



POSITION DESCRIPTION

Position Title:	Governance Officer - Compliance Administration
Position Number:	11153
Directorate:	Corporate & Commercial Services
Reports to:	Governance Coordinator – Procurement and Compliance
Supervises:	Nil
Department:	Governance and Organisational Strategy
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	Level 4

1. POSITION OVERVIEW

1.1. Position Objectives

The Governance Officer – Compliance Administration 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.

2. DUTIES & RESPONSIBILITIES

2.1. 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.

2.2. 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.

2.3. Freedom of Information Requests

- Assist the FOI Decision Maker in collating and processing 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.

2.4. Other Governance Functions

- Conducting scheduled Compliance training for staff.
- Assist with the compilation of the annual Compliance Audit Return
- Maintain corporate and statutory online registers including (but not exclusive):
 - Gift and Travel Register
 - Electoral Gifts Register

- Primary and Annual Returns Register
- Council Member Training Register
- Complaints of Minor Breaches Register
- Assist with reviewing content on online platforms (ie Sharepoint, Website) as to accuracy of data as it relates to Corporate Governance activities.
- Update documents and templates as directed to align with organisational procedures, policies and guidelines.
- Assist with the administration and implementation of the Privacy and Responsible Information Sharing (PRIS) legislation.
- Assist with the administration and implementation of the new reforms associated with the *Local Government Act 1995*.
- Provide support, where directed, towards updating and maintaining City local laws.
- Provide election support where required.

2.5. Health & Safety

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 & Accountability

- Works under direct supervision of the Governance Coordinator – Procurement and Compliance
- Works in accordance with approved Council's policies, procedures and guidelines.
- Accountable for working within statutory provisions and Council policies applicable to the role.
- Authority to provide information and advice in accordance with statutory provisions and Council policies.

3.2. Judgement & Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents and instructions.

3.3. Specialist Knowledge & 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.
- Well 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 numeracy, written and verbal communication skills relevant to the work area.
- Ability to manage time effectively to ensure duties are carried out to the required standard
- Highly developed customer services skills, conflict management and negotiation skills.
- Ability to work as part of a team and foster and maintain effective working relationships with all levels of staff and stakeholders.

3.5. Qualifications & Experience

- Working towards a Law or business qualification, or sufficient work experience in the area of interpreting legislation and its application, particularly in the fields of Local Government is encouraged.
- Exposure to corporate governance functions, in systems/process analysis and development, and preparation of submissions and reports is desirable.
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)