

POSITION DESCRIPTION

Position Title:	Governance Officer
Directorate:	Governance & People
Award/Agreement	TOC Enterprise Agreement 2017 (and any subsequent agreement)
Classification of Position:	Level 8 Fulltime
Positions under Direct Supervision:	Nil
Reports to:	Director Governance & People

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 and 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

The key focus of this position is to prepare and produce a range of documents and oversee processes within the

KEY OBJECTIVES OF THIS POSITION

Objective 1: Governance and Compliance

- Preparation of Ordinary Council Meeting and when required Committee meeting Agendas including processing of petitions, public questions and statements and disclosure of interests.
- Attendance at all Ordinary Council Meetings, council forums and workshops as required.
- Taking minutes at Ordinary Council Meetings.
- Managing meeting logistics, including catering and room set up and pack down.
- Preparation of Ordinary Council Meeting minutes.
- Communicate decisions, actions, directives and important information following Council meetings and committee meetings to appropriate internal and external stakeholders.
- Preparation of reports for Ordinary Council Meetings as required.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Maintain Primary and Annual Return Register. Issue returns and provide assistance, when required to new employees.
- Maintain the Town's Gift Register. Provide advice to employees on gifts.
- Maintain the Elected Member training register.
- Oversight of the elected member diary of events.
- Ensure elected member sitting fees and expense claims are processed accurately and in a timely manner.
- Co-ordinate elected member induction (in conjunction with CEO and Director) and training including compulsory training.
- Oversee the Town's WALGA membership and subscriptions.
- Co-ordinate the Town of Claremont biennial local government elections in partnership with the WA Electoral Commission.
- Maintain and update the Delegated Authority Register including overseeing monthly reporting of exercise of delegations by business units. Issue letters and provide advice to new staff in relation to delegations and requirements for recording exercise of delegations.
- In conjunction with Director, undertake an annual review of Delegated Authority Register.
- In conjunction with Director, develop and review Council policies
- Ensure that Council's Policy Manual is maintained and kept updated.
- In conjunction with Director, co-ordinate review of local laws including legislative compliance.
- In conjunction with the Director, co-ordinate reviews of Code of Conduct for Elected Members.
- Responds to requests for access to information (Part 5, Division 7 of the *Local Government Act 1995*).
- As required, act as the Town's freedom of information officer including drafting notices of decision in respect of application pursuant to the *Freedom of Information Act 1982*.
- Administer operation of the Compliance Calendar to ensure compliance across the organisation is continuously maintained and reported.
- In conjunction with Director, co-ordinate the Compliance Audit Return and liaise with other operational areas to ensure it is completed accurately and within the legislated timeframes.
- In conjunction with Director, co-ordinate the Regulation 17 review to ensure it is completed accurately and submitted within the legislated timeframes.
- Provide advice, support to internal stakeholders to ensure governance standards and obligations are met and business continuity.
- Carry out other duties as requested by the Director which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 2: Insurance and Risk

- Oversee and process insurance claims including liaising with LGIS and claimant, co-ordinate further information as required from the insurer.
- Provide excellent internal and external customer service regarding insurance claims.
- Educate and provide guidance and support to staff in relation to insurance claim processing and responses to ratepayers.
- In conjunction with the Director, co-ordinate the annual insurance renewal process.
- Advise business units on the Town's insurance policies including interpretation and excess queries.
- Liaise with tenants to ensure they have insurance as required pursuant to their lease. Track insurance policy expiry dates and update the insurance register and leasing register accordingly.

Objective 3: Occupational Health & Safety

- 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.

Objective 4: Corporate Responsibility

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town's Customer Experience Charter.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- 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 5: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks by reviewing processes using Promapp.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA**Essential**

- Appropriate tertiary qualifications (diploma or degree equivalent) or demonstrated expertise and experience in governance, insurance and compliance related functions in a local government context.
- Thorough working knowledge of the *Local Government Act 1995* and associated Regulations.
- Knowledge of Local Government, including decision-making processes, meeting procedures and responsibilities.
- Experience in the preparation of agendas, business papers and minutes
- A demonstrated high degree of integrity and understanding of confidentiality.
- Comprehensive written and verbal communication skills, including report writing skills and policy drafting.
- Highly developed customer service skills and ability to establish relationships

- Effective organisational, decision-making and problem-solving skills with the ability to work under pressure in a politically sensitive environment
- Ability to work very first and third Tuesday of the month to attend Council meetings.
- Ability to attend committee meetings as required.

Desirable

- Experience in insurance claim management.
- Experience using Info Council.
- Strong skills and expertise with Microsoft Office suite.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver’s License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town’s GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, 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.

SIGNATURES:

Approved	CEO		Date	
Employee Name:		Signature	Date	