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**APPLICATION PACKAGE**

**GOVERNANCE OFFICER**

ADVERTISEMENT



The Shire of Boddington is a values driven organisation proud to be serving our community with a diverse range of services. We are focused on working together, and delivering efficient and innovative ways of doing things.

The Shire is seeking a motivated individual to join our Corporate Services team. This position actively contributes to ensuring that the Shire’s governance processes and systems comply with legislative requirements, and also supports the team in embedding contemporary governance principles throughout the organisation.

The role is responsible for providing governance advice, coordinating policy, implementing integrated risk and governance frameworks and providing relevant reports. Key deliverables for this role are ongoing compliance activities, management of the Shire leasing portfolio and the preparation of integrated planning and reporting framework reports.

The successful candidate will have sound local government knowledge, experience in governance practices and legislative compliance, excellent customer service skills and advanced written and verbal communication skills. With outstanding administration skills and a keen eye for detail, you will have the ability to produce high quality work under pressure.

A competitive salary up to **$79,020** per annum (pro rata) plus up to 16% superannuation, as well as access to other staff benefits including:

* flexible work arrangements including options to work from home
* housing allowance (up to $300 per fortnight)
* uniform allowance
* training and development opportunities

This is an excellent opportunity for someone looking for work/life balance, with the position offered on a flexible basis, up to 76 hours per fortnight.

An application package along with the position description can be obtained from [www.boddington.wa.gov.au](http://www.boddington.wa.gov.au). For any further queries about the role, please contact Cara Ryan, Executive Manager Corporate Services on 9883 4999.  For further information about the application process, contact Deb Lang on 9883 4999 or [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au).

Applications are to be submitted to [hr@boddington.wa.gov.au](mailto:hr@boddington.wa.gov.au), and close at 4:00pm on Friday 12 August 2022.

BODDINGTON PROFILE

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, applies, olives), vineyards, Bluegum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



INFORMATION AND STATISTICS

COUNCIL

Shire President: Garry Ventris

Deputy Shire President: Eugene Smalberger

Councillors: Coert Erasmus

Earl Schreiber

Ian Webster

Lee Lewis

Andrew Ryley

Office: 39 Bannister Road

Boddington WA 6390

Email: shire@boddington.wa.gov.au

Website: www.boddington.wa.gov.au

Telephone: (08) 9883 4999

SHIRE STATISTICS

Population: 1,844 (2016 Census)

Area: 1,900km2

Distance from Perth: 123km

Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974

Number of Dwellings: 828

Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

Council Meetings: 5:30pm on the third Thursday of each month

REMUNERATION DETAILS

1. **Total remuneration package**

|  |  |  |
| --- | --- | --- |
| **Item** | **Lower Limit** | **Upper Limit** |
| Salary | 75,286 | 79,020 |
| Superannuation (10.5%) | 7,905 | 8,297 |
| Matching Superannuation (6%) | 4,517 | 4,741 |
| Uniform Allowance ($440 per annum) | 440 | 440 |
| Housing Allowance ($300/week) | 7,800 | 7,800 |
| **Total** | **95,948** | **100,298** |

1. **Employment Basis**

Permanent

1. **Hours of Work**

Up to 76 hours per fortnight.

1. **Annual Leave**

Four (4) weeks annual leave.

1. **Personal Leave**

Ten (10) days per year.

1. **Long Service Leave**

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities in Western Australia.

1. **Superannuation**
2. Superannuation Guarantee 10%
3. Matching up to an additional 6%
4. **Probationary Period**

A three (3) month probationary period is applicable to this position.

1. **Other requirements**

New staff may be required to complete a pre-employment medical form prior to commencement.

A National Police Clearance (no more than 3 months old) is to be provided by the preferred candidate prior to commencing in the position.

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview. To enable a valid assessment of your application, it must include the following information.

**1. Covering Letter**

A covering letter introducing yourself and explaining why you are applying for this position.

**2. Selection Criteria Responses**

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

**3. Resume (Curriculum Vitae)**

**4. Other Documents (optional)**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

**5. Referees**

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

**6. Contact Details**

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

POSITION DESCRIPTION

1. **TITLE**

Governance Officer

1. **DEPARTMENT**

Corporate Services

1. **SALARY & CONDITIONS**

Level 7. Salary and Conditions as per the Local Government Officers (WA) Award 2021 (Dependent on qualifications and experience).

1. **ORGANISATIONAL RELATIONSHIPS**

Responsible to:

Executive Manager Corporate Services

1. **KEY TASKS/RESPONSIBILITIES**

**Audit and Compliance**

* Monitor and manage the Shire’s compliance with the *Local Government Act* 1995, Regulations and other relevant legislation
* Manage and maintain all statutory registers, ensuring they are current and comply with Acts and Regulations
* Facilitate the review and maintain the requirements of the Register of Delegations and associated registers.
* Maintain and update the Compliance Calendar
* Manage the preparation of the Annual Compliance Audit Return
* Liaise with regulatory and industry bodies to keep up-to-date with legislative amendments
* Ensure the Shire’s website contains all information required by legislation
* Coordinate the issue of both primary and annual returns
* Coordinate the issue of both primary and annual returns, and related party disclosures, to ensure that they are completed, returned by the required date and registered into the Shire’s records management system
* Facilitate the review of the Shire’s Local Laws

**Policies**

* Manage the Council and organisational policy review process, including leading policy reviews with the Executive Team.
* Manage the Council and Operational Policy documentation and communication.

**Leasing**

* Manage the leasing requirements for all Council properties, including residential, those for community purposes, and aged accommodation.
* Periodically review the methodology for leasing, including development of relevant policies and procedures.

**Planning Framework**

* Manage progress reporting for key plans, include the Corporate Business Plan

**Risk Management**

* Review the Shire’s Risk Management Framework
* Undertake actions to integrate risk management into the organisational culture
* Undertake the tri-annual review of the Shire’s Business Continuity Plan

**Other**

* Lead process reviews and improvement initiatives
* Provide backup for the HR/OSH Coordinator and Executive Assistant as required
* Assist with Local Government Elections

**6. Extent of Authority**

* Within the limits of Council policy and legislative constraints

**7. Selection Criteria**

**Essential**

* Relevant experience in governance within a local government environment, together with sound knowledge of the Local Government Act 1995 and Regulations.
* Effective organisational and time management skills, with the ability to work autonomously and achieve deadlines.
* Excellent interpersonal skills, with the ability to lead internal projects in a cohesive and collaborative manner.
* Excellent written and verbal communications skills, with a commitment to quality outcomes.
* High level problem solving, research, and analytical skills and experience, including the ability to present findings in an appropriate manner.

**Desirable**

* Sound understanding of property leasing as it relates to residential and community purposes.