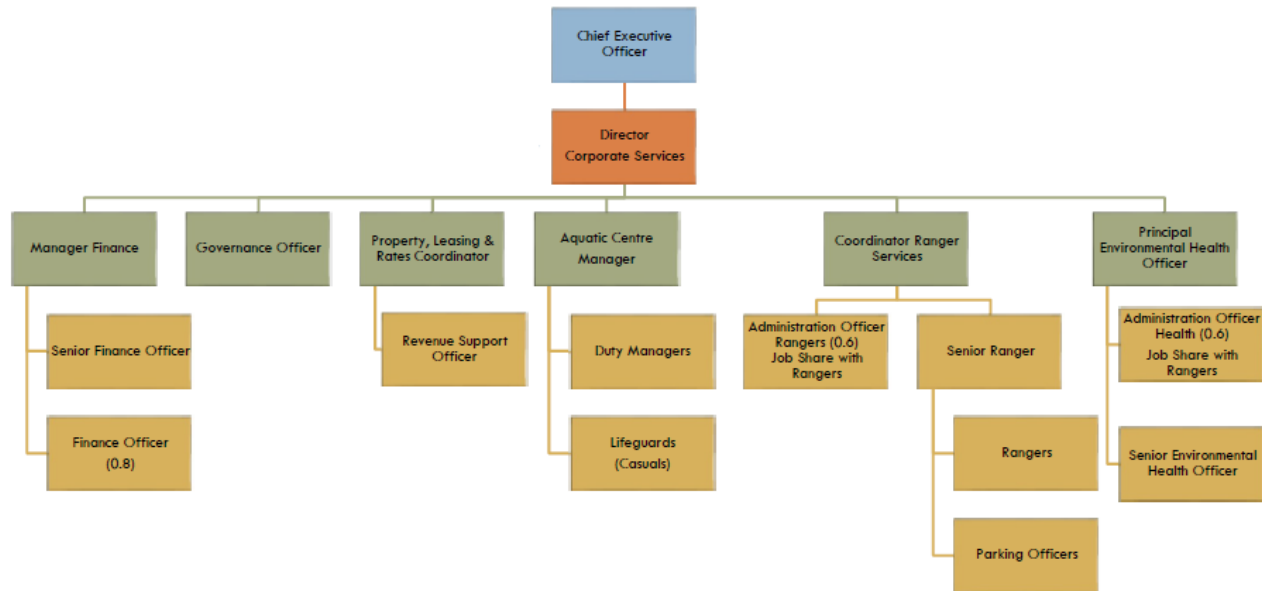


POSITION DESCRIPTION

POSITION TITLE:	Administration Officer - Governance
DIRECTORATE:	Corporate & Governance
AWARD/AGREEMENT:	TOC Enterprise Agreement 2017
CLASSIFICATION OF POSITION:	Level 7
POSITIONS UNDER DIRECT SUPERVISION	Nil
REPORTS TO	Director Corporate & Governance

DIRECTORATE STRUCTURE:



ORGANISATIONAL CONTEXT OF POSITION

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 9600 people and is located in the picturesque western suburbs of Perth, Western Australia.

The Town has five key goals:

- Liveability
- Prosperity
- People
- Environment
- Governance & Leadership

ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community well being and business prosperity: while respecting and celebrating the past.

ORGANISATIONAL VALUES

Respect

We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity

We are open, accountable and honest.

Quality Communication

We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service

Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence

Our focus is quality outcomes achieved on time, on budget.

OVERALL GOAL OF THIS POSITION

- To ensure Council's decision-making processes is based on the provision of accurate, timely and relevant information; aligned to Council's strategic intent; and open and accountable to Council's stakeholders.
- To oversee the key areas of Council meeting agenda and minute preparation, maintenance of Council's primary governance registers, and coordination of adherence to all legislative processes.
- The key emphasis will be to ensure stakeholder confidence in Council decision-making and legislative processes is of the highest order built on provision of open, accurate, and timely information.

Key focus portfolios:

- Coordination of all Council agenda's and minutes
- Maintenance of primary registers confirming compliance with legislative requirements

KEY OBJECTIVES OF THIS POSITION

Objective 1: Governance

- Compile and distribute Council meeting agenda, take minutes at Ordinary Council Meetings (OCM) and maintain official records
- Oversee the management of the OCM action reports and Councillors requests relating to the section

- Advise relevant parties of the non-complex decisions made following Council meetings
- Provide advice on legislation and procedures relating to governance issues
- Ensure Councillors mail is distributed each fortnight
- Update and distribute the Diary of Events to Mayor and Councillors.
- Oversee the management of governance related venue catering (inclusive of OCMs)
- Ensure that the roles, duties and responsibilities of all staff are clearly defined and communicated.

Objective 2: Corporate & Governance Support

- Maintain and update Council Policy Manual
- Maintain and update Council Delegated Authority Register and record.
- Maintain Council Primary and Annual Return Register
- Maintain Lease Register and liaise with Property, Leasing & Rates Coordinator in relation to new, maturing and expired leases
- Maintain and update Agreements Register
- Maintain Tender Register
- Maintain Owners & Occupiers Electoral Roll Register
- Prepare, update, and coordinate procedures to ensure local law processes (new, reviews, amendments) are carried out in accordance with legislation.
- Coordinate response to all Freedom of Information applications in accordance with legislation.
- Co-ordinate processing of all insurance claims to and on behalf of the Town

Objective 3: Administration

- Answer correspondence and prepare reports as required.
- Take minutes of section staff and other minutes
- Collate statistical and research data for reports/meetings as required by the Executive Manager
- Maintain Council agenda preparation software.
- Provide support services to the Chief Executive Officer where required.
- Ensure records are maintained and systems developed for governance functions.
- Apply learning and skill development to improving internal systems and processes.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 4: Customer Service

- Provide excellence in customer service through dealing with all issues promptly and effectively in courteous manner.
- Ensure staff are provided advice and assistance on governance matters.
- Attend to telephone and counter enquiries.
- Provide technical advice and information to the community.

Objective 5: OCCUPATIONAL HEALTH & SAFETY (FOR ALL STAFF)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively Participate in safety activities associated with the management of workplace health and safety.
- Follow Policy and procedures as required
- Take Reasonable care to ensure his/her own safety and health at work
- Avoid adversely affecting the safety of any other person
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

SELECTION CRITERIA

ESSENTIAL

- Sound knowledge in local government governance, and associated legislation, codes and standards.
- Significant administrative experience reporting to an Executive level.
- Sound knowledge of meeting procedures including preparation/collation of report, agenda and minute documentation within ongoing Council/Board meeting cycle.
- Proactive approach to process management and the development and implementation of evidence-based reporting.
- Understanding of and application of excellent customer (internal and external) skills.
- Well developed verbal, written (including report writing), and interpersonal skills.

DESIRABLE

- Previous local government experience including knowledge of governance requirements as they relate to local government.
- Experience in local law development, Freedom of Information legislation, and insurance claim management.
- Possession of, or progress towards, an under graduate qualification in relevant discipline.

REQUIREMENTS	REQUIRED FOR POSITION (YES/NO)	DETAILS/COMMENTS
Mandatory Qualifications	YES	Where Yes – Must be sighted
Drivers Licence	YES	Where Yes – Must be sighted
Ability to obtain a Working with Children check	NO	Where Yes – Must be sighted
Medical	YES	ToC Dr must confirm fitness to work
Police clearance	YES	Clearance to be assessed by HR

PROBATION

Unless otherwise stated in a Letter of Offer, the filling of this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed. Note: Permanent employment is subject to confirmation of the identified requirements above.

SIGNATURES:

APPROVED	CEO/Executive Manager		Date:	
Employee Name:		Signature:	Date:	