

BARKLY REGIONAL COUNCIL



Fleet Administration Officer (IFA001)

1. Position Objectives

The Fleet Administration Officer is responsible for delivering comprehensive administrative support for Council's fleet operations. This role coordinates parts orders and enquiries, manages accurate records and financial entries, and supports the scheduling and tracking of fleet servicing, repairs, and maintenance. The position also oversees telematics data, assists with insurance claims, liaises with suppliers, and contributes to asset management and reporting to ensure Council's vehicles, plant, and equipment remain safe, reliable, and cost-effective.

2. Vision, Purpose and Values

VISION

"We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

VALUES

- Integrity:** Upholding honesty and transparency in everything we do.
- Diversity:** Embracing and celebrating the unique identities, traditions, and strengths of every community.
- Empathy:** Understanding and valuing the needs and experiences of others.
- Accountability:** Taking ownership of our actions through commitment to BRC and our communities.
- Service:** Dedicating ourselves to excellence, putting people first, and creating a positive impact.

3. Key Responsibilities

Fleet Administration

- Provide the first point of contact for any parts orders, enquiries or follow-up via phone, email, and in person.
- Process payments, applications, permits, and registrations in line with Council procedures.
- Maintain accurate records of interactions and escalate matters as required.
- Provide administrative support to the Director of Infrastructure/Fleet and Manager Fleet, including document control, record management, and addressing enquiries.
- Communicate with external manufacturers and suppliers to manage service and parts delivery and resolve issues.
- Assist with insurance claims for vehicle accidents and damages, including follow-up, accident reports, and coordination with staff.
- Assist with stocktaking of parts and workshop supplies.

- Oversee vehicle telematics and ensure data accuracy.
- Coordinate the movement of fleet assets for repairs, maintenance, and general relocation.
- Support the scheduling, monitoring, and coordination of servicing, repairs, and maintenance for Council's fleet, plant, and equipment.
- Maintain and update databases related to fleet assets, ensuring accuracy and accessibility.
- Record journals and accounting entries, including internal work orders, to maintain accurate financial records.
- Initiate and coordinate work orders, purchase orders, and invoices related to fleet maintenance.
- Support regular asset condition assessments through community inspections, processing data, and integrating findings into the asset management system.
- Provide management with reports on fleet usage, costs, and maintenance schedules.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

4. Key Accountabilities

- Provide front-line customer service for parts orders, enquiries, and follow-up.
- Process payments, applications, permits, and registrations in line with Council procedures.
- Maintain accurate records of fleet assets, financial transactions, and administrative activities.
- Provide administrative support to the Director of Infrastructure/Fleet and Manager Fleet.
- Coordinate fleet maintenance, repairs, servicing, and movement of vehicles and equipment.
- Manage parts inventory, liaise with suppliers, and oversee telematics data.
- Assist with insurance claims, asset condition assessments, and reporting on fleet usage and costs.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5. Organisational Relationship

Position Title:	Fleet Administration Officer (IFA001)
Reports to:	Manager Fleet (MWS001)
Department:	Infrastructure/Fleet

Supervises:	N/A
Internal Liaison:	Chief Executive Officer Director of Infrastructure/Fleet Manager Fleet Project Managers Project Coordinators Mechanics Trades Assistant Apprentice Mechanic Other Council Staff
External Liaison:	Government and Non-Government Departments, Organisations and Representatives Vehicle and Plant Suppliers Rate Payers, Residents, and Visitors

6. Wages and Allowances

Classification:	Level 5 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full Time - Permanent (38 hours per week)
Annual Salary:	\$74,485.60 per annum (\$2,864.83 gross per fortnight)
SCG:	12%
Roster:	The supervisor will set a five-day roster that equals 38 hours per week, within the span of ordinary hours of work, currently 6:00 am to 6:00 pm, Monday to Friday.

7. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.

- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

8. Essential Criteria – Qualifications, Skills, and Experience

1. Relevant experience and work skills in customer service and administration.
2. Strong organisational skills with the ability to manage multiple tasks and prioritise effectively.
3. Proficiency in the Microsoft Office Suite (Word, Excel and Outlook) and other relevant software for record-keeping and reporting.
4. Knowledge of Work Health and Safety (WHS) standards related to maintenance and repair work.
5. Strong attention to detail and a commitment to maintaining accurate records and documentation.

9. Desirable Criteria – Qualifications, Skills, and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

10. Compliance, Training and Development

Mandatory

- National Criminal History Check
- Driver's Licence
- Demonstrated experience in customer service and administration

Desirable

- Corporate Induction
- Site Induction
- Working with Children Clearance (Ochre Card – Northern Territory)
- Work Health and Safety (WHS) Induction
- Certificate IV in Customer Contact

11. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



Peter Harder
Chief Executive Officer

05 / 02 / 2026

Date

12. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

Date