



Shire of  
Wongan-Ballidu

# Employment Information Package



Trainee

*(12 month contract)*

Applications close: 4pm Friday 3<sup>rd</sup> July 2026

For more information contact:

Deputy Chief Executive Officer, Melinda Lymon

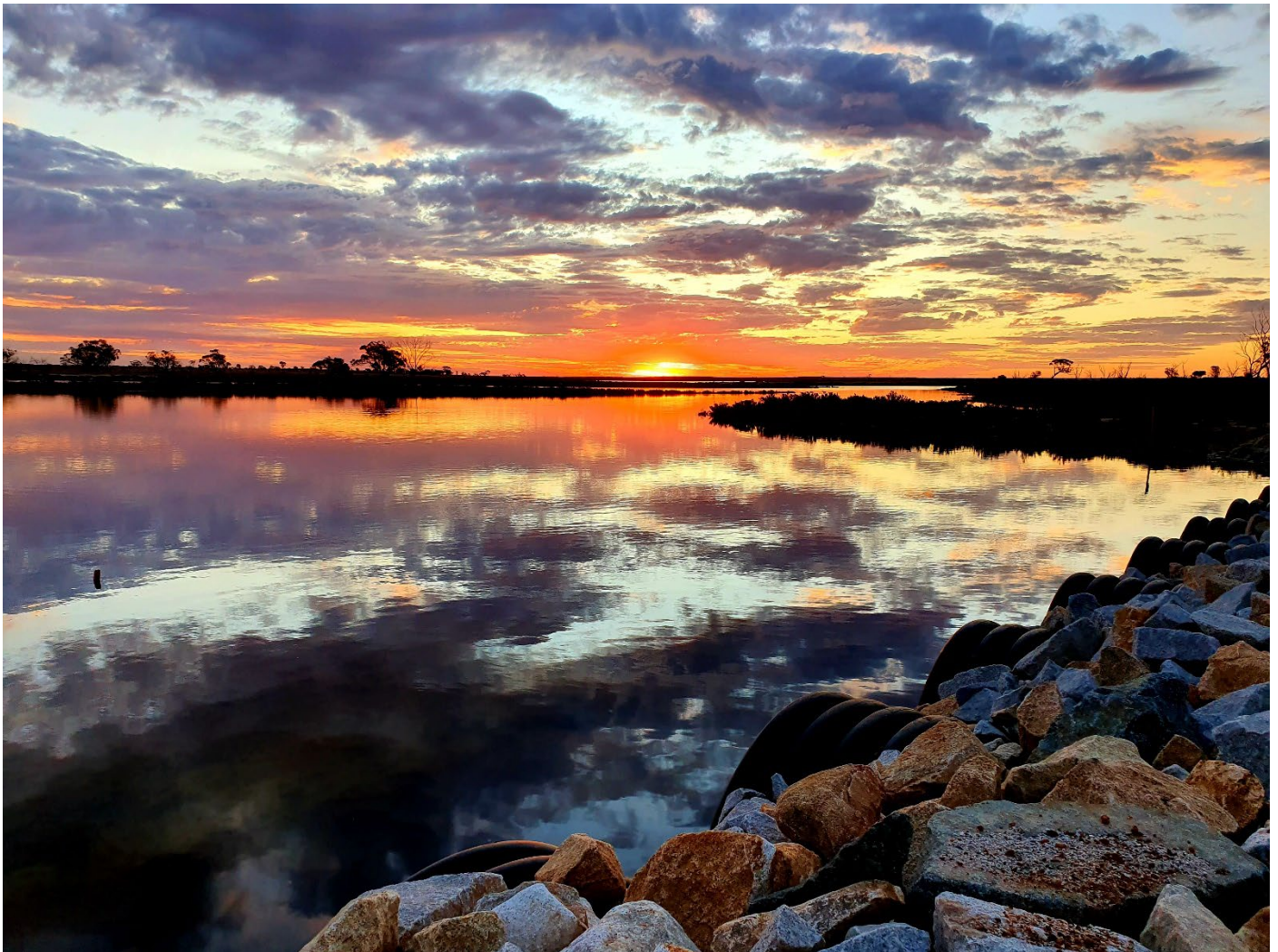
on 9671 2500 or

email: [hr@wongan.wa.gov.au](mailto:hr@wongan.wa.gov.au)

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# Business Traineeship Opportunity

## Launch your career with the Shire of Wongan-Ballidu!

Are you looking to gain valuable workplace skills while earning a qualification? We are seeking a motivated and enthusiastic Business Trainee to join our team.

This position offers the flexibility of either full-time or part-time employment, making it an excellent opportunity for school leavers, career starters, or those looking to return to the workforce.

As a Business Trainee, you will gain hands-on experience across a variety of areas within the organisation, including:

- General Administration
- Finance and Accounts
- Works and Services Administration
- Customer Service
- Records Management
- Office and Business Operations

Working alongside experienced staff, you will develop practical skills and knowledge while completing a nationally recognised business qualification.

### What we're looking for:

- A positive attitude and willingness to learn
- Good communication and interpersonal skills
- Basic computer skills
- Strong organisational skills and attention to detail
- Ability to work both independently and as part of a team

This is a fantastic opportunity to build a solid foundation for a career in administration, local government, or business operations.

For further information please contact Deputy CEO, Melinda Lymon on 9671 2500 or [hr@wongan.wa.gov.au](mailto:hr@wongan.wa.gov.au)

**Applications close: Friday 3<sup>rd</sup> July**

## About the Shire of Wongan Ballidu

Welcome to the Shire of Wongan-Ballidu, a rural community situated within the Western Australian Wheatbelt Region. Located 180km north-east of Perth, the Shire consists of the towns and locales of Ballidu, Burakin, Cadoux, Kondut, Lake Hinds, Lake Ninan, Mocardy and Wongan Hills and is bordered by the Shires of Dalwallinu to the north, Moora to the north-west, Victoria Plains to the south-west, Goomalling to the south, Dowerin to the south-east and Koorda to the east.

Covering 3,368m<sup>2</sup>, the Shire is one of the most liveable communities in regional Western Australia with a current population estimated at 1129. The Shire 's landscape is undulating with various soil types and granite outcrops and its main industry is based around agriculture. With clean air, minimal traffic, low crime and a caring and resilient community, the Shire offers a great country lifestyle with a good range of services and facilities.

The area is renowned for its grain, legume and livestock production and local industries include sheet metal works, a stock feed mill and agricultural equipment manufacturing and home to three large machinery dealerships based in Wongan Hills.

Wongan-Ballidu enjoys a Mediterranean climate which is ideally suited to the region's agricultural pursuits. The hotter summer months provide many cloud free days for outdoor sporting and recreational activities. The cooler months provide an ideal climate for grain production. The area's average rainfall measures 400mm which falls largely during Winter and early Spring with the occasional heavy summer thunderstorm. The area has to date, not experienced drought conditions.

The community enjoy modern facilities, well-presented clean streets, a good variety of retail shops, a hospital, medical centre, dental services and a pharmacy. Sporting clubs and activities are well supported with an Olympic size swimming pool and a newly renovated sporting complex offering squash, a gymnasium, hockey, tennis, football, basketball, netball and cricket.

Wongan Hills has an 18-hole public golf course catering for both adults and children. Both Wongan Hills and Ballidu offer safe and convenient shared purpose footpaths for cycling, walking and running and well-maintained parks, play areas and nature parks.

Cultural and social life is well supported through the many active service groups, clubs and organisations. Significant festivals and events are held throughout the year attracting thousands of visitors. Events include Bike it to Ballidu, an annual cycling event catering for all fitness levels, Reynoldson Reserve Wildflower Festival and Stargazing Event, and the annual Harvest Festival.

The region is home to over 1400 species of flowering plants, 24 of which are unique and found only in Wongan Hills. The area abounds with scenic walk trails, nature reserves and breathtaking outlooks. A short 20km drive from Wongan Hills leads you to Reynoldson Reserve, renowned for its spectacular displays of Verticordia, commonly known as "feather flowers".

Both Wongan Hills and Ballidu offer visual arts venues with Ballidu hosting regular artist-in-residence programs throughout the year.

The history of the area is preserved at the Wongan Hills & District Museum, the Ballidu Heritage Centre and Cadoux Earthquake Memorial Site. Stargazing and astrophotography enthusiasts can enjoy a unique and intimate experience at any of the Shire's dark sky venues. Wongan Hills was among the first towns in Western Australia to be named an official Astrotourism town and in 2006 was named the first official RV friendly town in Australia.

## Working at the Shire of Wongan-Ballidu

The Shire has a current annual operating budget of \$10 Million. As an equal opportunity employer, a diverse workforce of 41 permanent staff members are employed. Active participation and teamwork is encouraged within a harmonious and collaborative work environment. Staff are based at various locations including the Administration Facility, Community Resource Centre, Works and Services Department and Swimming Pool. Employees enjoy a progressive and inclusive working culture with several social activities arranged for team members throughout the year. The Shire supports a smoke free working environment.

For those with children, the Shire Administration Office is within close proximity to the Wongan Hills District High School (catering for Years K - 12) and the Wongan Hills Cubbyhouse offering daycare services.



# Completing and Lodging Your Application

## **Your application should include the following:**

### Covering Letter

A covering letter addressed to the Chief Executive Officer telling us how you would be suitable for the traineeship, and why you are interested in the position. Include details of how you can be contacted by telephone during office hours (Monday-Friday 9.00am to 4.30pm).

### Application Form

Please complete the Application Form found within this Information Pack / on the Shire of Wongan-Ballidu website and provide a copy with your application.

### Curriculum Vitae (Resume)

A resume/curriculum vitae which includes your personal details, education, qualifications, work history, and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment.

Provide a brief summary of the duties and responsibilities for each position. The details of your academic qualifications should identify the institution and date of issue. You should also include details of any ongoing professional development.

### Lodging your Application

Your application, addressed to the Chief Executive Officer, must be marked "Private & Confidential – Application: "Finance Trainee" and can be emailed to [hr@wongan.wa.gov.au](mailto:hr@wongan.wa.gov.au) (preferred), posted to the Shire of Wongan-Ballidu, PO Box 84, WONGAN HILLS WA 6603 or hand delivered during office hours to the Shire Administration Office, Cnr Quinlan Street and Elphin Crescent, Wongan Hills. Applications must be received by the specified closing date and time. Late applications will not be accepted. If you are forwarding your application by Australia Post, please ensure you allow enough time for it to reach the Shire Administration Office before the closing time. All applications lodged will be acknowledged.

## Closing Date

Vacancies with the Shire of Wongan-Ballidu are advertised for a specific period and close at 4.00pm on the closing date shown in the advertisement.

## Late Applications

Late applications will not be accepted.

## Pre-employment Medical

All new Shire appointees are required to undertake a medical examination prior to confirmation of appointment. Council will pay for the cost of this examination.

The Shire of Wongan-Ballidu maintains a smoke free working environment.

Canvassing of Councillors will disqualify applicants.

The Shire of Wongan-Ballidu is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

## Forwarding Applications for the Position

Your applications can be submitted:

### In Person

Private and Confidential  
Chief Executive Officer  
Shire of Wongan-Ballidu Administration Centre  
Cnr Quinlan Street & Elphin Crescent  
WONGAN HILLS WA 6603

### By Mail

Private and Confidential  
Chief Executive Officer  
Shire of Wongan-Ballidu  
PO BOX 84  
WONGAN HILLS WA 6603

### By Email

[hr@wongan.wa.gov.au](mailto:hr@wongan.wa.gov.au)

Please ensure the subject field is marked:  
Private and Confidential – Finance Officer



# The Interview Process

## What to Expect

Behavioural interviewing techniques are normally used. The aim is to obtain examples of past situations which actually occurred, how the situation was handled and the outcome of the action taken. For example, “provide the panel with a situation where you had to resolve a very difficult customer complaint and explain how the situation was resolved”.

During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.

If you do not understand a question, you should seek clarification before providing a reply.

## After the Interview

In some cases, preferred applicants may be asked to undertake other selection tests.

Preferred applicants may be required to undertake a pre-employment medical to determine the applicant’s suitability to carry out the inherent requirements of the position description. Some positions will require a Police clearance.

Should you be successful, a member of the panel will contact you verbally to offer you the position and agree on a commencement date. This would normally occur within a week of the interview. The Chief Executive Officer will forward an offer of employment in writing to the successful applicant.

If requested, the panel convenor will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.

