



# Governance Support Officer

Position Description

[www.gnowangerup.wa.gov.au](http://www.gnowangerup.wa.gov.au)

## **POSITION DESCRIPTION**

<b>1. POSITION DETAILS</b>			
<b>Position:</b>	Governance Support Officer	<b>Position classification:</b>	Local Government Industry Award 2020 Level 4
<b>Directorate:</b>	Corporate	<b>Employment type:</b>	Permanent Full-Time
<b>Department:</b>	Corporate	<b>Location:</b>	Shire Administration Office
<b>Responsible to:</b>	Senior Executive Assistant and Governance Officer		
<b>Oversight of:</b>	N/A		
<b>Internal and External Liaison:</b>			
Internal	All Staff and Elected Members		
External	Ratepayers Other Stakeholders General Public		
<b>2. POSITION SUMMARY</b>			
<ul style="list-style-type: none"> <li>• Provide administrative and governance support across a range of formal and informal meetings.</li> <li>• Prepare for Council meetings including catering and technology setup.</li> <li>• Provide administrative support to the Chief Executive Officer, including correspondence, document management, and internal reporting.</li> <li>• Provide administrative and governance support to the Senior Executive Assistant and Governance Officer</li> <li>• Provide relief coverage for the Senior Executive Assistant and Governance Officer as required.</li> <li>• Coordinate events, including room bookings, catering, and technology setup.</li> <li>• Prepare agendas and minutes for a variety of formal and informal meetings.</li> <li>• Maintain registers in accordance with legislative and policy requirements</li> </ul>			
<b>3. KEY DUTIES/RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Ensure that an effective system is in place to monitor and assess action items and outcomes from Council and internal meetings.</li> <li>• Prepare agendas and minutes for Council and Committee meetings.</li> <li>• Prepare agendas for MANEX.</li> <li>• Maintain statutory registers, delegations register and minutes register.</li> <li>• Coordinate the preparation, design, and publication of the Shire's Annual Report, including content development, stakeholder liaison, compliance with statutory requirements, and final production.</li> </ul>			

- Provide support for governance processes associated with property disposals and other statutory obligations.
- Other duties as directed by the CEO and Senior Executive Assistant and Governance Officer

#### 4. POSITION REQUIREMENTS

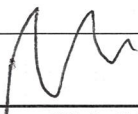
- Minimum C Class drivers Licence
- Ability to work independently and manage time effectively with initiative to solve problems.
- Communicates effectively (written and verbal).
- Strong interpersonal skills.
- High level of honesty, reliability, and punctuality.
- Flexibility to attend Council meetings and events after hours.

#### 5. EXTENT OF AUTHORITY

- The extent of authority for the position is in accordance with Council policies, procedures and delegations.
- Work outcomes monitored, and role subject to key performance indicators

#### 6. WORK HEALTH AND SAFETY

- Work with care for own health and safety, and that of others
- Participate in developing safe work procedures and follow them
- Participate in training
- Use equipment properly and report any faults/damage
- Use personal protective equipment as directed
- Report hazard and incidents to supervisor or manager
- Participate in return-to-work plans
- Not wilfully or recklessly interfere with safety equipment
- Follow all reasonable policies and procedures



**Approved by the Chief Executive Officer**

Date: 19 / 15 / 2026

