

POSITION DESCRIPTION

Position Title:	Governance Officer – Leasing
Position Number:	10959
Directorate:	Corporate Services
Reports to:	Manager Governance & Organisational Strategy
Department:	Governance & Organisational Strategy
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 5
Effective Date:	September 2020

1. POSITION OVERVIEW

The Governance Officer - Leasing is responsible for overseeing governance and statutory compliance within the organisation. The officer will provide an administration, advice and support function to all teams across the organisation to ensure compliance with systems, processes and policies identified through contractual and legal obligations.

Position Objectives

To provide effective support within the Governance Leasing team to ensure efficient governance of leases, licences and agreements across the organisation.

2. DUTIES AND RESPONSIBILITIES

2.1 Leases and Licences

- Maintain and update the Lease Register in sync with the vital records filing systems, including rent reviews, lease variations, renewals and valuations.
- Form working relationships and liaise with relevant areas within the organisation to assist with negotiation of leases with external stakeholders.
- Draft accurate and complete property leases and licences that comply with Council policy and all legislative requirements.
- Liaise with responsible areas prior to advertising tender projects to ensure sound commercial arrangements are consistently applied.
- Liaise with internal stakeholders to ensure the successful implementation, administration and termination of leases and licence agreements.
- Ensure the requirements of lease agreements are being adhered to including routine building inspections, building improvements and maintenance works.
- Prepare monthly reports where required, for billing of leased properties
- Carry out annual rent reviews, renewal or expiry of leases and licences in a timely manner.
- Conduct audits of existing leases to ensure terms or conditions are being met by all parties including annual/market rent reviews, insurances etc.
- Update and maintain organisational leasing-related disposal processes.
- Prepare forms and templates for use by property or asset managers.
- Where applicable, attend sites in company with both internal and external stakeholders to provide leasing advice and assistance
- Provide ongoing training as required within the field of leases and licences.

2.2 Sale of Land

- Provide advice and guidance towards sale of land requirements.
- Ensure templates available for use by the organisation.
- Assist where required with the preparation to sell land.

2.3 Other Governance functions

- Provide advice and information on the *Local Government Act 1995* and its subsidiary legislation, Local Laws and Standing Orders advice to Officers and Council as required.
- Assist with processing Freedom of Information requests in accordance with the *Freedom of Information Act 1992*.
- Assist with the review of Local Laws as required.
- Assist with the implementation of the risk management framework, including reviews of risks and controls relating to lease management.
- Assist as required with scheduled internal audits.
- Undertake spot audits on services and functions as the necessity arises.
- Assist if required with investigation of minor breach complaints.

2.4 Corporate Support

- Develop and maintain relevant sections of the Governance team SharePoint pages and libraries.
- Assist with process development and review that supports the organisation to utilise key governance services using process mapping software i.e. Promapp.
- Provide specialised administrative support in the research and delivery of projects as required.

2.5 Corporate and Statutory Documents

- Assist to maintain various registers of all corporate and statutory documents including but not limited to Disposal of Property Register, Leases Register, and Complaints Register.
- Undertake proactive and periodic review of documents to ensure currency and accuracy of documents.
- Assist with the education of staff in corporate and statutory protocols, particularly in areas relating to leasing.
- Draft Council reports where necessary.
- Complete Land Tax Annual Reports

2.6 Business Continuity

- Assist with the implementation of the business continuity framework project.
- Maintain regular and timely reviews of the documentation in consultation with other work areas.

2.7 Process Mapping

- Publish, maintain and review process maps using Promapp.
- Assist with providing support to officers with the use of Promapp if required.

2.8 Health & Safety

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.

- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Accountable for ensuring efficient governance of leases, licences and agreements in accordance with statutory provisions and Council policies.
- Authority to provide information and advice in accordance with statutory provisions and Council policies.

3.2 Judgement and Problem Solving

- Ability to analyse significant property issues and understand the competing needs of stakeholders.
- Sound problem solving, negotiation, and conflict resolution skills.

3.3 Specialist Knowledge and Skills

- Sound working knowledge and demonstrable experience in the application of Crown Land legislation, commercial tenancy legislation and statutory compliance in general is essential.
- Demonstrated knowledge of the functions of local government including the legislative, policy and procedure requirements of the *Local Government Act 1995* and associated Regulations.
- Ability to interpret relevant Commonwealth and State legislation.
- Proficient computer literacy skills.
- A demonstrated understanding of risk management and business continuity principles.
- Well-developed organisational and time management skills.
- Capacity to work autonomously and independently with high work ethics.
- Ability to maintain a high level of confidentiality.

3.4 Interpersonal Skills

- Well-developed written, interpersonal and verbal communication skills.
- Ability to work as part of a team, and foster and maintain effective working relationships with all levels of staff and stakeholders, including tenants and their representatives.

3.5 Qualifications and Experience

- Law or business qualification at degree level, or sufficient work experience in the area of interpreting legislation and its application, particularly in the Local Government and property management context.
- Experience with the negotiation, drafting and implementation of leases at a commercial level is desirable, with experience in a Local Government context being preferred.
- Demonstrable skills and experience in the use of GIS and lease/property management computer systems is desirable.
- Exposure to corporate governance functions, in systems/process analysis and development, and preparation of submissions and reports is desirable.
- Exposure to risk management systems and reporting systems is desirable.
- A National (or Federal) Police Clearance (no more than 6 months old)