

# Governance Administration Officer

## *Position Description*

*Position number: CS038*

# POSITION DESCRIPTION

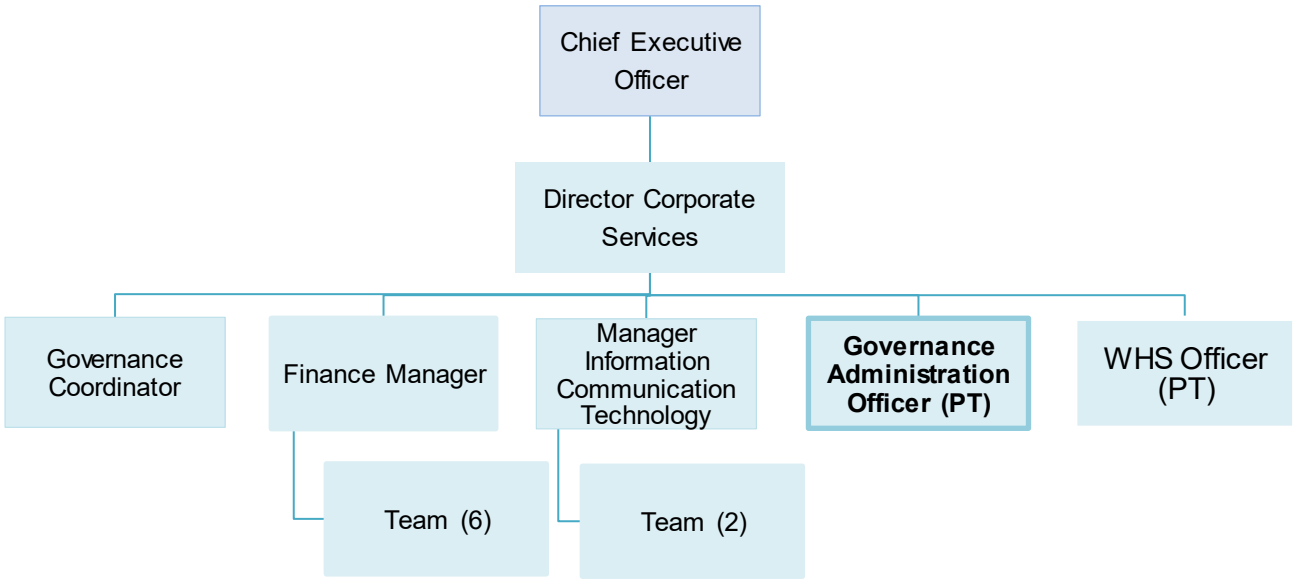
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| **Position** | Governance Administration Officer |
| **Department** | Corporate Services |
| **Location** | Administration Centre, 87 Throssell Street, Collie |
| **Reports to** | Director Corporate Services |
| **Supervises** | Nil |
| **Hours of Work** | 0.5 FTE (38 hours per fortnight) |
| **Level** | Level 5<br>*Shire of Collie Industrial Agreement 2023* |
| **Position number** | CS038 |

## Position Objective

The primary purpose of this position is to provide administrative support to the Shire's Governance function, with a focus on the Council meeting cycle, which includes:

- Coordinate the preparation, distribution and publication of agendas and minutes for Ordinary and Special Council meetings in accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and Council's meeting procedures.
- Attend Council meetings to record accurate minutes, coordinate the recording of meetings, and maintain the register of Council resolutions so decisions are tracked through to completion.
- Provide administrative support to the Governance Coordinator with statutory registers, governance records and compliance processes.
- Provide backup support to Directors and service area Administration Officers with Committee agendas and minutes.

## Workforce Structure



| **Our Vision** |
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| Collie – Nature at our doorstep, community at heart. |
| **Our Mission** |
| The Shire of Collie delivers high-quality services, advocates for Collie, and fosters partnerships to achieve better outcomes which are guided by the community's vision and balanced by responsible financial management. |
| **Our Values** |
| The core values at the heart of the Council's commitment to the community are: |

| **Integrity** | **Transparency** | **Accountability** | **Collaboration** | **Respect** |
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| **Our Commitment to Community** |
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| We will lead the delivery of our vision |
| We will support local business wherever possible |
| We will consult and engage with our community on issues that affect them |
| We will encourage, welcome and value feedback |
| We will encourage, support and advocate for our community |
| **Key Duties** |

**Agendas and Minutes**

- Coordinate the preparation, compilation, distribution and publication of agendas for Ordinary and Special Council meetings, including issuing the agenda timetable and liaising with report authors on deadlines and formatting.
- Check agenda items for consistency with the Shire's agenda and report templates, and refer any governance or compliance matters to the Governance Coordinator.
- Attend Ordinary and Special Council meetings (held in the evening) to record minutes. Prepare draft minutes, and finalise and publish minutes following their authorisation by the CEO.
- Ensure disclosures of interest made at meetings are accurately recorded in the minutes.
- Maintain the annual schedule of Ordinary Council meeting dates and give public notice of the schedule as required by the *Local Government (Administration) Regulations 1996*.
- Ensure notice of meetings is given, and that agendas, minutes and associated documents are made available to the public and published on the Shire's website within legislated timeframes.
- Coordinate the audio/visual recording of Ordinary and Special Council meetings and publish recordings on the Shire's website within 14 days, in line with Council Policy CP1 014 Recording and Livestreaming of Council Meetings and Part 2A of the *Local Government (Administration) Regulations 1996*.
- Maintain the register of Council resolutions, notify responsible officers of actions following each meeting, and update action status in a timely manner.
- Ensure confirmed minutes are signed, placed in the Minute Book and captured in the Shire's records management system.
- Prepare the Council Chambers and meeting equipment for meetings, and assist with Elected Member meeting requirements.
- Assist Directors and other service area Administration Officers with the compilation and timely distribution of agendas for Committees as required.

- Attend Committee meetings where requested as a backup to assist Directors and other service area Administration Officers for the purposes of recording minutes.

**Governance Support**

- Provide administrative support to the Governance Coordinator, inclusive of but not limited to:
  - Updating statutory registers, including the Tender Register, Gifts Register, Contracts and Leases, as directed.
  - Issuing, tracking and filing Primary and Annual Returns and Related Party Disclosures within legislated timeframes.
  - Formatting, version control and publication of Council Policies, Administration Policies and Procedures following review.
  - Keeping governance information on the Shire's website current.
  - Administrative support for Local Government Elections and Elected Member inductions.

**General**

- Maintain accurate records in accordance with the *State Records Act 2000* and the Shire's Recordkeeping Plan.
- Provide general assistance to Shire staff on meeting procedures, agenda timeframes and report templates.
- Undertake other duties as directed by the Director Corporate Services, within the scope of the position's skills and classification.

## Selection Criteria – Experience and Qualifications

**Essential Criteria**

A combination of qualifications, experience, expertise and competence sufficient to perform the duties of the position, or a commitment to develop these through formal training provided by the Shire of Collie.

- Demonstrated experience in an administrative role, preferably in local government or a similar public sector environment.
- Proven ability to prepare meeting agendas and take accurate minutes of formal meetings.
- Understanding of, or the ability to quickly develop an understanding of, the *Local Government Act 1995* and associated regulations as they relate to Council meetings.
- Excellent written communication skills, with a high level of accuracy and attention to detail.
- High level computer skills with an ability to produce a variety of documents to a professional standard.
- Strong time management and organisational skills with the capacity to manage priorities and meet fixed deadlines across the Council meeting cycle.
- Ability to exercise discretion and maintain confidentiality.
- Availability to attend evening Council meetings.

**Desirable Criteria**

- Certificate IV or higher in Business Administration, Government or Local Government (or working towards).
- Experience using electronic agenda, minute-taking or records management systems.
- Experience supporting a Council, board or committee.

## Ongoing Performance

- Conduct work practices with a high level of confidentiality and uphold the expected values set out within the organisational Code of Conduct.
- Operate in compliance with WHS legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices.
- Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

## Training

Willingness and aptitude to undertake further training and professional development to maintain knowledge of industry trends, regulatory changes, technology as relevant and related matters.

## Position Dimensions

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| Work Location: | Council Administration Centre, 87 Throssell Street, Collie. |
| Delegated Authority: | As defined by the Chief Executive Officer. No authority to sign procurement orders. |
| Driving Requirements: | C (Car) or CA (Car Automatic) class motor vehicle licence (preferable). |

## Extent of Authority

This position operates under the direction of the Director Corporate Services within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

## Corporate Accountabilities

1. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.
2. All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
3. Comply with Council's Employee Code of Conduct, management directives and approved policies and procedures.
4. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
5. Maintain obligations described within the Shire's Customer Service Charter.
6. Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
7. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
8. Deliver effective use of Shire resources within the level of accountability for this position.
9. Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.

10. Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.
11. Employees shall co-operate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
12. Provide an ongoing commitment to risk, emergency management and business continuity principles.