SHIRE OF GINGIN

HISTORY | BEAUTY | PROSPERITY



POSITION DESCRIPTION

Senior Rates Officer

November 2026

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Senior Rates Officer

POSITION	Senior Rates Officer	**DIVISION**	Corporate Services
AWARD	Local Government Industry Award (IA) 2020	**BAND**	Band 6

POSITION SUMMARY

The Senior Rates Officer is responsible for raising rates assessments, maintaining accurate records, and reconciling the rates register in accordance with the *Local Government Act 1995*, *Valuation of Land Act 1978*, the *Mining Act 1978* and the *Rates and Charges [Rebates and Deferment] Act 1992*.

Under the direction of the Coordinator Financial Planning & Reporting this position:

- Ensures rate and revenue standards are maintained to provide efficient, accurate, and reliable revenue performance across the organisation.
- Oversees the accurate and efficient recovery of monies payable to the Shire through rating functions.
- Maintains accurate property records for the generation and collection of property-based income for the Shire.
- Maintain the Shire's rate book, issue rate notices, and attend to all issues and enquiries relating to property ownership.

VALUES STATEMENT

The Shire of Gingin's corporate values are to be guided and informed by our belief in and commitment to **TRACK**:

Teamwork - Working in collaboration to achieve our goals.

Respect - Working together with honesty and empathy towards others.

Accountability - Taking ownership and responsibility in what we do.

Commitment - Be professional and diligent in what we do.

Knowledge - Be skilled and innovative in what we do and continue to learn.

CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, management directives, and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire's resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire's Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire's Customer Focus Charter and in an efficient manner.

REQUIREMENTS OF THE POSITION

***Key Selection Criteria –** in a separate document please outline your ability to meet the requirements of each item in the 3 tables below as part of your application for this position.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Year 12 education levels in English and Mathematics.	☒	☐
Completion of business or equivalent qualifications with relevant experience.	☐	☒
Current National Police Clearance (under 3 months).	☒	☐
Current "C" class driver's licence.	☒	☐

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
At least two (2) years' rating and election process experience in a local government.	☒	☐
At least five (5) years' experience in a customer service and/or administration position within a local government.	☒	☐
Sound knowledge of: 1. Rating systems and previous experience with rates modelling. 2. Debt recovery procedures. 3. Regulations and policies relevant to Local Government financial (rating) processes.	☒	☐
Experience with month end balancing and reconciliations.	☒	☐
Working knowledge of land transfer and valuation processes, and experience with subdivision processing.	☒	☐
Experience in carrying out pensioner rebate claims.	☒	☐
Experience with supervising support staff.	☐	☒
Knowledge of SynergySoft software.	☐	☒

SKILLS & ATTRIBUTES	ESSENTIAL	DESIRABLE
Excellent numeracy and literacy skills with high attention to detail.	☒	☐
Well-developed computer and ICT skills, particularly Microsoft Office Suite.	☒	☐
Highly developed interpersonal skills, with the ability to work well as part of a team and independently with limited supervision.	☒	☐
Highly developed problem-solving skills with a solution focus.	☒	☐

KEY DUTIES

Rating

- Coordinate and supervise all aspects of the rating services function of the Shire.
- Process the levy and collection of rates and charges in respect to all properties within the district in accordance with the *Local Government Act 1995*, other legislation, and Council Policy.
- Maintain the Shire's property records to ensure that all land parcels are recorded and relevant information pertaining to each parcel is current.
- Instigate debt collection procedures in accordance with Council Policy and appropriate legislation.
- Arrange for the Valuer General to provide amended valuations when advised of land subdivision, building completion or other change in the status of a land parcel or its improvements.
- Process promptly the levy of interim rates following receipt of amended valuations.
- Maintain Rates Valuation Register and reconcile to the Valuer General's valuation for the Shire.
- Ensure the Shire's rates ledger is balanced at least once per month.
- Process rate concessions for pensioners and prepare rebate claims as required.
- Maintain the Shire's register of non-rateable property and review eligibility annually.
- Respond to public enquiries, both written and verbal, regarding rating and property information.
- Assist with the preparation of rate modelling exercises.
- Supervision of Rates Officer.

Electoral

- Respond to public enquiries, both written and verbal, regarding electoral rolls.
- Maintain the Owners' and Occupiers' Roll and prepare Consolidated Roll, including enrolments.
- Attendance at biennial local government elections and provide support as required.

General

- Issue street numbers for all new land parcels and properties.
- Liaise with waste management contractors and update rates assessments accordingly.
- Monitor rate notice stationery and other supplies associated with position.

Any other duties relevant to Senior Rates Officer, but not limited to, assisting the Corporate and Community Services Department to meet their objectives on an "as needed" basis, and any other tasks as directed by the Coordinator Financial Planning and Reporting.

OCCUPATIONAL SAFETY & HEALTH

- Ensure employees, volunteers and contractors have a safe place of work in which to work.
- Actively promote safety and lead by example.
- Consult with workers on all safety related activities.
- Ensure all hazards are identified, assessed, and eliminated or controlled.
- Ensure employees are provided Personal Protective Equipment (PPE) and use it.
- Ensure employees have safe methods of performing the required tasks and those methods are documented.
- Ensure employees are trained and assessed as competent.
- Investigate incidents and ensure action is taken to control the cause(s).
- Carry out all duties in accordance with the Shire's Occupational Health & Safety Policy and health instructions.
- Actively promote and participate in the Work Injury Management Program and ensure self and others work in accordance with the Shire's Occupational Health & Safety Policy.

EXTENT OF AUTHORITY

This position operates under the general direction of the Executive Manager Corporate and Community Services within established guidelines, procedures and policies of the Shire, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Executive Manager Corporate and Community Services
- Coordinator Financial Planning and Reporting

Number of Staff Positions Supervised Directly: **1**

Number of Staff Positions Supervised Indirectly: **0**

INTERNAL	EXTERNAL
Chief Executive Officer	Residents and Ratepayers
Executive Managers	Members of the Public
Other Shire Employees	Contractors
Elected Members	State & Federal Government Departments

POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Employee's Name: _____

(BLOCK LETTERS)

Employee Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

James Bayliss
TEMPORARY CHIEF EXECUTIVE OFFICER

SHIRE OF GINGIN

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