



City of
Kalgoorlie
Boulder

Position Description

Position Title: Governance Officer

Position Details

Position Number	1103
Position Classification	Level 6/1 – 6/7
Status	Permanent – Full Time
Directorate	Governance and Organisational Strategy
Work Location	Administration Building
Reports To	Coordinator Governance
Supervisory Responsibility	No direct/indirect supervisory responsibilities

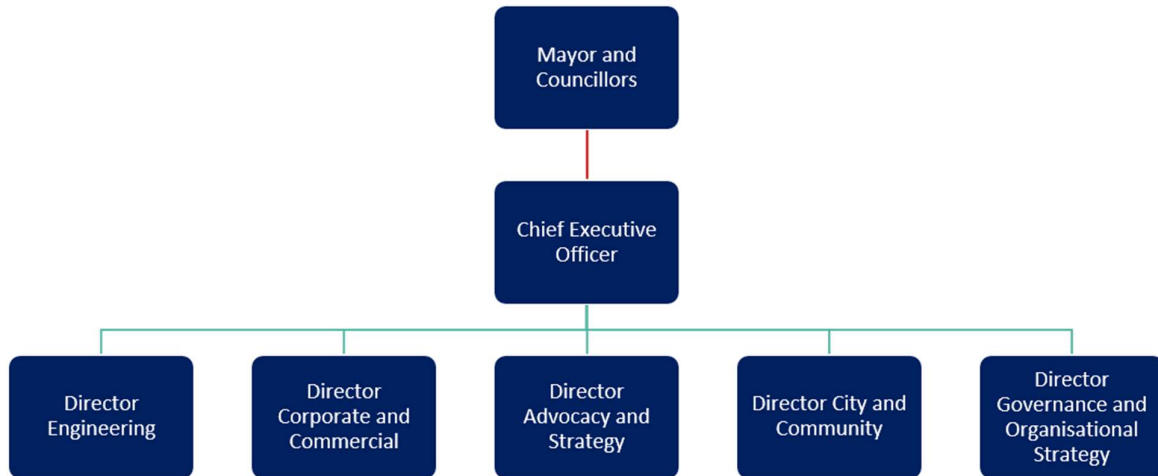
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

Position Overview and Purpose

This position is responsible for contributing to the good governance of the City of Kalgoorlie-Boulder by providing a wide range of corporate governance functions to the organisation effectively and efficiently.

Position Accountabilities

Key accountabilities

- Work with Director Governance and Organisational Strategy and Governance Officers (GO) to develop and/or maintain and/or publish governance systems including delegations register, primary and annual returns and various registers.
- Develop and maintain databases for Council policies and internal policies, procedures and management guidelines and assist with review and update of these from time to time.
- Assist with Local Government Elections.
- Ensure that all meeting documentation requirements are met for Council and executive meetings, including preparing agendas and minutes and ensuring that all necessary documentation and information for meetings is prepared and circulated.
- Attend Ordinary Council, Special Council and other meetings (including out-of-office hours meetings) to:
 - a. undertake set up requirements;
 - b. record minutes and other information; and
 - c. undertake pack up requirements;
- Support and assist with the development and implementation of the projects of the Governance unit and Office of the CEO.
- Complete research tasks as requested by the CEO or Director Governance and Organisational Strategy.
- Adhere to all City of Kalgoorlie-Boulder policies and procedures and ensure personal safety at work and that of others.
- Provide a strong level of professionalism and maintain effective working relationships with the CEO, Director Governance and Organisational Strategy, Directors, Council staff and external customers.

Key Performance Indicators

- Administration for policy review, including oversight of scheduling of review dates through Attain (compliance calendar) and ensuring policies are reviewed by stakeholders within relevant timeframes.
- Contribution to the development and implementation of corporate planning and reporting requirements.
- Coordination of timely reporting including Council and Committee agenda and minutes.
- Responsibility for administration of Attain including ensuring all delegated authority requirements for new starters, transfers, exiting employees and higher duties are processed promptly and accurately, all communications with officers are received, and ensuring all primary and annual returns are submitted by officers by the required deadline.
- Ensuring adherence to and promotion of City of Kalgoorlie-Boulder values in all day-to-day activities.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the Coordinator.
- Apply legislation and Council policy direction to decision-making with guidance from the Director Governance and Organisational Strategy.
- Work together effectively with team colleagues to develop efficient operational practices and standards.



- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Excellent written communication skills.
- High level communication and interpersonal skills including ability to liaise effectively and courteously with others.
- Strong administrative and organisational skills with the ability to work to deadlines in a timely manner.
- Ability to work both in a team environment and unsupervised, with a high degree of self-motivation and initiative.
- Computer literate and well versed with the Microsoft Office suite of application.
- Ability to adapt to and learn new software applications.
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

