

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Governance Officer - Compliance</b>
<b>Position Number:</b>	<b>10541</b>
<b>Directorate:</b>	<b>Corporate Services</b>
<b>Reports to:</b>	<b>Manager Governance &amp; Organisational Strategy</b>
<b>Department:</b>	<b>Governance &amp; Organisational Strategy</b>
<b>Agreement:</b>	<b>City of Karratha Industrial Agreement 2023</b>
<b>Classification:</b>	<b>Level 5</b>

## 1. POSITION OVERVIEW

The Governance Officer 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 team through the provision of services related to risk management, internal audit, and compliance.

## 2. DUTIES AND RESPONSIBILITIES

### 2.1 Risk Management

- Develop and maintain the risk management framework and the embedding of an awareness of risk across the organisation.
- Provide direction and assist officers in using the risk management tools available.
- Maintain regular and timely reviews of the risk matrix, risk profiles and risk register in consultation with other work areas.
- Prepare organisational risk reports for the Executive and the Audit and Organisational Risk Committee as required.
- Undertake periodic review of the City's Risk Management Policy and procedures as required.

### 2.2 Audit

- Prepare the annual Compliance Audit Return including related research and ongoing monitoring of data sources that inform the Return.
- Conduct scheduled internal audits on a variety of functions across the whole of the organisation and provide an interim report to the Manager Governance & Organisational Strategy.
- Prepare scope of internal audit and intended methodology to be followed prior to undertaking internal audit job.
- Undertake spot audits on certain services and functions as the necessity arises.

### 2.3 Delegated Authority

- Complete the timely processing of delegated authority applications and certificates for appropriate staff.
- Maintain the delegated authority register.
- Conduct Delegation and Authorisation inductions if required.
- Issue any notices as required by legislation confirming authorisations and delegations.

## **2.4 Primary and Annual Returns**

- Generate annual and primary returns for both staff and Councillors to complete.
- Maintain the Primary and Annual returns register in accordance with legislative requirements.

## **2.5 Local Laws**

- Review Local Laws in conjunction with relevant stakeholders to ensure organisational compliance with legislative obligations.
- Provide legal support in the Local Law review process to establish new or revised local laws for Council consideration and approval.

## **2.6 Complaint Investigation**

- Assess disclosures made under the *Public Interest Disclosure Act 2003* and recommend appropriate action.
- Maintain documentation, processes and guidance material relating to public interest disclosure.
- Maintain the register of minor breach complaints and assist with any investigation into such complaints by the Department.

## **2.7 Freedom of Information Requests**

- Process Freedom of Information requests in accordance with the *Freedom of Information Act 1992*.
- Assist in the preparation and lodgement of the annual Freedom of Information Statistical Return.

## **2.8 Other Governance functions**

- Provide advice and information on the *Local Government Act 1995* and its subsidiary legislation, Local Laws and Standing Orders to Officers and Council as required.
- Liaise with relevant internal stakeholders to assist with drafting, preparation and negotiation of legal documentation with internal and external stakeholders.
- Draft various legal documentation as required including but not limited to disclaimers, terms and conditions, agreements, memorandums of understanding, and deeds.

## **2.9 Corporate and Statutory Documents**

- Assist to maintain various registers of all corporate and statutory documents including but not limited to Disclosures of Interest Registers, Gifts and Travel Declarations Register, Delegations and Authorisations Register and Complaints Register.
- Undertake proactive and periodic review of documents to ensure currency and accuracy of documents.
- Assist with the education and training of staff in corporate and statutory protocols, particularly in areas relating to corporate compliance and risk.
- Draft Council reports where necessary.

## **2.10 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.

## **2.11 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.

## 2.12 Process Mapping

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

## 2.13 Safety and Health

Employees are responsible for ensuring that:

- 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

- Works under general supervision of the Manager Governance & Organisational Strategy.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Accountable for ensuring compliance systems comply 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 problems and understand the competing needs of stakeholders.
- Sound problem solving and conflict resolution skills.

### 3.3 Specialist Knowledge and Skills

- 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.
- Demonstrated understanding of risk management and business continuity principles.
- Highly developed organisational and time management skills.
- Capacity to work autonomously and independently.
- Ability to maintain a high level of confidentiality.

### 3.4 Interpersonal Skills

- Highly 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 external parties to legal agreements 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 context
- Experience with the drafting of legal agreements at a commercial level is desirable with experience in a local government context being preferred
- 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
- Current C Class drivers licence
- A National (or Federal) Police Clearance (no more than 6 months old) is required for this position