Physical requirements:**

- The position is mainly desk bound with some standing to assist customers as required.

**6. EXTENT OF AUTHORITY**

- Works under limited direction from the Executive Manager Corporate & Community Services within established guidelines, procedures, and policies as well as the requirements of the Local Government Act 1995 and various accounting standards.
- Signs customary correspondence arising from the Finance Department.

**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.
- Oversee safety management within the Finance area in conjunction with the relevant Work Safety and Health representatives.

**8. ACKNOWLEDGEMENT**

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.



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

89 Earl Street, Narrogin

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