POSITION TITLE:	**SCHOOL BASED TRAINEE – GOVERNANCE**
SECTION:	**GOVERNANCE**
DIRECTORATE:	**ECONOMIC & ORGANISATIONAL DEVELOPMENT**

1. REMUNERATION

In accordance with 31D (ii) for School Based Traineeships as per the Local Government (State) Award 2026.

2. REPORTING STRUCTURE

a) Directly responsible to:
Governance Manager

b) Positions directly reporting to this position:
Nil

3. PURPOSE

The purpose of the role is to provide support to the Governance Team in carrying out administration functions of Council.

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Supervisors
- Management
- Staff

External

- Training Providers
- Citizens and visitors











5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements
Training and Development	• Actively participate in Council's training and development programs as required
Continuous Improvement and Innovation	• Promote the development of more efficient work practices
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities
General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision



6. PRINCIPAL ACCOUNTABILITIES

- Provide administrative support as required in an effective and timely manner.
- Complete educational and training requirements on time and to the best of your ability

7. KEY DUTIES

- Provide administrative support to the Economic & Organisational Development section
- Assist with the preparation and distribution of documents, including photocopying, collating, binding
- Assist in timely and accurate preparation, formatting and production of correspondence and other business documents
- Maintain electronic and physical recoreds in accordance with Council's reords management practices
- Assist with meeting preparation including document collation and meeting set up.
- Undertake general administrative duties as directed to support the efficient operation of the department.

8. COMPULSORY REQUIREMENTS OF THE POSITION

The successful candidate may be required to undertake a pre-employment drug and alcohol test and achieve a satisfactory outcome

9. KEY SELECTION CRITERIA

ESSENTIAL

- Have completed year 10 and achieved Record of School Achievement
- Computer literacy in Microsoft Office suite of programs

DESIRABLE

- Sound written and verbal communication skills
- Able to pay close attention to detail.

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY
O .....Occasional: exposure to the physical factor less than twice a week on average
F .....Frequent: exposure to the physical factor 3 - 4 times a week on average



C .....Constant: exposure to the physical factor more than 5 times a week on average
R .....Repetitive: exposure to the physical factor multiple times in an hour
N/A .....Not Applicable
≅.....Winter
✹.....Summer

Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels					X
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery					X
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.					X
Standing	Tasks involve standing in an upright position without moving about					X
Driving	Tasks involve operating any motor-powered vehicle	X				
	Tasks involve driving vehicle on unsealed roads.	X				
Sitting	Tasks involve remaining in a seated position during task performance				X	
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.					X
Walking/Running	Tasks involve walking or running on even surfaces		X			
	Tasks involve walking on uneven surfaces	X				
	Tasks involve walking up and / or down slopes	X				
	Tasks involve walking whilst pushing/pulling objects	X				
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant		X			
	Tasks involve climbing over or under machinery					X
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	X				
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms	X				

Demands	Description	Frequency				
		O	F	C	R	NA
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.					X
	1. Light lifting/carrying (0-9 Kg)	X				
	2. Moderate lifting/carrying (10-15 Kg)					X
	3. Heavy lifting/carrying (16 Kg and above)					X
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.					X
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.					X
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		X			
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X	
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				X	
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment					X
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals					X
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust					X
Gases	Tasks involve working with gases					X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.					X
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis					X
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room					X

Demands	Description	Frequency				
		O	F	C	R	NA
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia					X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Reviewed: September 2026

Job Evaluation Assessment Date: Not Required

ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	