



Position Description

Governance Support Officer

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.



Position Details

Title	Governance Support Officer
Position Number	318
Directorate	Corporate Strategy and Performance
Reports to	Governance and Risk Coordinator
Employment Type	Part time
Industrial Instrument	City of Busselton Industrial Agreement
Level	Level 4

Position Overview

The Governance Support Officer role provides agendas and minutes support to Committees of Council, other committees and working groups. It also provides administrative support as required across the Governance and Risk activity unit.

Reporting Relationships



Key Duties and Responsibilities

Committees Support

- Coordinate, compile and distribute high quality agendas and minutes for Committees of Council and other committees and working groups, as required.
- Ensure documentation complies with the Local Government Act 1995 and associated regulations.
- Provide support in the maintenance of Committee and working group Terms of References.
- Provide technical assistance to staff utilising the Council Chambers and during committee and working group meetings.
- Assist with maintaining, as required, the Council Chambers, ensuring that it is in a clean and tidy state, and functional.

Governance and Risk Support

- Various administration duties, including assisting in the production of correspondence and registration of correspondence in the City's records management system.
- Administer Council expense reimbursements, in accordance with policy.
- Maintain the elected member training register, expenses register and the employee and elected member gift registers in accordance with statutory requirements.
- Assist with the effective and efficient coordination of local government elections and maintain the owner and occupier roll.
- Maintain content on the City's website and intranet.
- Ensure confidentiality and integrity of sensitive governance records.
- Provide support to the Governance and Risk Coordinator, and Manager Legal, Governance and Risk.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Understanding of governance principles and statutory compliance requirements.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate the below competencies:

- Previous experience in an administrative support role.
- Ability to use initiative.
- Accurate and high-speed computer keyboard literacy.
- Well-developed time management and organisational skills.
- Demonstrated ability to process sensitive and confidential information.
- Demonstrated experience in agenda and minute preparation within a local government or similar environment.
- An understanding of local government functions and protocols.
- Proficient in Microsoft Office.

Authorities

This position operates under the limited direction of the Governance and Risk Coordinator within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines.

Appointment Pre-requisites

- National Police Clearance not more than six months old.
- Proof of right to work in Australia.
- Current C Class drivers licence.