TRAINEE OF THE YEAR

ALLI MCARTHUR - SHIRE OF ESPERANCE

Alli commenced her Traineeship at the Shire of Esperance in July 2017. Alli was grateful to receive the position of the Trainee Administration Officer in Executive Services as she is interested in advancing her knowledge of Local Government. Throughout her time at the Shire Alli has been given the opportunity to obtain valuable administration skills and knowledge. Alli believes she has grown as a person and as an employee. Alli is extremely proud of how much she has learnt as an administration officer. Alli is about to complete her TAFE studies in Certificate III Business, whilst also completing training in Department of Transport Licensing and extra units of competencies in Certificate IV in Business. Alli has taken on the responsibilities of coordinating Citizenship Ceremonies, managing agenda preparation and minute taking and can now complete these tasks unassisted. Alli is extremely thankful for the opportunity to complete a traineeship at the Shire of Esperance and is excited to expand her skills even further.

(On behalf of Helen Hall at the Shire of Esperance)

Dear Alli - Over the past 12 months, while you have been undertaking your traineeship at the Shire of Esperance you have played an integral role in the administration processes ensuring the accurate compilation of all agendas, minutes and preparation of correspondence. You are a real team player and have worked towards the identification of initiatives to ensure organisational support tasks are carried out efficiently and effectively. You have contributed to a professional and compatible work environment by providing a helpful, efficient and courteous service to all internal and external customers to reflect a positive corporate image of the Shire of Esperance.

You are a valued part of the Executive Services team and have formed a very positive relationship with all employees and Councillors at the Shire. I am looking forward to working with you over the next 12 months. ~Helen Hall