

 Wattle Range COUNCIL	POSITION DESCRIPTION			Version:	2
	Governance Officer			Date Adopted:	June 2020
				Next Review Due:	June 2024
POSITION TYPE	Full Time	SALARY CLASSIFICATION	Level 4 / 5 – Enterprise Bargaining Agreement	LOCATION	Millicent Office

POSITION OVERVIEW


To develop and maintain Councils governance framework and legislative compliance through the effective support of administrative and statutory processes across all of Council's operations and functions

KEY ACCOUNTABILITIES

Work Health and Safety	
Accountability 1	MAJOR ACTIONS
	1. Comply with the requirements of a safe working environment by following the Council Safety Program and applying safe working principles
	HOW SUCCESS WILL BE MEASURED
	<ul style="list-style-type: none"> • Participation and being proactive in safety related programs • Completion of the required safety related training • Reporting of all incidents and accidents

Corporate Policies, Procedures, Guidelines and Codes	
Accountability 2	MAJOR ACTIONS
	1. Develop, implement and monitor the effectiveness of all Council policies, procedures, guidelines and codes
	2. Provide advice to Executive Leadership Team (ELT) and Council staff to develop and review corporate policies, procedures, guidelines, codes and strategies
	3. Research and source policy information in collaboration with all levels of the organisation
	4. Administer schedules and registers relating to legislation, policies, procedures, guidelines, codes and other strategic documents
	5. Prepare reports, submissions, briefing papers and correspondence on governance matters for consideration by ELT and Council
	HOW SUCCESS WILL BE MEASURED
	<ul style="list-style-type: none"> • Management and review of Council policies, procedures, guidelines and codes is timely & follows Council and legislative process • Conduct of audits to ensure compliance with the Local Government Act and other relevant legislation • Reports for ELT and Council are timely and professional • Schedules and registers are updated accurately and in a timely manner to comply with legislative requirements

Delegations and Authorisations	
Accountability 3	MAJOR ACTIONS
	1. Maintain, review and update Council's Authorisations and Delegations, including notification to relevant officers
	2. Administer Council's online delegation system and register (Reliansys) and access for officers
	HOW SUCCESS WILL BE MEASURED
<ul style="list-style-type: none"> • Instruments of delegations complies with legislative requirements and organisation structure • Level of staff awareness and compliance with instruments of delegations 	

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Governance Programs and Frameworks

Accountability 4	MAJOR ACTIONS
	1. Assess, monitor and update Council's governance and legislative compliance schedule
	2. Propose and implement various corporate governance initiatives in conjunction with ELT
	3. Prepare information and material for primary and ordinary returns for Elected Members, Council committee members and relevant staff
	4. Preparation and maintenance of Section 41 Committee Charters, membership registers and assistance in preparing agendas and minutes as requested
	5. Assist with legislative compliance audits as and when required
	6. Undertake projects and initiatives that improve Council's governance systems and procedures in consultation with all levels of the organisation
	7. Work autonomously and in conjunction with other team members as appropriate
	HOW SUCCESS WILL BE MEASURED
	<ul style="list-style-type: none"> • Regular review of compliance schedule to ensure legislative requirements are met • Liaise with relevant staff to ensure compliance is maintained • Act as a reference for CEO, Directors and Staff regarding governance issues • Maintain Section 41 committee register and memberships

Information Management

Accountability 5	MAJOR ACTIONS
	1. Process Freedom of Information (FOI) Applications and enquiries in accordance with the Freedom of Information Act, 1991
	2. Assist in delivery of Ombudsman reviews and other complaint investigations
	3. Compliance with all Council policies, procedures and guidelines in performance of duties
	4. Council records and information are managed in accordance with policy and procedure
	5. Administer, develop and maintain Council's communication systems (including website, SharePoint, Social Media, Intranet site, etc).
	6. Collaborative approach with the Manager Administration and Communications Officer in compiling Council's Annual report and source relevant information from staff and other sources
	HOW SUCCESS WILL BE MEASURED
	<ul style="list-style-type: none"> • Timely processing of FOI Applications and returns as required in accordance with the FOI Act, 1991 in consultation with relevant staff • Complaint investigations are completed on a timely basis • Updating and communication of information to staff is timely, complete and accurate • Annual report is compiled professionally and meets legislative requirements • Governance information is maintained in Council's communication systems in accordance with established guidelines

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DECISION MAKING AUTHORITY	
DECISIONS EXPECTED	RECOMMENDATIONS EXPECTED
– Update Council’s Policy Manual in accordance with the established Register	– Amendments to Council’s policies, procedures, guidelines and codes based on research conducted and relevant advice provided by external bodies
– Update Council’s delegations and authorisations comply with statutory requirements	– Provision of advice in relation to statutory and governance related matters
– Assess and determine applications in line with the Freedom of Information Act 1991	– Provide draft determinations of Freedom of Information applications
– Update Council’s governance compliance schedule to ensure compliance	

BUDGET & RESOURCES			
Direct Reports to this Position	Nil	Indirect Reports to this Position	Nil
Financial Delegation	\$ Nil	Expenditure Budget	\$ Nil

EMPLOYEE RESPONSIBILITIES		
	Responsibility	Actions
Organisational Values	Work within Council’s values in all elements of daily work	<ul style="list-style-type: none"> ● Apply Councils values in all day to day activities, functions and communications ● Be accountable, trustworthy and act with integrity ● Work as a team player and treat others with respect ● Maintain confidentiality with relevant information
Workplace Health and Safety/Risk Management	Take responsibility for the safety and wellbeing of yourself and your workmates, ensuring any hazards/risks are reported and any incidents/injuries are reported. There is a requirement that the Governance Officer is fit to undertake all duties as stated in this position description.	<ul style="list-style-type: none"> ● Hazards and or risks are identified in line with procedures. ● Incidents/injuries reported in line with procedures. ● Understand and comply with all WHS policies applicable to your role, including any procedures, safe work instructions etc and comply with reasonable instruction provided by supervisors or management. ● Compliance with all safety policies and ensuring all reasonable instructions are followed. ● Ensure, that any tools, equipment or protective clothing is well maintained and used correctly and in line with safety procedures.
Risk Management	Demonstrating a commitment to risk management principles and practices and maintain a safe environment through observing Council’s Risk Management Policy and Procedures. The employee must take all reasonable steps to reduce risks identified in risk audits and other relevant processes and ensure the security of Council’s assets under employee’s control.	<ul style="list-style-type: none"> ● Participation in Risk Management Programs ● Compliance to Risk Management Policy and Procedure ● Reporting all risk or liability issues to Team Leader/ Manager ● Implementation of risk reduction measures
Records Management	Ensuring compliance with Council’s Records Management policies and procedures and the requirements of the State Records Act 1998 and other legislative requirements for records management and record keeping.	<ul style="list-style-type: none"> ● Maintain an awareness of records management procedures. ● Create records to support the conduct of business activities.

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		<ul style="list-style-type: none"> • Register records into paper and/or electronic recordkeeping systems. • Develop and maintain knowledge of where records are kept in Council. • Ensure Council records are not destroyed without authority from the Records Department. • Maintain confidentiality with all relevant Council related documents and information
Code of Conduct / Corporate Standards	Ensure professional conduct is in accordance with Council's Code of Conduct for Employees as legislated and Corporate Standards.	<ul style="list-style-type: none"> • Maintain awareness and adhere to Councils Corporate Standards, Code of Conduct and relevant procedures.
Professional Development	Undertake professional development or training opportunities as approved or directed by management.	<ul style="list-style-type: none"> • Participate and proactively assess professional development and training opportunities.
Performance Review and Planning	Undertake performance review and planning sessions with your direct manager or supervisor.	<ul style="list-style-type: none"> • Positively participate in performance review and planning
Other Requirements		
Special Conditions	Nil	

QUALIFICATIONS AND EXPERIENCE	
SELECTION CRITERIA	Essential - Mandatory to ensure the job is done effectively and efficiently
	– Relevant experience in a similar role
	– Experience in the development and review of policies, systems, procedures, guidelines and codes
	– Ability to conduct research, analyse information, evaluate results and prepare reports
	– Excellent communications skills both written and oral with the ability to communicate with people at all levels through a range of mediums
	– Customer service and administrative support experience in a highly legislated service delivery organisation
	– Demonstrated time management skills to meet essential deadlines, balance competing demands and work under pressure
	– Strong computer skills (Microsoft Applications) plus the ability to familiarise quickly to new systems/programs
	Desirable - Not essential but generally considered to be required to do the job proficiently
	• Tertiary qualification in a relevant discipline preferable in a Local Government context
	• General understanding of the provisions of the Local Government Act, 1999 and other relevant legislation applicable to Local Government
	• Current drivers licence
• Attention to detail and initiative	

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INCUMBANT SIGNATURE		DATE	
PRINT NAME		DATE	
SUPERVISOR SIGNATURE		DATE	
DIRECTORS SIGNATURE		DATE	
CEO SIGNATURE		DATE	