



Position Description – Council and Committee Support Officer

Division	Corporate Services
Portfolio	Governance and Risk
Business Unit	Governance and Risk
Level	3
Reports To	Team Leader Governance and Risk
Prescribed Position	No

Position Objective

To support the effective and professional operation of Council, Committee and Council Assessment Panel (CAP) meetings by providing room preparation, hospitality, ushering, and logistical support, ensuring a welcoming and orderly environment for Elected Members, staff, and the public.

Key Responsibilities

- Set up meeting rooms and spaces in accordance with requirements.
- Prepare, set up, and serve meals to Elected Members and staff prior to Council and Committee meetings.
- Clear dinner service and maintain tidy and presentable meeting and hospitality areas.
- Provide usher support during meetings, welcoming and guiding members of the public to appropriate seating.
- Offer general logistical support throughout the meeting, responding to ad hoc needs from meeting participants.
- Ensure end-of-night clean-up of meeting spaces, including checking and securing premises.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.

- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Strong interpersonal and communication skills.
- Ability to work independently and use initiative in fast-paced environments.
- Good organisational and time management skills.

Knowledge

- Awareness of meeting protocols and public-facing etiquette.
- Basic food handling and hospitality knowledge.
- Understanding of Work Health & Safety principles.

Experience

- Previous experience in event setup or hospitality roles.
- Experience engaging with a wide range of stakeholders, including the public.
- Experience in providing support in formal or structured meeting environments (desirable).

Qualifications & Requirements

- A car Licence

Essential