

TOWN of CLAREMONT Information Pack



Position

Governance Officer

Salary

\$90,319.95 plus 15.5% superannuation, eligible for RDO

The Town is seeking a full-time Governance Officer to join our governance team and support the Town's commitment to good governance and transparency. Working closely with the Coordinator Governance and Legal, this role will oversee compliance across a variety of areas, including procurement, insurance, and leasing. This position will be responsible for:

- Preparation of Council agendas, minutes, reports and correspondence with relevant stakeholders as directed.
- Providing administrative support and assistance to the Governance business unit.
- Processing petitions, public questions and statements and disclosure of interests.
- Maintaining Governance, Delegated Authority and Insurance Claims registers.
- Assisting with payment of Elected Member sitting fees and expense claims.
- Assist with the coordination of Council meetings, forums, workshops and events.

The successful candidate will have knowledge of Local Government decision making processes, have a demonstrated high level of administrative experience and experience in developing and maintaining governance frameworks, delegations and policies. The successful candidate's core values will mirror the Town's values of respect, integrity, quality communication and excellent customer service.

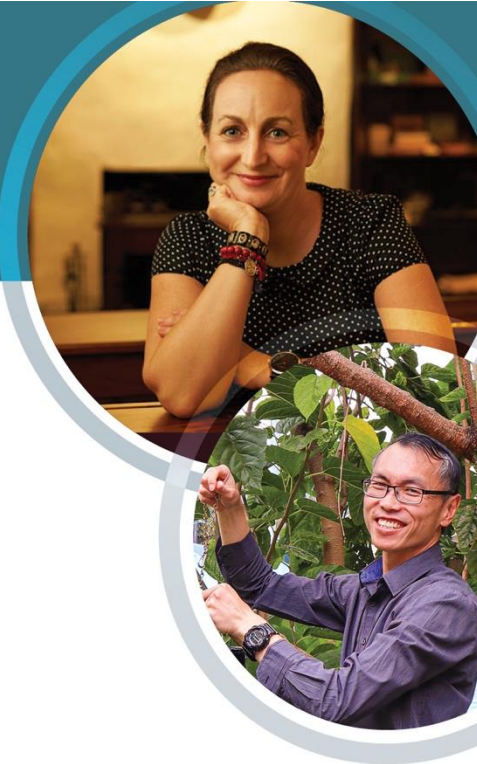
The Town of Claremont is a progressive local government that was established in 1898 for the picturesque riverside suburbs of Claremont and Swanbourne. It is a busy and forward focused local government with dedicated staff who are committed to making a difference at a local level. The Town was recently ranked Number 1 local government from a Community Scorecard, as voted by their community.

The Town offers great benefits such as a health and wellbeing program, additional superannuation contributions, flexible working arrangements, RDOs, free onsite parking and free access to an on-site gym and to the Claremont Aquatic Centre.

Applications close on 11 September 2026, at 5pm.

We welcome and encourage applications from people with lived experience of Aboriginal and Torres Strait Islander cultures, and those with a strong commitment to closing the gap. The Town of Claremont is an inclusive employer that values cultural diversity and supports professional growth for all. Please direct all enquiries to HR Team Member (9285 4300).





Completing your application

In order to be considered you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter is required and should demonstrate your suitability for the position.

Resume

Your Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at **TOC@claremont.wa.gov.au**

Alternatively, applications may be mailed to:

Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.



TOWN of CLAREMONT Employee Benefits



Remuneration & Conditions

- Competitive salaries;
- Generous superannuation contribution scheme;
- Flexible work options including work from home (WFH);
- Employee recognition program;
- Attractive working location in the Claremont Town Centre;
- Modern, accessible workspaces;
- Accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- Confidential employee assistance program;
- Flu vaccinations;
- Skin cancer checks;
- Health and wellbeing seminars and initiatives.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.

