GOVERNANCE OFFICER
APPLICATION PACKAGE
Dear Applicant

Thank you for your interest regarding the position of GOVERNANCE OFFICER with the Shire of Northam.

The following information is provided to assist in the preparation of your application:

- Copy of advertisement;
- Shire Profile
- Position Description (including essential and desirable selection criteria);
- Guidelines for Applying for an Advertised Vacancy;

This information is provided to you so that you fully understand the expectations of the organisation in relation to the information you need to include as well as the format and content of your application. Please read these guidelines carefully and follow all instructions.

The Shire of Northam is an Equal Opportunity Employer.

Yours sincerely

JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

22/04/2015
GOVERNANCE OFFICER

Full Time

If you have:

• Relevant qualifications;
• Substantial knowledge of, and ability to interpret and apply legislation and statutes;
• Ability to undertake research, analyse findings and present information;
• Experience in developing and implementing risk management strategies at an organisational level;

Then this is the role for you.

Candidates with Local Government experience, exposure to the interpretation and application of legislation and/or awareness of quality systems will be highly regarded.

This position is level 10 (Local Government Industry Award 2010) with a salary of $68,237.36 - $71,529.87 per annum, negotiable dependant on qualifications, technical knowledge and experience. The Shire of Northam offers employees a nine day fortnight and generous subsidised Superannuation.

Application packages are available on the Shire of Northam web page www.northam.wa.gov.au or by contacting Human Resources Coordinator Bev Jones on 08 9622 6100

Applicants should complete a statement, of no more than 2 pages, outlining their skills, experience and suitability for the role, attach their CV and completed application form and forward to the Chief Executive Officer, Shire of Northam, PO Box 613 Northam WA 6401 marked “Private and Confidential” – stating the position title or via email to records@northam.wa.gov.au by 4.00 pm Friday 8th May 2015.

JASON WHITEAKER

CHIEF EXECUTIVE OFFICER

395 Fitzgerald Street
PO Box 613
Northam WA 6401
P (08) 9622 6100
F (08) 9622 1910
E records@northam.wa.gov.au
W www.northam.wa.gov.au
Profile:

The Shire of Northam is situated in the Avon Valley, on the fringes of the Darling Scarp and is bounded by the Local Governments of Mundaring, York, Toodyay, Goomalling and Cunderdin.

The Shire encompasses the townships of Northam, Wundowie, Bakers Hill, Clackline, Irishtown, Spencers Brook and Seabrook, the most western of these townships being Wundowie which is just 70kms from the centre of Perth. The total area of the Shire of Northam is 1,443 square kilometres with a population of the 10,670, with 6,638 Electors and over 4000 dwellings.

The main town, Northam, is situated on the Avon River, 96 kilometres from Perth, in the picturesque Avon Valley. The town of Northam, with a population of around 7,000 people, occupies approximately 2,400 hectares and is the main urban and commercial hub of the Shire.

Northam, with its recently acquired SuperTown status is the Regional Centre of the Avon Valley and Central Wheatbelt farming communities of the Shire of Northam (which primarily produce wheat, barley, oats, sheep, wool and cattle) use Northam for their everyday banking, retail, shopping and government needs.

Northam has also been clearly established by the State Government as a Regional Centre, resulting in many Government Departments strengthening their regional office or establishing such an office. Furthermore, the four major banks have outlets in town, unlike smaller rural communities.

The Shire of Northam is well catered for in recreation, culture, health and education facilities. The town of Northam is home to a Regional Library, Hospital, Senior Citizens’ Centre and recreation facilities, including a Recreation Centre, major sporting grounds and an Olympic Swimming Pool. Wundowie also has a sporting ground, swimming pool, library and Telecentre, and there is an indoor Recreation facility in the township of Bakers Hill.

From an educational viewpoint, Northam has a Senior High School, CY O’Connor College of TAFE, Muresk Institute of Agriculture (division of Curtin University), three State Government Primary Schools and St Joseph’s Catholic School, which provides education to Year 10. There are also primary schools in the townships of Wundowie and Bakers Hill.

The townsite of Northam was first gazetted in 1836 and is the focal point for important rail and road links to Eastern Australia. It was a centre for Post-War migration and many of the residents have strong links to Eastern Europe. The Mundaring to Kalgoorlie pipeline also passes through the Shire.

Council is committed to developing the Shire and encouraging growth, through new investment and tourism, whilst maintaining a warm country feel and friendly community.
**POSITION DESCRIPTION**

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<th>POSITION DETAIL</th>
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<tr>
<td><strong>Position title</strong></td>
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<td><strong>Position number</strong></td>
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<tr>
<td><strong>Department/Section</strong></td>
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<tr>
<td><strong>Work location</strong></td>
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<td><strong>Date (created/revised)</strong></td>
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<tr>
<td><strong>Level</strong></td>
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<td><strong>Award</strong></td>
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**THE ORGANISATION**

**Our mission is;**
*To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle.*

Our skilled and professional workforce embraces our mission and corporate values; they form the basis of how we behave in the workplace and conduct the business of the Shire of Northam.

**Our corporate values are;**
- **Safe** - focus on importance of safety in the organisation
- **Open** - engage in two way communication, with transparency and trust
- **Accountable** – know what you are responsible for, take ownership and deliver
- **Respectful** – demonstrate respect for others skills, knowledge and differing value systems

**THE POSITION**

<table>
<thead>
<tr>
<th>Positions supervised</th>
<th>Nil</th>
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<tr>
<td>Reports to</td>
<td>Executive Manager Corporate Services</td>
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<tr>
<td>Summary &amp; Objectives</td>
<td>Responsibilities &amp; duties</td>
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| • Provides professional and confidential support to the Executive team and the Chief Executive Officer with the coordination of statutory compliance for the organisation  
• Responsible for developing, implementing, coordinating and monitoring quality systems, accreditation processes and risk management processes across the organisation  
• Provide assistance in the area of process mapping, documentation and improvement across the organisation | • Develop a manageable and implementable 'internal audit framework and process for the organisation in close consultation with the Executive Management Group  
• Review the superseded Department of Local Government Compliance Return for possible inclusion into internal audit processes  
• Subject to outcomes of internal audit framework, facilitate the ongoing internal audit process  
• Co-ordinate the completion of the annual Compliance return  
• Liaise with external agencies and individuals on behalf of the Chief Executive Officer / Executive team  
• Deal with highly sensitive issues with discretion  
• Participate in and contribute to the Shire’s strategic planning process  
• Assist in the preparation of submissions, briefing notes and draft responses to correspondence for the Chief Executive Officer / Executive team as directed  
• Exercise a duty of care to understand the need to work in a safe and efficient manner having regard to own safety and that of other workers  
• Ensure the maintenance of the Governance procedures, particularly prior to management system audits  
• Assist in the updating of Governance Corporate documents as required, and ensure that all such documents are available  
• Contribute to the integration of effective risk assessment and management into Council operations and projects.  
• Promote risk management strategies to improve customer care and organisational outcomes.  
• consultation with the CEO develop a Risk Management Register that identifies key risks and provides risk minimisation |

**Occupational Safety & Health, employee requirements**

Employees are responsible and accountable for:

• Complying with workplace procedures for risk identification, risk assessment and risk control
### Participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
- Correct utilisation of appropriate personal protective equipment

### Authority and Accountability
| Authority and Accountability | Operates under the direction of the Executive Manager Corporate Services, within Council’s policies and statutory provisions, makes judgements and implements working methodology |

### SELECTION CRITERIA

#### Essential

- Substantial experience in a similar role or a role within another industry sector that will enable the transition of skills to Local Government and/or
- Tertiary qualifications in Business, Commerce, Public Administration or Law
- Ability to work with minimum supervision
- Substantial knowledge and ability to interpret and apply legislation and statutes
- Able to deal with confidential and sensitive information with discretion
- Ability to undertake research, analyse findings and present information
- Good organisational skills and accurate attention to detail
- Experience in developing and implementing risk management strategies at an organisational level

- Demonstrated ability to work in a team environment

### Desirable

- Awareness of quality systems and procedures
- Understanding of Local Government
GUIDELINES FOR APPLYING FOR
AN ADVERTISED VACANCY

General Information

These guidelines are designed to assist you in demonstrating that you are a suitable applicant for the advertised position.

Preparing the Application

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. Preferably the application should be typed, however neat and legible handwritten applications are acceptable, and stapled in the top left hand corner. Please do not submit applications in plastic or cardboard folders. Applications received will not be returned, therefore you should photocopy any original documentation.

Your application should include the following:-

- **Covering Letter**

  The covering letter introduces yourself to the selection panel and should include the title of the position you are applying for.

  You should explain why you are applying for the position and how you may be contacted during normal business hours.

- **Curriculum Vitae**

  Your curriculum vitae should provide personal details (name, address, and telephone number), relevant work history and education, training courses attended, qualifications and professional memberships.

  Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

- **Referees**

  You should include in the curriculum vitae the names and contact numbers of at least two referees. Referees may be contacted to verify your claims in relation to the selection criteria. Preferably one
referee should be your current supervisor or manager or alternatively a supervisor/manager from a previous position may be used.

- **Formal Qualifications**

Photocopies of your qualification(s) or academic records of current studies should be attached to your application. Do not submit original certificates of your qualifications or academic records.

**Addressing the Selection Criteria**

This is the most important part of your application. You should use each selection criteria as a separate heading and outline relevant claims and experience. Consideration for interview is based upon clear demonstration of your ability to meet each of the selection criteria.

You should indicate how you meet the criterion and provide examples of events and projects which demonstrate experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.

**Preparing for the Interview**

- **Before the Interview**

The panel will short list applicants for interview who meet the selection criteria; this may take up to two weeks after the closing date.

If you are selected for an interview, an Officer will telephone you to organise a mutually convenient time to conduct the interview. The interview is an important part of the selection process.

- **During the Interview**

The panel will generally consist of at least two members. Interviews will be structured and each applicant will be assessed in the same manner.

Behavioural interviewing techniques are normally used. The aim is to obtain examples of past situations which actually occurred, how the situation was handled and the outcome of the action taken. For example, "provide the panel with a situation where you had to resolve a very difficult customer complaint and explain how the situation was resolved?"

During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.

If you do not understand a question, you should seek clarification before providing a reply.

**After the Interview**

In some cases, preferred applicants may be asked to undertake other selection tests.
Preferred applicants will be required to undertake a pre-employment medical to determine the applicant’s suitability to carry out the inherent requirements of the position description. Some positions will require a Police clearance.

Should you be successful, a member of the panel will contact you to verbally offer you the position and agree on a commencement date. This would normally occur within one week of the interview. The Chief Executive Officer will then forward in writing the offer of employment to the successful applicant.

If requested, the panel convenor will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.

**Closing Date**

Vacancies with the Shire of Northam are advertised for a specific period and close at 4:00pm on the closing date shown in the advertisement.

**Late Applications**

Late applications will not be accepted.

**Forwarding Applications for the Position**

Your application can be submitted via:-

**Post:**

Addressed as follows:

“Private & Confidential – GOVERNANCE OFFICER”

Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

**Email:**

records@northam.wa.gov.au

Please ensure that the subject line is marked as follows:

“Private & Confidential – GOVERNANCE OFFICER”

**Website:**

Application for employment

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<th>POSITION NUMBER:</th>
<th>POSITION TITLE:</th>
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SURNAME: ................................................................................................... (Please use block letters)

OTHER NAMES:................................................................................................

CONTACT ADDRESS:

..............................................................................................................
Suburb:................................................................. Postcode:......................

DOB:........................

TELEPHONE: Private: ......................MOBILE:......................

EMAIL:........................................................................................................

DRIVERS LICENCE;

TYPE:...............NUMBER:........................................................................

CITIZENSHIP: Permanent residency is a pre-requisite for appointment to permanent staff.
Non-permanent residents are eligible for term appointments.

<table>
<thead>
<tr>
<th>Are you an Australian Citizen?</th>
<th>YES</th>
<th>NO</th>
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If “NO”, please answer the following questions

<table>
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<tr>
<th>Are you a New Zealand Citizen?</th>
<th>YES</th>
<th>NO</th>
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<tr>
<th>Have you been granted permanent residency?</th>
<th>YES</th>
<th>NO</th>
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</table>
REFEREES:
1. Name: .................................................. Contact No: .................
   (Business Hours)
2. Name: .................................................. Contact No: .................
   (Business Hours)

HEALTH:

To the best of your knowledge and belief are you of sound health? Yes   No
If “No”, please give details:
....................................................................................................................................
....................................................................................................................................

Previous Workers Compensation Claim

A previous Worker's Compensation Claim or other injury/disability is NOT a barrier to the consideration of an application for employment. However, to assist in assessing opportunities for your placement in appropriate employment, please indicate:

Yes  No
If “Yes” will the disability or injury be likely to affect your work performance or could it recur or be aggravated by the type of work for which you are applying.

Yes  No

Please give details of previous claim:
....................................................................................................................................
....................................................................................................................................

CONVICTIONS:

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have declared Spent (Spent Convictions Act 1988)

Yes  No
If “Yes”, please give details:
....................................................................................................................................
....................................................................................................................................
A criminal record does not necessarily disqualify an applicant. If rejection of your application is considered solely because of a criminal record, you will be given the opportunity to discuss the matter fully before a final decision is made.

I DECLARE STATEMENTS IN THIS APPLICATION TO BE TRUE IN ALL RESPECTS. I ACKNOWLEDGE THAT ANY STATEMENT WHICH IS FOUND TO BE FALSE OR DELIBERATELY MISLEADING WILL MAKE ME, IF EMPLOYED, LIABLE FOR DISMISSAL.

Signature:…………………………………………………………………….. Date:………………

ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION SHOULD BE ATTACHED

Survey

Can you please indicate how you became aware of the current vacancy by ticking one of the following boxes ☑:

☐ West Australian
☐ Local paper
☐ Shire of Northam Website
☐ Shire of Northam Facebook Page
☐ Lgnet/Seek/Other Website – Please specify……………………………………………………
☐ Word of Mouth
☐ Other, please specify
……………………………………………………………………………………………………………………
………………
CHECKLIST

☐ Covering Letter

☐ Statement Addressing the Selection Criteria

☐ Curriculum Vitae

☐ Copies (not originals) of supporting documentation

☐ Full application has been proof read prior to submitting

☐ The application has been photocopied for personal reference