

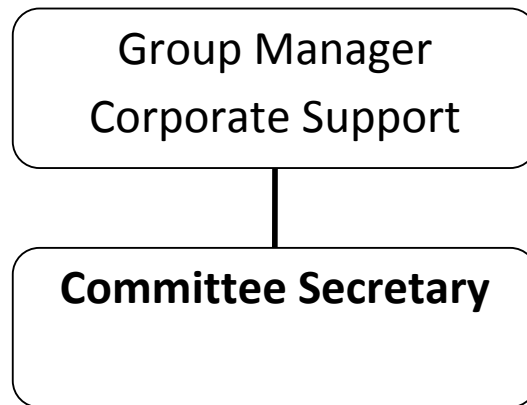
South Wairarapa District Council

Position Number: CS06

Position Number CS06
Job Title – Committee Secretary

Date	16 November 2009		
Job Title	Committee Secretary		
Group	Corporate Support		
Location	Martinborough Council Administration Building		
Responsible to	Group Manager Corporate Support		
Responsible for	nil		
Hours/days of work	Monday to Friday, an average of 20 hours per week. Some evening work is required		
Grade	11	Remuneration	\$40,688 - \$52,655

Job Context



Job Purpose

The South Wairarapa District Council aims to become the “best little Council” in New Zealand. The role of Committee Secretary provides the highest quality administration support and governance advice to the elected members ensuring all Council, Committee, Community Board and Community Committee meetings are served effectively. The purpose of this position also is to act as a link between the organisation and the Community Board and Community Committee members.

Key Relationships

External

Ratepayers and Residents
Members of the public

Internal

Elected members of Council and
Community Boards

Media

Council Committee Chairs and
Members
CEO, Other Managers and Staff

Key Areas of Responsibility

Secretarial Duties

- Provide secretarial support for the Council and designated Committees, Sub-committees, funding committees and other groups for which the Council provides secretarial services
 - Develop an appropriate knowledge of the Council's policies, powers and activities, and of relevant statutes, regulations, standing orders and other procedures affecting the Council and its committees.
 - Process reports, letters, submissions, grant applications and other material for agendas in accordance with the Council's standing orders and approved procedures, ensuring, where possible that elected members reaching decisions have all the required information at the appropriate time.
 - Consult and liaise with the Chief Executive, General Managers, Unit Managers and Team Leaders regarding the timely preparation of reports and other material to be included in agendas.
 - Prepare agendas and reports to the Council.
 - Brief deputations, delegations and persons presenting petitions on the requirements of Standing Orders, and otherwise helping them to make sure that their voice is adequately heard by the Council.
 - Respond to queries regarding Council procedures, Council policy and decisions.
 - Attend meetings of the Council, committees, sub-committees, boards, and related groups as appropriate.
 - Accurate records of meetings are taken and minutes prepared within agreed timeframes.
 - All minutes are circulated to appropriate parties.
 - Minutes are recorded in resolution database.
 - Minutes are filed in accordance to Council process.
 - Advertisements for meetings are prepared within the organisation's timeframes ensuring that they meet legal obligations.
 - Provide advice to staff and elected members on standing orders, delegated powers, policies and procedures at meetings and when required.
 - Produce reports of meetings, ensuring that decisions are recorded accurately and expressed clearly and concisely.
 - Carry out business arising from the meetings attended; relay decisions promptly to all concerned accompanied by any necessary interpretation or relevant details.
 - Follow up any deferred items or matters which appear to be delayed.
 - Organise catering, venue, materials and special equipment for meetings.

Liaison

- Liaison with elected members, and the public
 - Develop a good working relationship with elected members, responding promptly to enquiries from elected members and the public as required, ensuring all are dealt with in a fair, friendly and

timely manner.

- Develop good relations with in-house and external clients, and providing services requested accurately, on time and in the format required by the clients.
- Be proactive in bringing to the attention of elected members or staff as appropriate, any conflict/s which may arise at community level to enable such areas of conflict to be fully investigated and all parties briefed thereon.

Documents

- Preparation of reports and submissions and associated research
 - Have recourse to the associated legislation, and obtain the required background material regarding the subject matter of the report or submissions and prepare reports as required.
 - Liaise as required with other staff and outside persons and bodies to obtain any required background information.
- Production of publications
 - Edit or assist in the compilation of various publications including: - Policy Register - Delegated Powers Register.
 - Lead and coordinate the document production of Annual Plans, Reports, the Long Term Financial Strategy, Policy Manuals, Contracts and any other formal documents and publications that are required utilising the skills and capacity available through the administrative support roles in the Council

Administration

- Maintain newspaper clippings
- Ensure the delegations register is updated accordingly.
- Ensure minute books are maintained, indexed and bound.
- Maintain staff and Council warrants and ID cards.
- All Council decisions re policies are updated in the Council's policy manual immediately and dated accordingly.

Relationships

- To develop and maintain highly collaborative relationships with both internal and external customers to encourage collaborative teamwork in order to resolve issues.
- To ensure that the Corporate Support Group and Council are promoted in the best possible light at all times by providing a superior customer service focused frontline.
- Ensure that any areas of potential risk are identified and elevated to the appropriate levels to be dealt with.
- Maintain and develop a network of relevant contacts to ensure that communication channels are kept open.
- Be proactive in ensuring development of a team orientated environment.

Working Collaboratively

- Operate collegially with other Corporate Support staff and provide backup support for one another to cover absences and changing workflow pressures.

Corporate Contribution

- Participate as a member of the SWDC Team, making a full contribution to team and organisational initiatives
- Behave consistently with the SWDC Vision, Mission and Values
- Foster co-operation and aid communication between teams, units and groups
- Look for opportunities to improve systems, processes and work practices – both within your own position and the organisation as a whole.
- Assist the organisation's Emergency Management Unit in the event of a major disaster
- Adhere to Health and Safety policies and standards and encourage all other staff to do the same.
- Attend appropriate courses to maintain ongoing knowledge and training.

Council Image

- Take every opportunity to promote a positive image of the Group and Unit and their activities.
- Contribute to the Group business plan.
- Represent the Group when appropriate at meetings.
- Provide information to customers and the general public as supplied.

Financial Management

- Provide information for the preparation of budgets as required.
- Advise customers on fees and charges.
- Ensure customers are invoiced for all costs

The key areas of responsibility above reflect the environment as it exists currently. They are not an exhaustive list and it is recognised that they will be subject to variation

Person Specification

Qualifications and Experience

A tertiary qualification in Public Policy, Administration or the Arts or related field is desirable.

At least 5 years experience in administrative/secretarial work.

Comprehensive experience in agenda and minute taking, report writing and correspondence together with associated research and analysis capabilities

A high level of word processing skills and experience, including a high level of competence in the use of PC's and software packages such as MS Excel, Word and Power Point. Desk top publishing skills desirable.

Experience in providing excellence in customer service including a commitment to improving processes and systems to enhance quality for customers.

Experience in working with elected members and representatives of local government and other government agencies desirable.

A sound knowledge and understanding of local government structures, processes

and legislation.

An understanding of political processes essential.

Personal Capabilities

Able to work under pressure with a high degree of accuracy.

Excellent English written and oral communication skills and the ability to record decisions accurately.

Ability to exercise sound judgement, discretion and political understanding and to demonstrate initiative in resolving issues to avoid inadequate or inappropriate results.

Ability to organise workloads and establish priorities independently and without direct supervision

Ability to observe confidentiality, maintain political neutrality, establish and promote good working relationships with elected and appointed members, officers and other organisations or individuals having deals with Council

Ability to understand the dynamics of and participate in a proactive team.

Able to work flexibly including evening work.

Application Form

Ref no: _____

Contact Information

First Name: _____ Surname: _____

Address: _____

Contact Telephone (day): _____ Contact Telephone (night): _____

Contact Mobile: _____ Contact Fax: _____

Email Address: _____

General information

Age: Under 20 20-35 35-45 45-55 55-65 65+

Are you currently looking at other roles? _____ Yes/No

If yes, what stage are you at with your job search? _____

What is your desired remuneration? \$NZD _____

What is your notice period? _____

Current position _____

Current pay level _____

Do you have a current drivers licence? _____ Yes/No

What classes of license do you have? _____

If no license, please state your current mode of transport. _____

Legal entitlement to work in New Zealand

Are you legally entitled to work in New Zealand? *(If you are not a New Zealand Citizen or do not have a New Zealand Residence Visa then you must attach copies of your documents of eligibility).*

Yes/No

Medical history

Do you have any medical condition that may affect your ability to carry out the position applied for? Yes/No

Have you every suffered any injury which resulted in you taking time off work? Yes/No

How many days absence have you had due to sickness in your last 12 months of employment?

0-5 6-10 11-15 over 16 days

Have you made any claim to ACC for any injury illness or condition? Yes/No

if yes please specify. _____

Do you smoke? Yes/No

Have you ever suffered from any of the following?

Back injury or back strain	Yes/No	High blood pressure	Yes/No
----------------------------	--------	---------------------	--------

Heart complaints	Yes/No	Diabetes	Yes/No
------------------	--------	----------	--------

Blackouts, fits, seizures	Yes/No	Hernia	Yes/No
---------------------------	--------	--------	--------

Asthma	Yes/No	Dermatitis or Eczema	Yes/No
--------	--------	----------------------	--------

Hearing loss	Yes/No	Allergies	Yes/No
--------------	--------	-----------	--------

Criminal records

A criminal conviction will not necessarily exclude you from being considered for any positions. Any previous convictions that meet the criteria of the Criminal records (Clean Slate) Act 2004 do not need to be disclosed. For information on the Act, see <http://www.justice.govt.nz/privacy/clean-slate.html>.

Have you ever been convicted of any offence in New Zealand or in any other country (other than minor traffic or parking offences) Yes/No

Are there any charges against you yet to be heard Yes/No

If you have answered yes to any of the previous two questions please provide details

Conflict of Interest

Our client must be fair and reasonable and avoid any appearance or suggestion of preferential treatment, favouritism, bias or discrimination. They use this information to determine if action can be taken to manage the actual or potential conflict.

Do you have other employment/interests that may be perceived to be in conflict with the employer? Yes/No

If yes, please provide details: _____

Do you have a spouse, partner, relative or household member working within the employer where there would be an indirect or direct reporting relationship? Yes/No

If yes, please provide details: _____

Do you have a spouse, partner, relative or household member working with an organisation that is closely related to the area and nature of the position you have applied? Yes/No

If yes, please provide details: _____

Do you have a financial or other interest in any organisation which could be associated with this position during the course of carrying out these duties? Yes/No

If yes, please provide details: _____

Referee Information

Please provide the names of two referees whose consent has been obtained and who may be contacted for a confidential reference. (Where possible, at least one of the referees should be able to give work-related information and should have managed or been senior to you in your current or most recent employment).

1. Name _____

Company _____

Relationship _____

Phone (day) _____ Fax _____ Email _____

2. Name _____

Company _____

Relationship _____

Phone (day) _____ Fax _____ Email _____

Privacy Act

I recognise that the information gathered by BOSS Group Ltd, relating to my own personal information has been collected solely for the purpose of determining my suitability for permanent and/or temporary employment with BOSS Group Ltd or with any other employer.

I grant permission to BOSS Group Ltd to disclose my information in reasonable discretion to the employing organisation directly or in the form of an appraisal or report. I agree that BOSS Group Ltd will not be held liable should confidential information pass into the possession of persons not intended by me to receive such information.

I grant permission to BOSS Group Ltd to conduct a police or credit check or collect information/make enquiries which are deemed appropriate.

I consent to collection use and storage of my personal and sensitive information. I have read and understood each of the statements in the BOSS Group Ltd Privacy Statement and voluntarily consent to personal and sensitive information about me being collected by you as outlined.

You have the right to access information withheld by BOSS Group Ltd regarding your own personal details. We will endeavour to ensure that your information is kept at all times private and secure.

Authorisation & Confidentiality

By submitting this form, you agree to the following:

I acknowledge that BOSS Group Ltd has been granted permission to contact prior or present employers that I have specified in written form as being appropriate to contact for the sole purpose of obtaining work-related references. Without limiting the generality of this authorisation, I authorise you to obtain any other information held by credit reference agencies or security companies.

I certify that all information volunteered in this application and resume is accurate and factual. I understand that my employment may be terminated if after investigation an employer discovers any information which I have provided, or which has been provided about me is false or misleading.

I authorise you to disclose, with my knowledge, confidential information which you hold about me to any potential employer and BOSS Group Ltd.

Signed _____ Date _____

Name (Please print) _____

Application checklist

CHECKLIST:

- Application form completed *(including referee information)*
- Covering letter
- One copy of full Curriculum Vitae
- Police Check completed
- Copy of id attached

Please do not send folders or original documents. Documents will not be returned.



Privacy Unit
 Ministry of Justice
 National Office
 P O Box 2750
 WELLINGTON

For Office Use Only

MoJ Request Number

REQUEST BY THIRD PARTY UNDER THE OFFICIAL INFORMATION ACT 1982 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE 'S COMPUTER SYSTEMS

SECTION 1: SUBJECT'S AUTHORITY TO RELEASE INFORMATION TO A THIRD PARTY

I hereby authorise the Privacy Unit, Ministry of Justice, to release a copy of my personal information, to the undersigned Third Party, for the purpose of:

Pre-employment vetting

Insurance Claims vetting

Other (specify)

Tick the report required:

All convictions report Traffic Convictions Report

Signature of subject and date

X

X

I wish to receive a copy of the information provided to the Third party.

Yes / No

SECTION 2: THIRD PARTY DETAILS

Third Party Name Details

Full Name of Third Party

Full name and address of the person or agency the third party is acting for (if applicable)

Third Party Reference Number (if applicable)

Third Party Address Details

P.O. Box or Street Address

Suburb

City

State / Province

Post Code

Country

Signature of Third Party

X

The term "subject" refers to the person whose criminal convictions is being requested.

The term "third party" refers to the requestor or ultimate intended recipient, such as an employer, insurance company, credit agency et cetera.

The Ministry of Justice will process this request as soon as is reasonably practicable, and in any case no later than 20 working days from receipt of this application.

This application and associated letters and reports will be disposed of three months after processing the response.

Personal Details

Surname

First Name

Middle Names (separate by comma)

Date of Birth (DD/MM/YYYY)

Place of Birth

Gender (Male / Female)

Previous Names - Maiden Name, Aliases

Surname

First Name

Middle Names (separate by comma)

Postal Address

P.O. Box or
Street Address

Suburb

City

State / Province

Post Code

Country

Current Residential Address

Street Address

Suburb

City

State / Province

Post Code

Country

Daytime Phone Number

Home Phone Number

Fax Number

Previous Two Residential Addresses

Street Address

Suburb

City

State / Province

Post Code

Country

Street Address

Suburb

City

State / Province

Post Code

Country

Subject's Identification

Please attach a photocopy of the subject's identification. The identification may be a Driver Licence OR if subject does not hold a driver licence, a Passport. If subject has neither, the subject will need to complete Section 4.

Driver Licence

Passport

SECTION 4: PROOF OF IDENTITY

ONLY TO BE COMPLETED IF SUBJECT DOES NOT HAVE A DRIVER LICENCE OR PASSPORT
Subject to ask someone who can confirm their identity to fill in this section

The person who identifies subject must:

- have known subject for more than 12 months
- be aged 18 years or over
- have a day time phone number
- not be a relative
- not live at the same address
- be contactable during normal business hours

Surname

First Name

Middle Names (separate by comma)

Street Address

Daytime Phone Number

Suburb

Home Phone Number

City

State / Province

Fax Number

Post Code

Country

I declare that I have personally known:

Surname

First Name

Middle Names (separate by comma)

Signature of identifier

for

years and vouch for his/her identity

X

If subject is unable to get someone to complete Section 4, they must complete a statutory declaration. The relevant form can be obtained from the local District Court or by contacting the Privacy Unit on 04 918 8800.