

# Position Description

## Governance Support Officer

<b>Classification</b>	Level 5
<b>Status</b>	Permanent Part Time
<b>Reports to</b>	Manager Governance and Strategy
<b>Position Objective</b>	Provide a high-quality support service for Council and Committees including preparing agendas and reports and taking minutes of meetings.
<b>Last Review Date</b>	October 2025

### About the Team

The Governance and Strategy team is a small team responsible for providing executive, administrative and governance support for the CEO, Mayor and Council Members. We provide expertise in strategy and local government regulatory frameworks, strive for leadership in good governance and actively collaborate with other teams to achieve the Town's priorities.

## Role Responsibilities

### Governance

- Provide a professional, efficient and quality preparation of Council's agendas and other related material.
- Record and prepare minutes of Council and Committee meetings to comply with the requirements of the *Local Government Act 1995*.
- Distribute minutes in compliance with relevant standards, policies and the *Local Government Act 1995*, following best practice principles.
- Coordinate the Resolutions of Council Register including the preparation of Quarterly Reports to CMC and the CEO Bulletin, and liaison with relevant Officers for updates.
- Regular updates to the Town's Governance Registers following the guidance of the relevant regulations, policies and procedures.
- Communicate and follow up administrative actions (such as Questions taken on Notice, requests from the public) arising from Council and Committee meetings.
- Support delivery of the General Electors Meetings annually including liaison with the WAEC to obtain current electoral rolls, and the preparation, minute taking and distribution of the Agenda and Minutes.
- Provide a support role for Local Government Elections.
- Identify opportunities to improve governance processes and team service delivery.

### Record Keeping

- Ensure that Council Meetings and Briefing Sessions information and documentation (including any notes taken) is recorded and uploaded to the Town's website, as per the Council Policy, and appropriately stored, in line with Council's Record Keeping Policy.
- Collate Council and Committee meetings Agendas and Minutes, including the attachments and confidential items, for the purposes of providing official Minute books and the official signing of the minutes by Presiding Members of Committees and Council, as per the *Local Government Act 1995* requirements.
- Ensure that both written and verbal communications are in accordance with the Town's Customer Service Charter and the Record Keeping Policy.
- Maintain records in accordance with the Town's Record Keeping Policy.

## Administration

- Co-ordinate the use, maintenance, training and supplier liaison for the HarbourSoft suite of products, specifically DocAssembler and Docs on Tap.
- Support the Manager Governance and Strategy in achieving Team objectives.
- Carry out other duties as directed by the Manager Governance and Strategy and / or any other duly authorised member of staff.
- Coordinate meeting logistics, including room setup, catering, kitchen supplies, and linen laundering for Council and Committee meetings and workshops.

All workers must:

- Work as an effective team member, developing and delivering the objectives and functions of their team.
- Adhere to the principles of, and behave in accordance with, the Town's Code of Conduct.
- Participate in relevant training programmes and be committed to personal development.
- Demonstrate a strong commitment to work health, safety, and wellbeing by taking care / action to ensure own safety and the safety of others by complying with WHS legislative requirements as well as Town of Bassendean policies, procedures, guidelines, instructions, and safety management systems.

## Agreement

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

As the employee, I have reviewed and accept the statement of duties.

Name	Signature	Date	Checked by HR

As the Manager I have reviewed and confirm this is a current and relevant document.

Name	Signature	Date	Checked by HR

# Capability Requirements

The following Capability Framework describes 16 capabilities across five core groups. Together the capability groups set out the core knowledge, skills, abilities and other attributes expected of this position.

## 1. Personal Attributes

<b>Manage Self</b> <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning</i>	<ul style="list-style-type: none"> <li>✓ Understands what needs to be done and steps up to do it</li> <li>✓ Pursues own and team goals with drive and commitment</li> <li>✓ Shows awareness of own strengths and weaknesses</li> <li>✓ Asks for feedback from colleagues and stakeholders</li> <li>✓ Makes the most of opportunities to learn and apply new skills</li> </ul>
<b>Display Resilience and Adaptability</b> <i>Express own views, persevere through challenges, and be flexible and willing to change</i>	<ul style="list-style-type: none"> <li>✓ Adapts quickly to changed priorities and organisational settings</li> <li>✓ Welcomes new ideas and ways of working</li> <li>✓ Stays calm and focused in difficult situations</li> <li>✓ Perseveres through challenges</li> <li>✓ Offers own opinion and raises challenging issues</li> </ul>
<b>Act with Integrity</b> <i>Be honest, ethical and professional, and prepared to speak up for what is right</i>	<ul style="list-style-type: none"> <li>✓ Maintains confidentiality of customer and organisational information</li> <li>✓ Is open, honest and consistent in words and behaviour</li> <li>✓ Takes steps to clarify ethical issues and seeks advice when unsure what to do</li> <li>✓ Helps others to understand their obligations to follow the code of conduct, legislation and policies</li> <li>✓ Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest</li> </ul>
<b>Demonstrate Accountability</b> <i>Take responsibility for own actions, commit to safety, and act in line with legislation and policy</i>	<ul style="list-style-type: none"> <li>✓ Follows through reliably and openly takes responsibility for own actions</li> <li>✓ Understands delegations and acts within authority level</li> <li>✓ Is vigilant about the use of safe work practices by self and others</li> <li>✓ Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>

## 2. Relationships

<b>Communicate &amp; Engage</b> <i>Communicate clearly and respectfully, listen, and encourage input from others</i>	<ul style="list-style-type: none"> <li>✓ Focuses on key points and communicates in 'Plain English'</li> <li>✓ Clearly explains and presents ideas and technical information</li> <li>✓ Monitors own and others' non-verbal cues and adapts where necessary</li> <li>✓ Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>✓ Shows sensitivity in adapting communication content and style for diverse audiences</li> </ul>
<b>Community &amp; Customer Focus</b> <i>Commit to delivering customer and community focused services in line with strategic objectives</i>	<ul style="list-style-type: none"> <li>✓ Identifies and responds quickly to customer needs</li> <li>✓ Demonstrates a thorough knowledge of services provided</li> <li>✓ Puts the customer and community at the heart of work activities</li> <li>✓ Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Work Collaboratively</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity</i>	<ul style="list-style-type: none"> <li>✓ Encourages an inclusive, supportive and co-operative team environment</li> <li>✓ Shares information and learning within and across teams</li> <li>✓ Works well with other teams on shared problems and initiatives</li> <li>✓ Looks out for the wellbeing of team members and other colleagues</li> <li>✓ Encourages input from people with different experiences, perspectives and beliefs</li> <li>✓ Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Influence &amp; Negotiate</b> <i>Persuade and gain commitment from others, and resolve issues and conflicts</i>	<ul style="list-style-type: none"> <li>✓ Builds a network of work contacts across the organisation</li> <li>✓ Approaches negotiations in the spirit of cooperation</li> <li>✓ Puts forward a valid argument using facts, knowledge and experience</li> <li>✓ Asks questions to understand others' interests, needs and concerns</li> <li>✓ Works with others to generate options that address the main needs and concerns of all parties</li> </ul>

### 3. Results

<b>Plan &amp; Prioritise</b> <i>Plan and organise work in line with organisational goals, and adjust to changing priorities</i>	<ul style="list-style-type: none"> <li>✓ Participates constructively in unit planning and goal setting</li> <li>✓ Helps plan and allocate work tasks in line with team/project objectives</li> <li>✓ Checks progress against schedules</li> <li>✓ Identifies and escalates issues impacting on ability to meet schedules</li> <li>✓ Provides feedback to inform future planning and work schedules</li> </ul>
<b>Think &amp; Solve Problems</b> <i>Think, analyse and consider the broader context to develop practical solutions</i>	<ul style="list-style-type: none"> <li>✓ Gathers and investigates information from a variety of sources</li> <li>✓ Questions basic inconsistencies or gaps in information and raises to appropriate level</li> <li>✓ Asks questions to get to the heart of the issue and define the problem clearly</li> <li>✓ Analyses numerical data and other information and draws conclusions based on evidence</li> <li>✓ Works with others to assess options and identify appropriate solutions</li> </ul>
<b>Create &amp; Innovate</b> <i>Encourage and suggest new ideas and show commitment to improving services and ways of working</i>	<ul style="list-style-type: none"> <li>✓ Researches developments and trends in the industry</li> <li>✓ Thinks about issues and opportunities from different viewpoints</li> <li>✓ Links together unrelated ideas or events to generate insights</li> <li>✓ Identifies improvements to work systems, processes and practices</li> </ul>
<b>Deliver Results</b> <i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<ul style="list-style-type: none"> <li>✓ Takes the initiative to progress own and team work tasks</li> <li>✓ Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>✓ Consistently delivers high quality work with minimal supervision</li> <li>✓ Consistently delivers key work outputs on time and on budget</li> </ul>

### 4. Resources

<b>Finance</b> <i>Be a responsible custodian of council funds and apply processes in line with legislation and policy</i>	<ul style="list-style-type: none"> <li>✓ Presents basic financial information clearly and in an appropriate format</li> <li>✓ Uses funds and records financial transactions in line with financial audit and reporting obligations</li> <li>✓ Makes expenditure decisions within budget limits</li> <li>✓ Uses financial and other resources responsibly and helps others understand their obligations to do so</li> </ul>
<b>Assets &amp; Tools</b> <i>Use, allocate and maintain work tools appropriately and manage community assets responsibly</i>	<ul style="list-style-type: none"> <li>✓ Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>✓ Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>✓ Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>
<b>Technology &amp; Information</b> <i>Use technology and information to maximise efficiency and effectiveness</i>	<ul style="list-style-type: none"> <li>✓ Shows confidence in using core office software and other computer applications</li> <li>✓ Makes effective use of records, information and knowledge management systems</li> <li>✓ Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>
<b>Procurement &amp; Contracts</b> <i>Understand and apply procurement processes to ensure effective purchasing and contract performance</i>	<ul style="list-style-type: none"> <li>✓ Helps others understand and comply with basic ordering, receipting and payment processes</li> <li>✓ Contributes to the identification of business requirements, deliverables and expectations of suppliers</li> <li>✓ Provides objective input to evaluation processes for proposals and tenders</li> <li>✓ Works with suppliers and contractors to ensure that goods and services meet time and quality requirements</li> </ul>