



# Senior Governance Officer

Onslow

Application Package

June 2022





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## Advert

### Senior Administration Officer

Residential – Onslow | Full time

Starting salary \$93,296.08 p.a. negotiable, dependent on skills and experience  
Shire provided accommodation and a relocation package may be provided for this position

#### About the Position

We have an exciting new opportunity for the role of Senior Governance Officer.

Reporting to the Manager Governance, this position is a service delivery position, responsible for the coordination of office administrative services in Onslow and assisting with the development of governance requirements, whilst contributing to the review and maintenance of local laws and administrative requirements in accordance with Council governance framework.

Our ideal candidate will have previous experience in governance or a similar role, knowledge of Australian governance regulations and legislation and sound working knowledge and understanding of the operation, role, and decision-making process of Local Government in Western Australia.

This position offers a competitive remuneration package and six weeks' annual leave and corporate uniform. All terms and conditions are as per the *Shire of Ashburton Enterprise Agreement 2017*. For further information regarding this exciting opportunity, please contact Jasmine Bray, Manager Governance on 0407 648 441.

#### Submitting your Application

Applications must be submitted online via the Shire of Ashburton website:  
[www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au) by 9:00 AM Monday 11 July 2022.

*Please note: Shortlisting may commence immediately.*

The Shire of Ashburton encompasses the towns of Tom Price, Onslow, Paraburdoo and Pannawonica. Our employees enjoy a relaxed lifestyle in the Pilbara region of Western Australia, set amongst the backdrop of world renowned Karijini National Park and Millstream Chichester National Park with spectacular gorges, deep red earth and are some of the oldest formations in the world and our coastline takes in the Mackerel Islands, with turquoise water and opportunities for best fishing and snorkeling.

**The Shire of Ashburton is committed to diversity and strongly encourages candidates from different cultural, gender and age backgrounds to apply.**

*Please Note: Canvassing of Councillors or Shire Employees will disqualify. The successful applicant is required to obtain relevant police checks and to provide evidence of all claimed qualifications prior to commencing employment. We strongly encourage candidates to apply for a National Police Check upon job application.*



## Position Description

Senior Governance Officer	
Position Number	JA.256
Directorate	Corporate Services
Department	Governance
Job Family	Officer
Reports To	Manager Governance
Direct Reports	N/A
Location	Onslow
Industrial Instrument	Shire of Ashburton Enterprise Agreement 2017
Classification Level	Level 5

### Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to community.

### Values

Respect    Openness    Teamwork    Leadership    Excellence    Health and Wellbeing





## About the Role

### Role Objective/Purpose

A service delivery role, responsible for the coordination of office administrative services in Onslow and assisting with the development of governance requirements, whilst contributing to the review and maintenance of local laws and administrative requirements in accordance with Council governance framework.

### Key Role Outcomes

- Offering comprehensive governance support across a range of areas including but not limited to policy, compliance, risk management and corporate systems development.
- Provide support with the development of governance requirements.
- Liaise with legal practitioners relating to governance and other identified legal matters.
- Coordinate and oversee Onslow administrative resourcing and work allocation in consultation with managers, across multiple Directorates.
- Provide governance advice to the organisation.
- Assist the records team if and when required.

### Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

### Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence and Health and Wellbeing which always apply, to all staff, in all roles.

<i>Competency</i>	<i>Required Level</i>
<b>Health and Safety</b>	Fundamental: Applies Job Safety Analysis, Safe Work Method Statements, and other safety procedures to own work and immediate





	work area. Maintains a safe workplace and actively participates in hazard identification and reporting. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal Legislation.
<b>Accountability</b>	Advanced: Manages and plans own work, but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
<b>Judgement and Decision Making</b>	Intermediate: Work process and procedures generally routine, with exercise of some discretion. Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for complex or intricate problems in own work area and external matters. May make decisions on use of resources which may impact outside the work area or on clients. Applies knowledge from a wide range of rules.
<b>Time Management</b>	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
<b>Customer Service</b>	Highly Proficient: Able to reconcile different points of view and resolve more complex customer queries which may require investigation and analysis. The employee will reflect and always demonstrate the Code of Conduct of the organisation, its values and work with the highest level of integrity.
<b>Leadership</b>	Fundamental: Extent of leadership is setting a positive example through one's own actions to influence peers and supervisors.
<b>Role Specific Competencies</b>	
These are the specific competencies required of the role.	
<i>Competency</i>	<i>Required Level</i>





<b>Problem Solving</b>	Intermediate: Solve diverse problems which require assessment of a range of options having elements of complexity resolved using developed or learned skills and knowledge. Solutions developed may have wide ranging effects, acting at all times in accordance with management directives, policies of Council and legislative requirements.
<b>Policy or Legislative Interpretation</b>	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
<b>Conflict Resolution</b>	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
<b>Report Writing</b>	Proficient: Research, develop, write, review and finalise reports to Council and external regulatory authorities. May be reviewed by more senior manager with only minor amendments.
<b>Administration Skills</b>	Highly Proficient: Advanced knowledge of software and office systems. Able to train and coach others in the use of systems, including outside of the immediate work area.
<b>Policy and Procedure Development</b>	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
<b>Project Management</b>	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project.

### **Licenses, Registrations, Memberships or Qualifications Required of Role**

- Current National Police Clearance (dated to within 6 months prior to commencement);





### **Experience, Skills, Knowledge Required of Role**

- Previous experience in a governance or similar role;
- Knowledge of Australian governance regulations and legislation;
- Working knowledge and understanding of the operation, role and decision-making process of Local Government in Western Australia.
- Local Government or legal sector background; and
- Strong computer literacy and proficiency in Microsoft Office applications.







## Employment Conditions & Benefits

### CONDITIONS

Employment conditions are in accordance with the *Shire of Ashburton Enterprise Agreement 2017 (EA)*.

### ALLOWANCES

Ashburton, Annual Leave Travel and Health & Wellbeing allowances are applicable as per the EA.

Ashburton Allowance	\$4,304.66
Annual Leave Travel Allowance	\$ 968.55
Health & Wellbeing Allowance	\$ 269.04

### SUPERANNUATION

Along with 10.0% Superannuation guarantee, we offer a generous Superannuation matching scheme (up to a total of 22% and 25% after 2 years), with salary sacrifice options.

### ANNUAL LEAVE

Six (6) weeks annual leave per annum with no additional leave loading applicable.

### LONG SERVICE LEAVE

Thirteen (13) weeks after ten (10) years continuous Local Government service which is transferable between Local Governments in Western Australia.

### ACCOMMODATION

Under the current Accommodation Directive, all full time and part time employees can apply for either free Shire accommodation or rent relief, pending eligibility and availability.

### UNIFORM AND PPE

Corporate uniforms are provided as per the EA. Uniforms considered PPE will be provided upon commencement and will be replaced as required.





## What do you need to do before applying?

### COVERING LETTER

The covering letter should include the title of the position you are applying for, as well as the position reference number. You should explain why you are applying for the position, outline the relevance of your skills and how you may be contacted during normal business hours, should you be progressed to the next stage of the recruitment process.

### RESUME

Your resume should be up to date and provide personal details such as your name, address, and telephone number as well as relevant work history, 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 only a brief summary of the duties and responsibilities for each of the positions.

### REFEREES

You should include in the resume the names and contact numbers of at least two (2) recent referees. It is our preference to contact referees from positions you've held which are related to the role you're applying for, if viable. At least one referee should be your current manager, alternatively a manager from a previous position may be used.

### SUBMITTING YOUR APPLICATION

Please apply by clicking 'Apply' on the job ad on our website: [www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au)

### NEXT STEPS

Once you have submitted your application you should start thinking about the next steps of the recruitment process and gather documentation to address the mandatory requirements for the role, this will include:

- 100 points of ID;
- National Police Clearance;
- Current Driver's Licence; and
- Required qualifications, tickets, or other licences.

You may also be required to undergo pre-employment checks (role dependent) and have to be able to provide documentation or evidence of any medical conditions or medication.





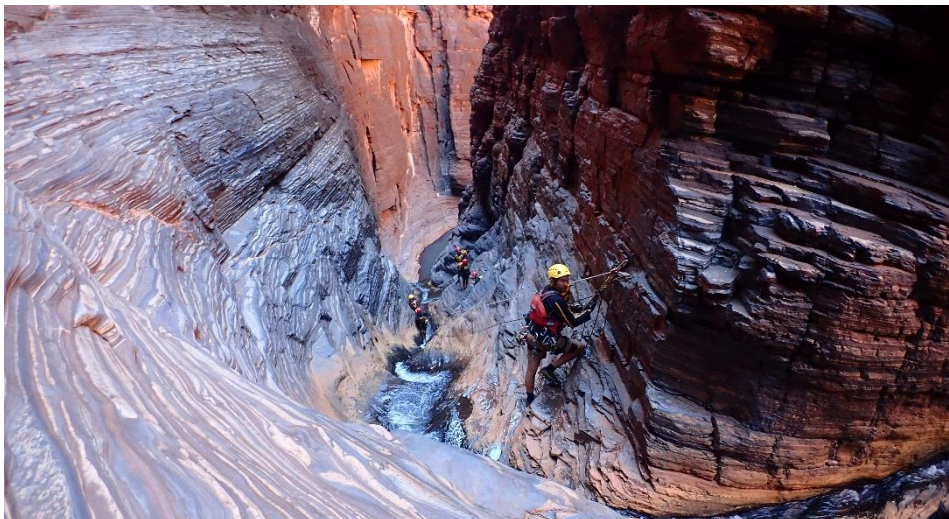
## ABOUT THE SHIRE OF ASHBURTON

### TOM PRICE

Some 747m above sea level, Tom Price is the highest town in Western Australia commonly referred to as the 'Top Town in WA'. It is a modern, fully serviced town, and is an ideal base for exploring the wonders of Karijini National Park which is just an hour away.

The town offers unique opportunities such as mine site tours, canyoning tours to the gorges, and a large variety of natural attractions including Mt Nameless/Jarndunmunha, Aboriginal carvings, local water holes and parks. Millstream Chichester National Park is also just a few hours away from Tom Price – Python Pool is a must!

From Tom Price you can experience everything that's makes the Pilbara so epic, not just the national parks, but WA's tallest mountains which are waiting to be conquered! Be ready to be amazed by vast red landscapes, the greatest sunrises, and sunsets you'll ever see, not to mention the clearest skies – perfect for stargazing. Tom Price is home of great events like the Karijini Experience (April) and the Nameless Jarndunmunha Festival (August). It's definitely the best home base for adventure!



*Left:  
Canyoning in  
Karijini National  
Park*





*Right:  
Python Pool,  
Millstream Chichester  
National Park*



There is also a great community spirit in Tom Price with over 70 active community groups and sporting clubs. There's everything you may need in town, or you can go sightseeing, spider walking through the gorges, swimming at Hamersley Gorge or Fern Pool and generally experience what Karijini and the Pilbara have to offer while you're here – it's worth it! Tom Price is also only half a day's drive to the magnificent Ningaloo Coast. What more can you ask for?





### *Mount Nameless/Jarndunmunha*

Tom Price's most notable landmark is the majestic Mt Nameless. Known as Jarndunmunha to the local Indigenous people, meaning 'place of rock wallabies', the mountain is located approximately 4kms from town and 1128m above sea level.

It is the highest accessible peak by vehicle in Western Australia and offers spectacular panoramic views of the township, Rio Tinto Iron Ore Mine, and the surrounding ranges. The drive is approximately 30 minutes and is accessible by 4WD only. A challenging walk from the base of the mountain is approximately a 1 - 3 hour return hike, depending on fitness levels.

Tom Price has a variety of business facilities including a post office, a hospital, chemist, mechanics, hairdressers, supermarket, boarding kennels, home hardware store, home appliance store and a choice of eateries.





## ONSLOW





Onslow is the oldest town in the Shire of Ashburton and offers a variety of other scenic and historical attractions in the town and nearby, such as the Heritage Trail, Ian Blair Memorial Walkway, ANZAC Memorial, Four Mile Beach, Termite Mound Viewing Area, Bobby's Tree, Good Shed Museum and Staircase to the Moon. Of course, there are also fishing and crabbing opportunities. Onslow is also the gateway to the magnificent Mackerel Islands, and is within a few hours' drive of Coral Bay, Exmouth, and the Ningaloo Reef.

In recent years Onslow has become a hub of major industrial activity focused on natural resource extraction and is home to large scale projects such as Wheatstone LNG, Macedon Gas, Onslow Salt, the Onslow Marine Support Base, and the Shire's own Class IV Waste Management Facility which is currently in developmental stages. The town also boasts a modern airport which provides direct flights to and from Perth.

Onslow also hosts a range on new recreational facilities, catering to the sports and social needs of the community:

**Onslow Aquatic Centre**, consisting of a six lane 25m pool with an additional freeform beach entry area. The centre has a fully retractable shaded pool and lawn area, a kiosk to purchase hot food, snacks and cold drinks, a pro-shop full of swim training equipment. The perfect place to host a birthday party with free pool toys for entertainment and large inflatables for hire.

**Multi-Purpose Complex**, including a full-size sports gymnasium, as well as basketball, indoor soccer, netball, badminton, and volleyball courts.

**Tennis Courts**, managed by the Onslow Sports Club where keys can be obtained. The lights are operated by a coin box. There is one synthetic and one paved court.

**Onslow Community Garden**, a thriving garden in the centre of town which enables residents and visitors to share the pleasure of outdoor activity, wholesome food, and community spirit. Complete with BBQ facilities and a wood fired pizza oven, the garden hosts regular community events.





## **The other Shire towns...**

### **PARABURDOO**

Paraburdoo is a 40-year-old purpose-built mining town that lies on the desert fringe of the Hamersley Ranges.

It is renowned for its beautiful scenery, wildlife diversity and interesting short European history. Palm Springs is a permanent water source with exceptional bird watching. It is a Heritage Site for the Innawonga People, located 50km north along Paraburdoo Tom Price Road. Kelly's Pool is 8kms out of town and the local year-round water hole with picnic facilities. Paraburdoo is also where the Pilbara regions beloved 'Red Dog' was born.

### **PANNAWONICA**

Pannawonica is a purpose-built mining town, constructed in 1970 and is one of few 'closed mining towns' in WA, a term used by mining companies to describe towns where facilities are limited for visitors and accommodation is reserved for mining staff. The town ultimately provides a home for Rio Tinto employees and their families, working out of the Pannawonica mine site. The smallest town in the Shire of Ashburton, with just under 700 residents, the quaint desert town offers a great home base for adventure!

Millstream Chichester National Park is just 100km down the road from Pannawonica – Python Pool is a must.

