



Position Description

Position Title	Governance Officer
Directorate	Corporate & Customer Services
Level	Level 5
Reports to	Senior Governance Officer
Responsible for	Not applicable
Primary Location	Margaret River Civic Administration Centre (travel to other locations is required on a regular basis)

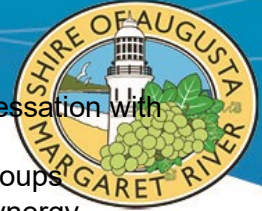
Position Overview

- Undertake operational requirements related to the Shire's governance function, including the provision of governance support services, research and preparation of governance and risk-related policies and reports, maintenance of the Shire's various statutory registers, and administration of the Shire's Council meetings including all associated documents.
- Be the primary point of public contact for enquiries related to Council and governance-related matters, including the processing of Freedom of Information applications in line with relevant legislation and the Shire's Customer Services Charter.

Position Responsibilities

Governance

- Conduct research and prepare reports on governance issues as directed by the Senior Governance Officer
- Maintain up to date knowledge on legislation and report to the Senior Governance Officer on relevant changes, issues and implications
- Research, prepare and review relevant governance policies, procedures and Code of Conduct
- Liaise with other local governments and departments on governance issues as required and identify improvements with the Shire's governance processes
- Undertake and collate the Primary and Annual Financial Return process ensuring full compliance with legislative deadlines
- Prepare report and documentation required for the Annual Compliance Audit Return process, including a report to Council and respond to any enquires from Department of Local Government
- Ensure that departmental and organisational procedures in relation to Council and Committee meetings are accurate, current and conform to relevant statutory requirements (Local Government Act, Privacy Act, Anti-discrimination Act, etc.)
- Review Terms of Reference for Committees and report to Council
- Provide governance advice and support to Committee Administration Officers on committee Terms of References, minutes and agendas and on the process of election of Chair / Deputy Chair
- Provide advice as directed by the Senior Governance Officer to Committees on governance matters in relation to the Local Government Act and Regulations and other relevant legislation



- Formulate timeline and implement dissolve of all Committees as per cessation with Local Government Elections every two years
- Review and advise on reporting measures for operational reference groups
- Conduct inductions in system use of the Agenda/Minutes Module in Synergy
- Review governance procedures, maintain statutory registers and coordinate processes
- Coordinate re-establishment of Committees and appointment of committee members;
- Review and coordinate reporting measures for operational reference groups
- Conduct governance inductions with new employees

Risk management

- Monitor and update as necessary the Shire's risk management framework.
- Prepare risk-related reports, briefings and updates to Council, the Audit and Risk Management Committee and the Executive Leadership Team
- Attend workshops with Councillors on risk management
- Assist in investigating new identified risks or as required by the CEO
- Ensure the Shire's risk management process is kept current and is consistent with the Risk Management Standard AS ISO 31000:2018
- Regularly report on actions identified to address areas of significant risk
- Communicate and seek updated reports from internal stakeholders, managers and directors regarding identified risks for their business unit
- Identify improvements to the Shire's risk management framework through research and engagement with LGIS, other local governments and other relevant parties

Council Support

- Undertake the primary administrator role for the Shire's agenda and minute preparation and reporting software
- Coordinate the organisation, compilation and distribution of Council agendas, minutes and all other documents (including confidential items) for the Executive Team, Council and Committees within specified timeframes
- Ensure publication of statutory notices are in compliance with legislative requirements and statutory timeframes
- Maintain Councillor related registers including but not limited to Public Questions, Declarations of Financial Interest and Councillor Attendances
- Record minutes at Ordinary and Special meetings (after hours)
- Set up of audio visual technology for meeting live streaming and statutory recording
- Identify and monitor operational safety requirements for off-site Council meetings
- Maintain, monitor and report on Council Resolution Status and Action Lists
- Maintain, monitor and report on Councillor Concept Forums, Agenda Briefings Sessions and Workshops
- Distribute information to Councillors and Executives (including those of a confidential nature);
- Prepare annual report to Council on following year's meeting dates, venues and times
- Organise meals for Councillors and staff
- Organise and the General Meeting of Electors

Freedom of Information applications

- Provide assistance and advice to external and internal FOI requests
- Process FOI requests within timeframes and following procedures
- Complete FOI statistical returns within timeframes
- Prepare FOI letters and draft decisions on FOI applications for Manager and CEO



- Review and update the FOI Statement annually
- Provide advice to staff on FOI requirements when distributing information

Customer service

- Deal with and provide responses to members of the public in relation to Council Meetings and agenda issues
- Manage requests from members of the public for deputations and public questions
- Accept petitions and provide advice to public on petition requirements
- Triage general customer service requests relating to all legal and governance complaints and enquiries from the public

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Other

- Provide confidential administrative support services as required
- Organise internal and external meetings including arranging invitations, diary management, compilation and distribution of agendas, recording and preparation of minutes and maintain action lists
- Act as the agenda liaison officer for Corporate and Customer Services directorate
- Recordkeeping in line with statutory requirements
- Support ICT and Customer Experience to maintain the currency of Directorate information on Website/intranet
- Maintain the useability and functionality of operating systems including the creation of new workflows and templates
- Assist with the review of governance Local Laws and manage the process of bringing the Local Laws into force
- Assist in the preparation of Ordinary Council Meeting local law reports
- Action any Council items relating to policies/procedures – advertising, summarising submissions updating internet/intranet

Position Requirements

Essential

- Demonstrated experience in the provision of minute-taking and meeting agenda preparation, with the ability to adhere to standards under pressure within a fast-paced, public environment
- Working knowledge of the Local Government Act in a governance or Council support role
- Developed administration skills including typing with speed and accuracy, and report, letter and policy writing
- Highly developed verbal and written communication skills with the ability to communicate with various stakeholders including Council, Executive, staff and members of the public
- Possess a current Western Australian “C” class drivers licence

Desirable

- Knowledge of Local Government requirements in the provision of minutes and agendas including understanding of Local Laws, Shire Standing Orders, processes and procedures.
- Knowledge of governance processes and procedures within a local government setting
- Working knowledge of local governance risk management systems and processes



Key Relationships

Internal	External
Councillors Internal Committees Executive Leadership Team Senior Leadership Team Business Unit Staff All Shire Staff	Community members and groups Public utilities and authorities Consultants and other professionals State and Federal ministers and departments Associations of local government Local governments

Our Values - The Way We Do Things

- Respect** We acknowledge our culture, environment and community, whilst ensuring our behaviour has a positive impact.
- Integrity** We have the courage to do the right thing and be transparent in our decision making.
- Community** We focus on supporting positive collaborative relationships that connect our communities to deliver great outcomes for the wider community.
- Excellence** We are committed to providing a high level of service to our customers and are open to opportunities and change.

Acknowledgement

Incumbent Name	Signature	Date
Reporting Officer Position & Name	Signature	Date