



POSITION DESCRIPTION

Governance Support Officer

July 2024

POSITION	Governance Support Officer	DIVISION	Office of the CEO
AWARD	Local Government Industry Award (IA) 2020	BAND	Band 4

POSITION SUMMARY

The primary responsibility of this position is to assist the Coordinator of Governance in ensuring the smooth, effective, and timely management of the Shire’s corporate governance functions.

Key duties include administering processes, adhering to legislative requirements, and implementing Council policy positions. Responsibilities encompass organizing and attending meetings, taking minutes, maintaining corporate registers and databases, liaising with elected members, and supporting various regulatory, statutory, and compliance tasks.

A high degree of confidentiality and professionalism is essential for this role.

VALUES STATEMENT

The Shire of Gingin’s corporate values are to be guided and informed by our belief in and commitment to **TRACK:**

- Teamwork** - Working in collaboration to achieve our goals.
- Respect** - Working together with honesty and empathy towards others.
- Accountability** - Taking ownership and responsibility in what we do.
- Commitment** - Be professional and diligent in what we do.
- Knowledge** - Be skilled and innovative in what we do and continue to learn.

CORPORATE ACCOUNTABILITY

- Comply with the Shire’s Code of Conduct, management directives, and approved policies and procedures.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Display and promote activities that will positively influence team culture and business performance.
- Deliver effective use of the Shire’s resources within the levels of accountability.
- Ensure that all aspects of service delivery align with and progresses the Shire’s Strategic Community Plan, Corporate Business Plan and Service Delivery Plans.
- Services are managed in-line with the Shire’s Customer Focus Charter and in an efficient manner.

REQUIREMENTS OF THE POSITION

***Key Selection Criteria** – in a separate document please outline your ability to meet the requirements of each item in the 3 tables below as part of your application for this position.

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Minimum Year 12 education levels in English, Mathematics and Social Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completion of tertiary, business, or equivalent qualifications with relevant experience.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minimum (current) 'C' Class driver's licence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Possession of a current National Police Clearance (under 3 months).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE & KNOWLEDGE	ESSENTIAL	DESIRABLE
At least two (2) years' experience in an office administration role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative experience in local government, other government agency, or similar.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrated computer literacy and Microsoft Office skills, specifically Outlook, Excel, and Word.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrated experience in organising and attending meetings, and preparing agendas and minutes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience with electronic recording keeping systems eg, SynergySoft.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demonstrated experience undertaking research and preparing reports.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of the WA Local Government Act and Regulations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SKILLS & ATTRIBUTES	ESSENTIAL	DESIRABLE
Excellent interpersonal skills with the ability to communicate effectively with a wide range of internal and external stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly developed written, numeracy, and proof-reading skills with strong attention to detail and accuracy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exceptional time management and organisational skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work well in both a team environment and independently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to touch-type with advanced word processing skills, including a high level of speed and accuracy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

KEY DUTIES

Meeting Administration

- Coordinate, compile, and distribute agendas and minutes for meetings of Council and relevant committees.
- Coordinate, attend, and provide support for meetings of Council and relevant committees, including minute taking.
- Coordinate advisory committee reports to Council as required.
- Coordinate receipt of petitions in accordance with guidelines when required.
- Prepare status reports on Council resolutions.
- Support elected members and staff in the effective use of agenda, minutes, and distribution software (Doc Assembler), and provide training when required.
- Liaise with staff to obtain information for responses to questions from elected members and members of the public during Public Question Time, deputations, and petitions.
- Provide support and assistance with local government elections.

Governance Administration

- Provide administrative support to the Coordinator Governance with tasks associated with compliance, assurance, risk management, business continuity, contacts, procurement, and any other function applicable to Governance functions when required.
- Assist with the production and collation of reports and documents relating to the Governance business unit.
- Provide customer-focused support to elected members when required, including annual training and development program.
- Facilitate the completion of regulatory and statutory returns, primary and annual returns, annual compliance audit returns, and related party returns when required.
- Update and maintain databases and registers including, but not limited to, complaints, delegations, gifts, legal/lease documents, training, and conferences.
- Coordinate all administrative tasks associated with the Gingin Cemetery.
- Assist with the Shire's tender process.

Other

- Provide cover for the Coordinator Governance during periods of leave.
- Ensure record keeping function for Governance documentation is undertaken in accordance with the Shire's Record Keeping Policy.
- Any other duties as directed by the CG or CEO as they pertain to the Governance business unit.

OCCUPATIONAL SAFETY & HEALTH

- Ensure employees, volunteers and contractors have a safe place of work in which to work.
- Actively promote safety and lead by example.
- Consult with workers on all safety related activities.
- Ensure all hazards are identified, assessed, and eliminated or controlled.
- Ensure employees are provided Personal Protective Equipment (PPE) and use it.
- Ensure employees have safe methods of performing the required tasks and those methods are documented.
- Ensure employees are trained and assessed as competent.
- Ensure employees are supervised.
- Investigate incidents and ensure action is taken to control the cause(s).
- Actively promote and participate in the Work Injury Management Program.

EXTENT OF AUTHORITY

Operates under general direction of the Chief Executive Officer, within established guidelines, procedures, and policies of the Shire, as well as statutory provisions of the various Acts and other legislation.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Chief Executive Officer
- Coordinator Governance

Number of Staff Positions Supervised Directly: **0**

Number of Staff Positions Supervised Indirectly: **0**

INTERNAL	EXTERNAL
Chief Executive Officer	Members of the public
Executive Management Team	Government agencies
Other staff and employees	Lawyers and legal advisors
Elected members	Contractors

POSITION ACKNOWLEDGEMENT & ACCEPTANCE

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Employee’s Name: _____
(BLOCK LETTERS)

Employee Signature: _____ Date: _____

Signature: _____ Date: _____

Aaron Cook
CHIEF EXECUTIVE OFFICER



A: PO Box 510, GINGIN WA 6503

T: (08) 9575 5100

E: mail@gingin.wa.gov.au

W: www.gingin.wa.gov.au



This document is available in alternate formats upon request