

Senior Administration & Governance Officer

Classification:	Level 5
Agreement:	The Shire of Broome Inside Staff Enterprise Agreement
Department:	Governance and Administration
Directorate:	Corporate Services
Location:	Administration Office
Date reviewed:	October 2024
Approved by:	Director Corporate Services

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

The Senior Governance Officer plays a critical role in assisting the Manager Governance, Strategy & Risk in meeting the organisation's legislative, statutory and performance obligations in the Governance area.

Position Key Responsibilities and Duties

Governance

- Support the Governance and Administration Department in assisting in the following areas as directed and necessary:
- Maintain the delegated authority register and undertake the annual review of delegations.
- Monitor compliance with Primary and Annual Returns and gift declarations.
- Administer the annual Compliance Audit Return process.
- Develop and maintain the organisational governance/compliance calendar.
- Coordinate reviews of Council's policies and internal operating procedures.
- Administrator of the InfoCouncil agenda and minute software system.
- Coordinate the compilation, distribution and recording of agendas for Council Meetings, Committee Meetings, Electors Meetings and Agenda Forums/Workshops including taking minutes as required.
- Manage the administration requirements following Council meetings.
- Coordinate the production of the Councillor Information Bulletin.
- Review agenda items to Council and Committees for statutory compliance.
- Research and provide legislative advice and information as required.
- Assist in providing administrative support to Elected Members, including the provision of advice on policy and legislative interpretation.
- Maintain Council related compliance registers.
- Prepare reports for Council meetings as required.
- Provide effective support and administration to ensure compliance with legislation (in particular the Local Government Act 1995 and associated regulations), Local Laws, policies, systems and procedures.
- Assist in identifying improvement strategies and promoting a continuous improvement culture throughout the organisation consistent with the Shire of Broome's Governance Framework.
- Conduct Governance Inductions with new employees.
- Provide administrative support to Business Executive Support Team (BEST).
- Assist in the organisation of catering, preparation and clearing of meeting rooms as required.
- Undertake other duties as required within the scope and level of this position as directed by the Director of Corporate Services.

Elections

- Assist in the conduct of the biennial Council election process.
- Maintain the Owner and Occupiers Roll

Integrated Planning

- Assist the Manager Governance, Strategy & Risk with the development of the Shire's suite of Integrated Planning and Reporting (IPR) documents consistent with the relevant guidelines.
- Primary Administrator of the Shire's IPR software.
- Coordinate IPR action and task updates to ensure reporting deadlines are met

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Work Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current WHS Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings
- Attendance at WHS Committee if requested.
- Complete safety observations and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Manager Governance, Strategy& Risk
Supervises:	NA
Internal Contacts:	Chief Executive Officer Director Corporate Services Manager Governance, Strategy & Risk All Staff as required
External Contacts:	Councillors Rate payers Members of the public Government Agencies Other Local Governments Business and professional groups Consultants, Contractors and Suppliers
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually
Delegate Authority:	This position has delegated authority from the Chief Executive Officer to authorize requisitions and release purchase orders in accordance with Council policy and procedures.

Key Selection Criteria

Essential:

- Sound knowledge of the provisions of the Local Government Act 1995 and associated Regulations or experience in a similar role including exposure to other legislation and regulations.
- Experience in the preparation of agendas and minutes.
- Demonstrated experience in policy and procedure development.
- Advanced computer literacy particularly in Microsoft packages including Word, Excel, Teams, O365 and Outlook.
- The ability to work effectively as a team member, exercising initiative and judgement whilst working with minimal supervision.
- Proven ability to prioritise, monitor, and coordinate personal workload to achieve agreed outcomes within specified timeframes.

Desirable:

- Tertiary qualifications or significant progress towards tertiary qualifications in a Governance, Law or Business discipline.
- Good understanding of the Local Government Act 1995
- Previous experience in a governance role within local government or the public sector.

Please note: it is a requirement of all Shire roles that the successful applicant is able to provide a National Police Clearance valid within three months, as well as submit to a drug and alcohol test as part of pre-employment screening.