



POSITION DESCRIPTION / SPECIFICATION

1. POSITION IDENTIFICATION

Title	Governance Officer	Level	5/6
Business Unit	Governance	Position Number	00012, 00781
Directorate	Governance and Strategy	Date Established	October 2011
Reporting to	Senior Governance Officer	Date Updated	October 2025

2. KEY OBJECTIVES

- Coordinate, plan and administer the compilation and distribution of agendas, minutes and other meeting documentation for Council, Committees and Electors' meetings ensuring that all items of business comply with legislative and governance requirements and various policies of the City.
- Provide a support and advisory service for Council decision making processes, ensuring that governance processes comply with statutory provisions and policies.
- Provide a high-level organisational governance and administration support function regarding Council's decision-making processes.
- Provide a high level of customer service to both internal and external customers and key stakeholders.

3. KEY ACCOUNTABILITIES

- Ensure work activities, support and advice are accurate, timely and in accordance with relevant legislation, governance policies, procedures and adopted practices.
- Ensure information is handled in a professional, discreet and confidential manner.
- Undertake activities in accordance with the Business Unit Plan, Corporate Business Plan, Strategic Community Plan and other relevant plans as directed.
- Identify areas of improvement in relation to the City's governance responsibilities and work with key stakeholders to implement and communicate improvements.
- Assist with developing and implementing governance projects as assigned by Senior Governance Officer, Governance Coordinator or Manager Governance.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Ensure customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES
Outcome: Governance
<ul style="list-style-type: none">• Coordinate, prepare and distribute agendas, minutes and other meeting documentation for Council, Committees and Electors' meetings ensuring that all items of business comply with legislative and governance requirements and the various policies of the City, exercising judgement and initiative where procedures are not clearly defined.• Provide support to the Senior Governance Officer in the day-to-day operations of the sub-unit.• Attend meetings of Council, Committees and Electors to provide a confidential, effective and efficient meeting support service, including the provision of technical advice to Elected Members and staff on legislative and local law provisions relating to the meetings.• Review, analyse and validate Petitions in accordance with local law provisions relating to meeting procedures.• Provide technical advice and guidance to employees on the preparation of Council and Committee reports, Council's decision-making processes, meeting procedures, legislative requirements and other compliance requirements.• Research and prepare Council reports, as directed by Senior Governance Officer, Governance Coordinator or Manager Governance.• Undertake projects relating to governance and Local Government legislation and frameworks as directed by Senior Governance Officer, Governance Coordinator or Manager Governance.• Apply project management practices including setting priorities, establishing objectives and milestones, estimating times and scheduling activities.• Prepare relevant project reporting documentation.• Deliver projects in accordance with agreed scope, timeframes and budgets.• Assist with maintaining the Delegation of Authority Register and Authorised Persons' Register and participate in the annual review process.• Assist with maintaining the Primary & Annual Return Registers and Gifts Register.• Monitor changes to the Local Government Act and undertake benchmarking research across other Local Governments to ensure that the City of Joondalup remains up to date with best practices.
Outcome: Organisational Governance Support and Administration
<ul style="list-style-type: none">• Deliver tailored governance training for employees on a regular basis, including report writing.• Assist the City in the coordination of centralised advertising processes for statutory and public notices and general advertising relating to Council proceedings.• Compile and monitor performance indicators for reports and Council decision making processes.• Monitor quality control systems for all governance and administration procedures to support the Council's agenda and minutes processes and governance framework.• Identify and develop improvements to internal processes and procedures relating to the Council's decision making and governance responsibilities.• Assist with the conduct of the City's Local Government Elections.• Provide peer leadership and guidance to other Governance Officer/s.
Outcome: Customer Service
<ul style="list-style-type: none">• Provide high-level customer service to internal and external customers.• Coordinate and respond to general enquiries and incoming correspondence in accordance with City timeframes and parameters.• Develop and maintain effective working relationships and communication with City employees, the CEO, Directors, Elected Members and key stakeholders.• Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. WORK RELATED REQUIREMENTS

Essential Skills, Knowledge, Experience and Qualifications:

High Level Skills:

- Written and verbal communication, including report writing.
- Problem solving and conflict resolution, to effectively liaise with internal and external parties.
- Organisational and time management - prioritising multiple tasks and meeting deadlines.
- Computer literacy, particularly with Microsoft Office.
- Customer service, including liaising effectively with internal and external customers and stakeholders.
- Analysis and review - preparing and presenting reports, agendas and minutes.
- Ability to read, interpret and apply legislation, local laws and policies to the Council's decision-making processes.
- Manage information within a confidential and politically sensitive environment.
- Strong interpersonal skills, working well as part of a team.

Knowledge:

- Administrative and formal meeting procedures, including detailed understanding of agenda and minute preparation.
- Local Government statutory procedures, services and decision-making frameworks.
- Content Manager system and/or a general understanding of records management.

Demonstrated Experience:

- Working in a similar role in an office environment with administrative practices.
- Preparation of high quality documentation.
- Agenda preparation and minute taking.
- Working in a busy environment with competing deadlines.
- Using a range of electronic audio and visual systems.

Qualifications / Clearances:

- Appropriate qualification in relevant discipline and/or equivalent relevant experience in a governance role.
- Current National Police Certificate.

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available for complex matters.
- Establish work priorities and monitor workflow in areas of responsibility.
- Exercises initiative and judgement where practice and direction are not clearly defined.
- Solutions to problems can generally be found in legislation, precedents and guidelines or instructions. Can refer complex issues or matters of interpretation to Senior Governance Officer and/or Governance Coordinator for advice.
- Contribute to interpretation and administration of matters for which there are no clearly established procedures.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under general direction

Internal:

- Directorate Admin Leads
- Managers
- Directors
- Office of the CEO
- Mayor and Elected Members

External:

- General public and residents
- Stakeholders

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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