

# Employment Information Package



## Governance Officer

**Position number:** POS0978

**Enquiries:**

**Name:** Wezley Frankcombe

**Position:** Senior Leader People Governance and Safety

**Phone:** 03 6323 3267

**Email:** [Wezley.frankcombe@launceston.tas.gov.au](mailto:Wezley.frankcombe@launceston.tas.gov.au)

**Application closing date:** THURSDAY 4 JUNE 2026

📍 Town Hall  
18–28 St John Street  
Launceston TAS 7250

✉️ PO Box 396  
Launceston  
TAS 7250

☎️ 03 6323 3000  
@ [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)  
🌐 [launceston.tas.gov.au](http://launceston.tas.gov.au)

 City of  
**LAUNCESTON**

# Contents

About the City of Launceston	3
City of Launceston Organisational Structure	4
Organisational Values	5
Information for Applicants	6
Recruitment Steps	7
General Conditions of Employment	8
Position Description	9

**Address applications to:**

Senior Leader People and Culture

City of Launceston

PO Box 396

LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





# About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

**Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

## **The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.**

**An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.**

### **Employee benefits offered by the City of Launceston include:**

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

**At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.**

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

**City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.**

Please read this information carefully, as it will help you with the preparation of your employment application.

**When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

**The online Application for Employment can be [accessed here](#)** (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

1. Application received
2. Shortlisting
  - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
  - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
  - Reference Check
  - Police Check
  - Medical Assessment
  - Drug and Alcohol screening

*All costs covered by City of Launceston*
5. Suitability determination and preferred candidate identified
6. Letter of Offer



# General conditions of employment

<b>Position title</b>	Governance Officer
<b>Employment terms</b>	Permanent full time
<b>Working pattern</b>	Compressed 4 day work week or 9 day fortnight 76 hours per fortnight
<b>Total remuneration</b>	\$92,055 TO \$101,438 per annum* ( <i>Applicable from 13 July 2026</i> )  <i>*Total remuneration includes superannuation, as detailed below</i>  <b>Base salary</b> \$79,874 TO \$88,015 ( <i>Applicable from 13 July 2026</i> )
<b>Superannuation</b>	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

# Position Description

PF NUMBER:		POS NUMBER:	POS0978
------------	--	-------------	---------

POSITION TITLE:	Governance Officer (Council and Committees)
AWARD CLASSIFICATION:	Grade 4
EMPLOYEE:	
TEAM:	Governance and Information Services People Governance and Safety Delivery and Performance
REPORTS TO:	Team Leader Governance and Information Services
PREPARED BY:	Kelsey Hartland, Team Leader Governance and Information Services
DATE:	10/4/2026

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Executive Leader Delivery and Performance

## POSITION PURPOSE (Why does this position exist)

The Governance Officer - Council and Committees maintains the City of Launceston's processes for the delivery of Council and Committee meetings, including, but not limited to:

- management of the City of Launceston's meeting systems, on an annual cycle and on a day-to-day basis, and to train Council Officers in their use.
- development, implementation and review of policies and procedures
- development and implementation of master templates in Doc Assembler to meet the requirements of the City of Launceston
- support for Council, Council Committee, Special Committee, Public, and Annual General Meetings.

The role also monitors and maintains the City of Launceston's:

- Management System Framework and ensure that documents registered in the Management System (the repository for the City of Launceston's policies and procedures) are consistent and compliant with the framework.
- General Manager's Electoral Roll

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

# OUR VALUES



**Our people matter**

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



**We care about our community**

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



**We bring an open mind**

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



**We go home safe and well**

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
<b>General</b>		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions.  Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback  Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
<b>Technical</b>		
Annual and day-to-day management of meetings systems	<ul style="list-style-type: none"> <li>• Maintain agenda and minute templates for Council, Council Committees, Special Committees, Public Meetings, Workshops and Annual General Meetings</li> <li>• Meeting system administration, including maintenance of user databases, training and support for Councillors and training officers in the preparation of agenda items</li> <li>• Create and maintain project-based Doc Assembler templates and instructions as required</li> <li>• Provide advice to Council Officers around Council and Council Committee meetings protocols</li> <li>• Develop, implement and review meeting processes and procedural documentation</li> </ul> Maintain Docs on Tap (software for electronic distribution of Council papers)	Agendas and minutes are legislatively compliant Training and advice is delivered as appropriate Documentation is up to date Meeting calendars are published as appropriate e.g. online, in The Examiner, via Outlook Access to Docs on Tap and Doc Assembler is appropriately managed
Council Meetings and Workshops	Delivery of Workshops and Council Meetings, Council Committees, Public Meetings, and Annual General Meetings, including the following responsibilities: <ul style="list-style-type: none"> <li>• Notices and advertising of meetings</li> <li>• Governance oversight of agendas and minutes</li> <li>• Procedural advice for Workshop and Council Meetings</li> </ul>	Meeting papers are published on-time and to appropriate standards  Notices of meeting are published to legislated timelines

Accountabilities	Activities/Tasks include:	Success looks like ...
	<ul style="list-style-type: none"> <li>• Provide advice and training to Council Officers regarding preparation of agenda items</li> <li>• Assist external presenters to Council Meetings</li> <li>• Assist members of the public who wish to ask questions or speak to an item at a Council Meeting</li> <li>• Take minutes 'live' during Council meetings if required; not usually required for Workshops)</li> <li>• Oversee the Administration Officer - Governance Support in the compilation of Committee meeting agendas and minutes</li> <li>• Maintain the Workshop process, booking system and schedule</li> <li>• Assist with the organisation and administration of other meetings such as the Annual General meeting or public meetings required under legislation.</li> </ul> <p>For clarity, Council Committees includes committees that may be established under s23 of the <i>Local Government Act 1993 (Tas)</i> - e.g. Petition to Amend Sealed Plan Committee; Special Committees includes committees that may be established under s24 of the <i>Local Government Act 1993 (Tas)</i></p>	<p>Minutes are well-written and free from errors</p> <p>Support is of a high standard, and agreed processes are followed</p> <p>Professional relationships with Councillors are maintained</p> <p>Delivery of excellent customer service to Council Officers, external presenters and members of the public</p> <p>Workshops bookings are appropriately managed and scheduled</p>
Committees	<ul style="list-style-type: none"> <li>• Provide governance oversight for Section 23 Council Committee Meetings to ensure they are held in compliance with the <i>Local Government (Meeting Procedures) Regulations 2025</i></li> <li>• Provide procedural advice during Committee Meetings</li> <li>• Develop, implement and review Committee procedures and templates</li> <li>• Maintain Terms of Reference templates and ensure that Council, Council Committees and Special Committees have current Terms of Reference and Annual Work Plans in place.</li> </ul>	<p>Meeting papers are published on-time and to appropriate standards</p> <p>Notices of Committee meetings are published to legislated timelines</p> <p>Agenda and Minutes are well-written and free from errors</p> <p>Meetings are Committee Representation Details 14-HLPrx-012 is up to date</p> <p>Standard Terms of Reference documents are maintained</p> <p>Committees have workplans in place and they are review annually</p>
Maintain currency of team Intranet and Website information	<ul style="list-style-type: none"> <li>• Maintain meeting calendars in Outlook, on CoLConnect and <a href="http://www.launceston.tas.gov.au">www.launceston.tas.gov.au</a></li> <li>• Maintain webpage content, including but not limited to pages for, <ul style="list-style-type: none"> <li>○ Council Meetings</li> <li>○ Right to Information</li> <li>○ Elections</li> <li>○ Delegations</li> <li>○ Policy</li> </ul> </li> </ul> <p>Councillor Code of Conduct</p>	Calendars and web pages are current
Maintain the General Manager's Electoral Roll and, from time to	<ul style="list-style-type: none"> <li>• Follow agreed processes and procedures to keep the general Manager's Electoral Roll accurate and up to date</li> </ul>	The General Manager's Electoral Roll for the City of Launceston is legislatively

Accountabilities	Activities/Tasks include:	Success looks like ...
time, assist with administrative tasks associated with local government elections	<ul style="list-style-type: none"> <li>• Perform basic checks to determine the eligibility of applicants</li> <li>• Communicate with applicants verbally or in writing as appropriate</li> </ul> <p>In consultation with the Team Leader Governance, work to instructions provided from time to time by the Tasmanian Electoral Commission in respect of four-yearly local government elections</p>	compliant and maintained to the requirements of the Tasmanian Electoral Commission
Seal Register	Maintain the City of Launceston's seal register	Register is kept up to date
Delegations Register	Maintain the electronic Delegations Register in accordance with Section 22 of the <i>Local Government Act 1993</i> (Tas).	Register is kept up to date
Annual Report	Assist the Team Leader Governance and Information Services to collect and collate the content for inclusion in the City of Launceston's Annual Report as required by section 72 of the Local Government Act 1993	Information is prepared to agreed timeframes and standards
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p>	
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p>	

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p>	
<p><b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
<b>Organisational</b>
<ul style="list-style-type: none"> <li>Community Focused: considers community/customers in decision making</li> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> <li>Safety Focused: takes responsibility for own and team's health, well-being and self-care</li> </ul>
<b>Position Specific</b>
<ul style="list-style-type: none"> <li>An understanding of governance in a Local Government context</li> <li>A genuine interest in delivering exceptional customer service to internal and external customers</li> <li>Above-average proof reading skills and attention to detail</li> <li>Well-developed written and verbal communications skills</li> <li>Well-developed technical skills with corporate software applications, particularly Microsoft Word, Adobe and Excel; the ability to acquire technical skills in the operation of the audio-streaming equipment used at Council meetings</li> <li>Excellent minute-taking skills - accuracy, speed, the confidence to ask for clarification when needed, and an understanding of meeting procedures</li> <li>Ability to exercise initiative, judgment and discretion, often in a high-pressure environment</li> </ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>
<ul style="list-style-type: none"> <li>Tertiary qualifications in a relevant discipline (desirable) and at least 3 years relevant work experience</li> <li>Familiarity with legislative and regulatory frameworks and their application to policy and procedures</li> </ul>

- Previous experience in local government will be highly regarded

### REPORTING STRUCTURE

<b>Leader</b>	<b>Team Leader Governance and Information Services</b>
<b>Direct Reports</b>	Nil

### KEY RELATIONSHIPS

(External and Internal Customers, Supplier, Colleagues, etc)

<b>Internal</b>	<b>Nature of Relationships</b>
Governance Team	Work with the Team Leader Governance and team-mates to fulfil team goals and position responsibilities
Chief Executive Officer and General Managers	Administrative support and liaison around agendas and minutes
Council Officers	Training and support
Councillors	A formal relationship that requires appropriate protocols to be observed
<b>External</b>	<b>Nature of Relationships</b>
Customers	Phone and face to face contact with customers with autonomy in some instances, and on behalf of team members in other instances

### DELEGATIONS & AUTHORISATIONS

(Local Government Act, By-Laws etc)

Purchasing Approvals	Limit \$0
<i>Electoral Act 2004</i> (Tas) (appointment)	May be appointed to be an election official for the purpose of local government elections

### Confidentiality

Employees are

- Able to access; or
- May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

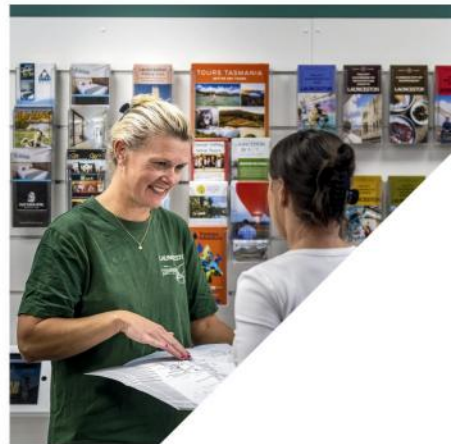
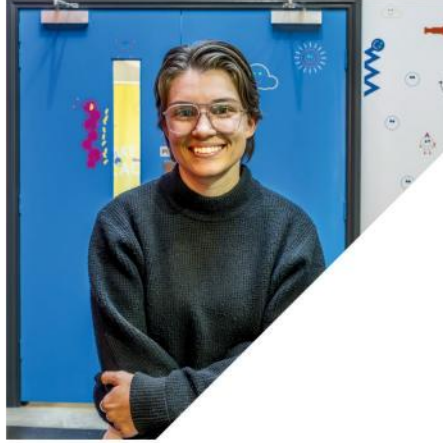
- To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.

- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

#### OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.



📍 Town Hall  
18-28 St John Street  
Launceston TAS 7250

✉️ PO Box 396  
Launceston  
TAS 7250

☎️ 03 6323 3000  
@ contactus@launceston.tas.gov.au  
🌐 launceston.tas.gov.au

