

POSITION DESCRIPTION

Position Title:	Coordinator Governance and Legal
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Directly reports to:	Director Corporate Services
Classification level:	10
Positions under Direct Supervision:	Governance Support

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 11,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

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

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

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.

OBJECTIVE OF THIS POSITION

This role coordinates high-quality governance and legal services for the Town of Claremont, ensuring compliance with legislation and best practices. It oversees legal processes, policy development, and reporting while promoting transparency and effective decision-making. The Coordinator of Governance advises elected members and staff, supports governance improvements, and fosters a culture of integrity within the Town.

Objective 1: Governance and Compliance

- Ensure the effective delivery of governance functions and compliance obligations in accordance with legislative requirements and best practice, supporting transparent and accountable decision-making.
- Coordinate Elected Member induction programs and ongoing Councillor training, including mandatory training requirements.
- Coordinate the Town's biennial local government elections in partnership with the WA Electoral Commission.
- Facilitate Elected Member concept forums and workshops.
- Ensure accurate and timely processing of Elected Member sitting fees and expense claims.
- Oversee the preparation and quality assurance of Ordinary Council and Committee agendas and minutes.
- Coordinate the annual review of Delegations and Authorisations, including preparation of delegation instruments and authorisation documentation.
- Provide guidance and training to staff on delegations, including requirements for recording the exercise of delegated authority.
- Maintain governance registers in accordance with legislative and organisational requirements.
- Lead the development and review of governance policies and provide advice to business units on policy development.
- Coordinate the review of local laws.
- Manage the Compliance Calendar and coordinate the annual Compliance Audit Return.
- Provide governance advice and support to internal stakeholders to ensure compliance with statutory obligations and governance standards.

Objective 2: Legal

- Support the effective management of legal and insurance related matters to protect the Town's interests and ensure compliance with legislative and contractual obligations.
- Assist, as required, with the coordination of legal advice, including liaising with external legal practitioners
- Maintain the Legal Register and Insurance Claims Register .
- Coordinate the Town's annual insurance renewal process, including provision of accurate and timely information to insurers.
- Oversee insurance claims, including liaison with LGIS, claimants and internal stakeholders, and coordination of required documentation.
- Provide guidance, advice and training to employees on insurance claim processes and responsibilities including coverage interpretation and excess considerations.

Objective 3: Work Health and Safety (For Managers/Senior Officers)

- Raising WHS awareness throughout business units.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote WHS and disseminate WHS information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regard to the WHS management system.
- Apply WHS and relevant legislation.

- Implement components of WHS management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Objective 4: Corporate Responsibility (All Staff)

- 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 an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Ensure compliance with purchasing policies and best practice in purchasing.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- 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.
- 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

- Tertiary qualification in governance, law, public administration, or a related discipline or extensive demonstrated experience in a governance-related role.
- Proven ability to coordinate Council and Committee processes, including the preparation of agendas, minutes, and associated reports.
- Experience in managing governance frameworks such as delegations, policies, registers, and compliance reporting.
- Demonstrated ability to interpret legislation, policies, and legal advice, and provide clear, practical guidance to stakeholders.
- Proven ability to lead, coordinate and prioritise work, manage competing deadlines, and drive continuous improvement.
- High level of attention to detail and accuracy, particularly in a governance and compliance environment.

Desirable

- Sound knowledge of relevant legislation, including the Local Government Act 1995 (WA), associated regulations, and governance best practices.
- Experience in coordinating elections, Elected Member training, or working closely with elected officials.

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).

- Provide a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position) or completion of a medical questionnaire.
- 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

Director

Signature	Date
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Employee

Signature	Date
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