



Shire of Northam
Heritage, Commerce and Lifestyle



Governance & Risk Officer



**Position
Description**

Governance and Risk Officer

Position Summary

Department: Office of the CEO

Job Title: Governance and Risk Officer

Reports to: Manager Governance and Risk

Objective: Ensure that a high level of administration support is provided with regard to the planning and delivery of governance and risk functions of the Shire.

Work Location: Administration

Award/Level: Local Government Industry Award 2020, Level 8/1

Date Revised: May 2025

Our Mission:

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:

- * **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

Responsibilities and Duties

- Provide confidential administrative services for the Chief Executive Officer and Shire President.
- Conduct required research and draft reports or correspondence as appropriate.
- Role model appropriate behaviour and customer service standards to the organisation.
- Prepare and collate agendas/minutes including various officer's reports, correspondence, agendas and minutes for circulation to Councillors within the specified time frames.
- Attend Ordinary Meetings of Council and Committee Meetings and take minutes of that meeting.
- Process outgoing and incoming correspondence.
- Circulate minutes of Council and Committee meetings, and other meetings as required.
- Ensure copies of all Council agenda items are placed on the appropriate files and a copy of Committee/Council minutes relevant to those items are subsequently filed.
- Circulate minutes in accordance with Council's process and ensure copies are included in the minute books and maintain indexes.
- Coordinate the governance registers of council including but not limited to the Delegated Authority Register, Tender Register, Gift and Travel Contribution Register, Electoral Gift Register, Interest Disclosure Register, Primary & Annual Return Register, Elected Member Professional Development Register, Council Member Sitting Fees and Allowances Register, Attendance and Council Meeting Register, Resolution Register.
- Assist in the identification, assessment, and monitoring of organisational risks by supporting the implementation and maintenance of the Risk Management Framework. Contribute to risk reporting processes, promote risk awareness across teams, and ensure compliance with relevant policies and legislative requirements.
- Maintain Council's website and intranet with respect to Council/Committee meeting and governance processes.
- Oversee Council meeting arrangements as required and ensure others contributing to these arrangements are similarly organised.
- Ensure visitors & guests to the Shire & its meetings are correctly advised & are dealt with using appropriate protocols.
- Manage Chief Executive Officer's diary and arrange appointments for the Chief Executive Officer and Shire President as necessary.
- Arrange other meetings and functions including civic functions and Australian citizenship ceremonies and prepare required documentation.
- Assist with preparation of local laws when required.
- Assist with the coordination of Council leases when required.
- Ensure that Council's Policy Manual is up to date.
- Coordinate Councillor professional development and ensure that the minimum professional development requirements are met.
- Coordinate the completion of Annual and Primary Returns and Related Party Transaction returns, ensuring that each return is compliant with the requirements of the Local Government Act 1995 and AASB 124 and returned prior to the required timeframes.
- Coordinate the development of the Annual Report in conjunction with relevant officers.

- Maintain awareness of sensitive issues which may develop within the work environment and report to the Governance Coordinator and CEO where appropriate.
- Any other duties consistent with the level of the position as directed.

Organisational

- Embrace, support and participate in change to assist in achieving the Shire's goals and objectives.
- The ability to maintain strict confidentiality is an essential requirement of all employees of the Shire.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- Lead and coordinate initiatives to identify opportunities for process enhancements and efficiency gains across the organisation. Collaborate with stakeholders to develop, implement, and monitor improvement strategies, fostering a culture of continuous improvement and ensuring alignment with organisational goals.
- Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Work Health and Safety, Diversity Equal Employment Opportunities (EEO) legislation and Council's Policies and Procedures.

Work Health and Safety, 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 & safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
- Correct utilization of appropriate personal protective equipment
- Promote, maintain, and improve the working environment and practices to ensure compliance with Industrial Awards, Workplace Health & Safety, EEO legislation and Council's Policies and Procedures
- Ensure that safety inspections are carried out at all events, and that events are conducted in line with relevant risk management plans and guidelines.

Authority and Accountability

This position operates under the general supervision of the Governance Coordinator and within established guidelines. Responsible for checking own work to ensure accuracy and good presentation.

POSITION REQUIREMENTS		
Documents	Essential	Desirable
<ul style="list-style-type: none"> • Hold a current unrestricted C Class national drivers licence 	✓	
<ul style="list-style-type: none"> • Provision of a current National Police Clearance 	✓	
Skills and Abilities		
<ul style="list-style-type: none"> • Extensive previous administration experience including minute taking and dictation skills. 	✓	
<ul style="list-style-type: none"> • Experience in working in a busy environment with competing deadlines. 	✓	
<ul style="list-style-type: none"> • Sound problem solving skills and discretion with the ability to maintain confidentiality and the ability to work unsupervised. 	✓	
<ul style="list-style-type: none"> • Ability to communicate effectively with a wide range of stakeholders & manage stakeholder's expectations effectively. 	✓	
<ul style="list-style-type: none"> • Sound knowledge of records management & effective time management & organisational skills and the ability to undertake research, analyse finding present information. 	✓	
<ul style="list-style-type: none"> • Sound writing skills, including spelling, grammar/punctuation and demonstrated ability and experience in the construction of letters and reports. 	✓	
<ul style="list-style-type: none"> • Sound knowledge of meeting procedures/protocols, preparation of agendas and minutes for meetings. 	✓	
<ul style="list-style-type: none"> • Sound information technology skills including computer based office management systems, advanced Microsoft Office skills (Outlook, Word and Excel) and web page management experience. 	✓	
<ul style="list-style-type: none"> • Demonstrated ability to work in a team environment. 	✓	
<ul style="list-style-type: none"> • Understanding or experience in local government including sound knowledge of Council's organisational structures and functions. 	✓	



GENERAL PHYSICAL REQUIREMENTS

Task	Mainly	Frequently	Occasionally	N/A
Stand			✓	
Walk			✓	
Sit	✓			
Handle			✓	
Reach			✓	
Climb/Balance			✓	
Crouch/Kneel			✓	
Talk/Hear	✓			
Taste/Smell				✓

Authorisation and Acknowledgement

I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description.

I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities.

Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.

Employee Signature:

Date:



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