

# Employment Information Package

## Senior Governance Officer

**Position number:** POS1848

**Enquiries:**

**Name:** Wezley Frankcombe

**Position:** Senior Leader People, Governance and Safety

**Phone:** 03 6323 3267

**Email:** [Wezley.frankcombe@launceston.tas.gov.au](mailto:Wezley.frankcombe@launceston.tas.gov.au)

**Application closing date:** SUNDAY 7 JUNE 2026

📍 Town Hall  
18–28 St John Street  
Launceston TAS 7250

✉ PO Box 396  
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TAS 7250

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 City of  
**LAUNCESTON**

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**Address applications to:**

Senior Leader People and Culture

City of Launceston

PO Box 396

LAUNCESTON TAS 7250

**Email address:** [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au)

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





# About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

**Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.**

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

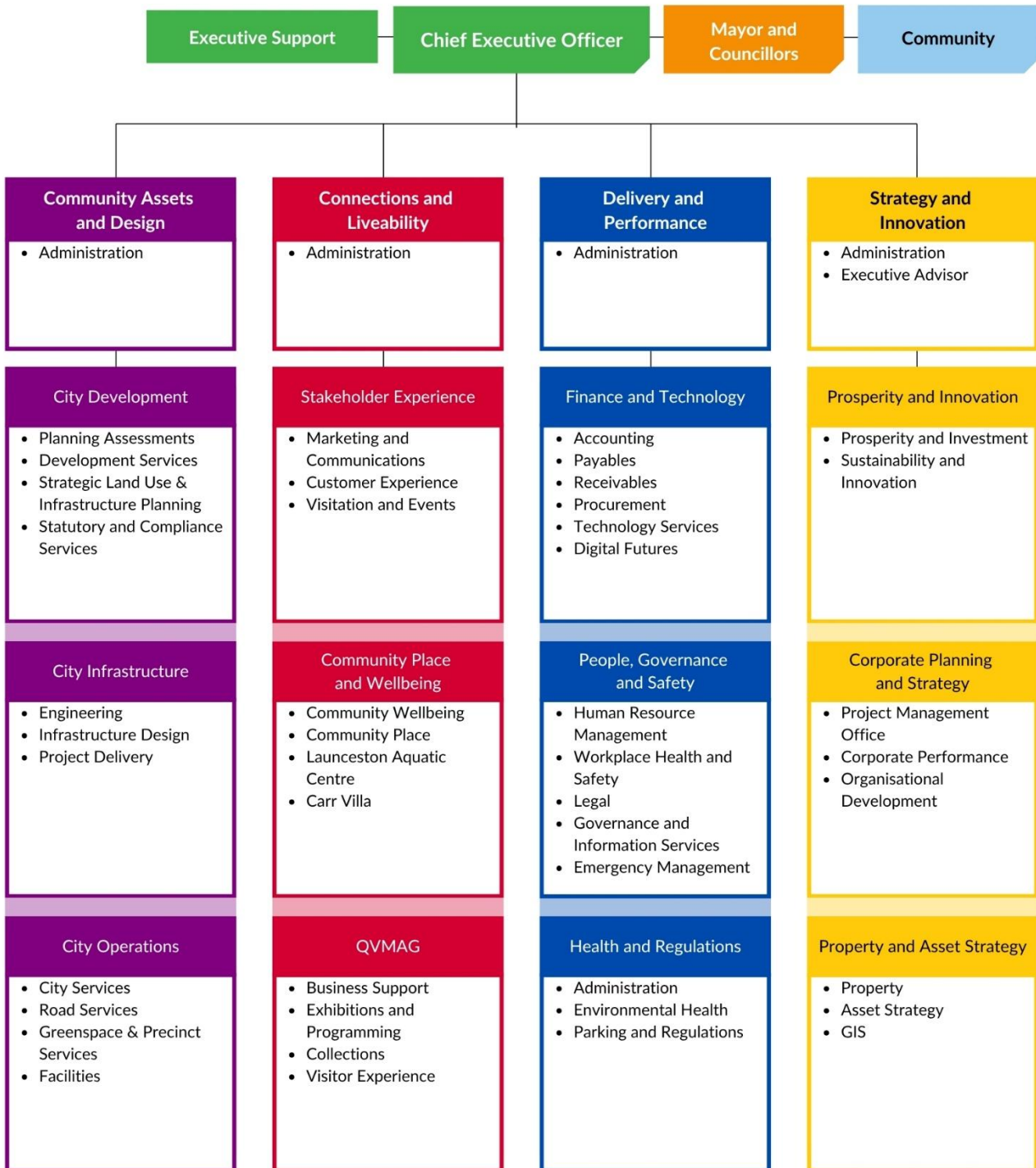
Click [here](#) to view City of Launceston's strategic and annual reporting.

## **The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.**

**An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.**

### **Employee benefits offered by the City of Launceston include:**

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances



# Organisational values

**At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.**

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



## OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



## WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



## WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



## WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

# Information for applicants

**At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.**

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

**City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.**

Please read this information carefully, as it will help you with the preparation of your employment application.

**When applying for this position, you must provide the following documentation:**

1. Covering letter
2. Statement addressing the selection criteria (**highlighted criteria only**)
3. Resume

**The online Application for Employment can be [accessed here](#)** (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

**If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at [contactus@launceston.tas.gov.au](mailto:contactus@launceston.tas.gov.au), noting your preferred method of communication and contact details and a member of the team will be in touch.**

# Recruitment steps

1. Application received
2. Shortlisting
  - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
  - Unsuccessful candidates will be advised by email.
3. Interview
4. Pre-Employment Checks:
  - Reference Check
  - Police Check
  - Medical Assessment
  - Drug and Alcohol screening

*All costs covered by City of Launceston*
5. Suitability determination and preferred candidate identified
6. Letter of Offer



# General conditions of employment

|                           |   |
|---------------------------|---|
| <b>Position title</b>     | Senior Governance Officer   |
| <b>Employment terms</b>   | Permanent full time   |
| <b>Working pattern</b>    | Compressed 4 day work week or 9 day fortnight<br>76 hours per fortnight   |
| <b>Total remuneration</b> | \$120,110 to \$136,706 per annum*(Applicable from 13 July 2026)<br><i>*Total remuneration includes superannuation, as detailed below</i><br><b>Base salary</b> \$104,217 to 118,617(Applicable from 13 July 2026) |
| <b>Superannuation</b>     | Employer contribution of 15.25%   |

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

# Position Description

|            |  |             |         |
|------------|--|-------------|---------|
| PF NUMBER: |  | POS NUMBER: | POS1848 |
|------------|--|-------------|---------|

|                       |   |
|-----------------------|---|
| POSITION TITLE:       | Senior Governance Officer                       |
| AWARD CLASSIFICATION: | Grade 6   |
| EMPLOYEE:             |   |
| TEAM:                 | Governance and Information Services             |
| NETWORK:              | Delivery and Performance                        |
| REPORTS TO:           | Team Leader Governance and Information Services |
| PREPARED BY:          | Kelsey Hartland                                 |
| DATE:                 | 5 May 2026                                      |

|              |   |
|--------------|---|
| APPROVED BY: |   |
| NAME:        | Nathan Williams                           |
| POSITION:    | Executive Leader Delivery and Performance |
| SIGNATURE:   |   |

## POSITION PURPOSE (Why does this position exist)

This position occupies a key role in the governance and administration of the Council and forms part of an important advisory team to the Chief Executive Officer, Executive Leaders, Senior Leader People Governance and Safety, Team Leader Governance and Information Services, Team Leader Legal, as well as other officers as required.

This position is accountable for providing advice and supporting services across a range of areas with particular focus on governance, policy, internal advice and support.

The key objectives of this role are to:

- monitor, interpret and communicate current and emerging legislative/regulatory requirements impacting Council governance and policy
- lead and coordinate the development, review, approval and implementation of organisational policies, procedures and delegations (including audit-driven improvements)
- provide high-level governance advice, including drafting and review of memorandums of understanding (MOUs) and operational agreements
- coordinate and provide technical advice on Right to Information (RTI) assessments and support the delivery of compliant, timely decisions by the Principal Officer/delegate

support organisational transparency and continuous improvement through sound recordkeeping, stakeholder engagement and practical guidance to officers.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

# OUR VALUES



**Our people matter**

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



**We care about our community**

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



**We bring an open mind**

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



**We go home safe and well**

- we show care for people and look out for one another
- we speak up and support others to be healthy and safe
- we take personal responsibility for our own health and wellbeing
- we value work-life fit

| Accountabilities                        | Activities/Tasks include:   | Success looks like ...   |
|---|---|--|
| <b>General</b>                          |   |  |
| City of Launceston's Values             | Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> <li>• Our people matter</li> <li>• We care about our community</li> <li>• We bring an open mind</li> <li>• We go home safe and well</li> </ul>  | Demonstrates, through behaviour, an alignment to and an understanding of Our Values.   |
| Technology                              | Use technology and information to maximise efficiency and effectiveness.  | New and existing technologies are utilised effectively.  |
| Collaborate                             | Work collaboratively within your team and across other teams.<br>Support delivery of the Team's strategic and annual plan actions.<br><br>Work with other teams as relevant to technical role accountabilities.   | Actively participating in team meetings/toolbox meetings, by offering ideas and suggestions and providing feedback<br><br>Collaborative opportunities are sought across teams                            |
| Innovation                              | Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.  | Improved work practices and projects.  |
| <b>Technical</b>                        |   |  |
| Support policy and procedure management | <ul style="list-style-type: none"> <li>• Maintain and continuously improve City of Launceston's policy/procedure framework, including registers, templates and review cycles.</li> <li>• Lead the end-to-end coordination of policy development and review, including consultation, quality assurance, approvals and publication</li> <li>• Provide specialist advice to leaders on policy obligations, governance standards and implementation planning</li> <li>• Ensure policies are reviewed and implemented within agreed timeframes and aligned to legislative and organisational requirements</li> </ul> | <p>Policies are current, coherent, risk-informed and implemented effectively.</p> <p>Maintain best practice in the development, review and implementation of organisational policies and procedures.</p> |
| Research and Analysis                   | <ul style="list-style-type: none"> <li>• Source and retrieve data and information to support policy research and development</li> <li>• Lead policy research and analysis activities by collating and summarising information</li> </ul>  | Provision of reliable and timely research and analysis to support policy review and development.   |
| Stakeholder Engagement                  | <ul style="list-style-type: none"> <li>• Coordinate stakeholder engagement and communications throughout the policy consultation, design and implementation phases</li> </ul>   | Stakeholders are meaningfully and actively engaged in the development and review of policies and procedures.   |

| Accountabilities  | Activities/Tasks include:   | Success looks like ...  |
|---|---|---|
|   | <ul style="list-style-type: none"> <li>• Coach and support officers in use of consultation/document tools (e.g., Doc Assembler) and good governance practices Provide policy advice to committees and working groups as required.</li> <li>• Draft policy documentation as requested</li> </ul>   | <p>Consultation is well documented.</p> <p>Accurate and timely advice is provided.</p> <p>Adoption and compliance improve.</p>  |
| Policy Advice   | <ul style="list-style-type: none"> <li>• Respond to requests for policy advice</li> <li>• Help support the provision of policy advice</li> </ul>  | Requests are responded to in an efficient and effective manner.   |
| Governance and Paralegal Services   | <ul style="list-style-type: none"> <li>• Draft, review and advise on MOUs and operational agreements to ensure clarity, alignment and appropriate approvals</li> <li>• Contribute to continuous improvement of delegations, governance instruments and accountability mechanisms</li> </ul>   | <p>Continuous improvement of Council's accountability mechanisms and outcomes.</p> <p>Ensure best practice and compliance with legislative obligations through creation and updating of policies and procedures.</p> <p>Delegations, MOUs and agreements are clear, fit-for-purpose and appropriately authorised.</p> |
| <p>Right to Information (RTI) requests</p> <p>Ombudsman enquiries and appeals</p>     | <p>Provide technical advice on the RTI process and applications including:</p> <ul style="list-style-type: none"> <li>• preparation and drafting of the relevant responses for final decision by the principal officer or delegate</li> <li>• assist with the processing of information, as required</li> <li>• provision of advice in relation to the suitability of active disclosures in response to particular requests</li> </ul> <p>Assist Council and its officers in relation to enquiries, investigations and reviews by the Ombudsman under the RTI Act, Ombudsman's Act and related legislation.</p> | <p>Ensure compliance with RTI provisions.</p> <p>Timely and accurate advice and assistance to the Ombudsman, Council and its officers.</p>  |
| Work Safely with a Duty of Care for fellow employees and ensure procedural compliance | <p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the</p>   |   |

| Accountabilities  | Activities/Tasks include:  | Success looks like ... |
|---|--|------------------------|
|   | <p>person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health &amp; Safety Act 2012)</p> |                        |
| <p><b>Note:</b> Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p> |  |                        |

| WORKING WITH VULNERABLE PEOPLE CHECK              |        |
|---|--------|
|   | Yes/No |
| Working with Vulnerable People Check required?    | No     |
| If yes, include in Selection Criteria table below |        |

| SELECTION CRITERIA  |
|---|
| POSITION REQUIREMENTS/COMPETENCIES  |
| <b>Organisational</b>   |
| <ul style="list-style-type: none"> <li>Community Focused: considers community/customers in decision making</li> <li>Communicate and Engage: demonstrates self-awareness &amp; encourages open discussions &amp; contributions from others</li> <li>Create and Innovate: displays initiative &amp; considers different ideas and perspectives</li> <li>Safety Focused: takes responsibility for own and team's health, well-being and self-care</li> </ul> |
| <b>Position Specific</b>  |
| <ul style="list-style-type: none"> <li>Ability to develop, review and implement policies and procedures</li> <li>Proven ability to write policies, procedures and reports</li> <li>Excellent time management, organisation and planning skills</li> <li>Excellent verbal and written skills</li> <li>Attention to detail</li> </ul>   |
| QUALIFICATIONS AND EXPERIENCE   |
| <ul style="list-style-type: none"> <li>Tertiary qualifications in Policy, Law or Local Government and/or at least 5 years relevant work experience</li> <li>Familiarity with legislative and regulatory frameworks and their application to policy and procedures</li> <li>Previous experience in local government will be highly regarded</li> </ul>   |

| REPORTING STRUCTURE   |                               |
|-----------------------|-------------------------------|
| <b>Leader</b>         | <b>Team Leader Governance</b> |
| <b>Direct Reports</b> | <b>Nil</b>                    |

| <b>KEY RELATIONSHIPS</b><br>(External and Internal Customers, Supplier, Colleagues, etc) |  |
|--|--|
| <b>Internal</b>  | <b>Nature of Relationships</b>   |
| Executive Leadership Team, Senior Leadership Team, Team Leaders                          | City of Launceston Leadership teams are the owners of the policies. We provide them with assistance in all aspects of policy creation and maintenance. |
| <b>External</b>  | <b>Nature of Relationships</b>   |
| Local Government Association of Tasmania (LGAT)  | Staying up to date on policy changes within Local Government   |
| Tasmanian Local Government Officers  | Network with other officers to share knowledge and ideas through various forums  |

| <b>DELEGATIONS &amp; AUTHORISATIONS</b><br>(Local Government Act, By-Laws etc) |           |
|--|-----------|
| Purchasing Approvals   | Limit \$0 |

## Confidentiality

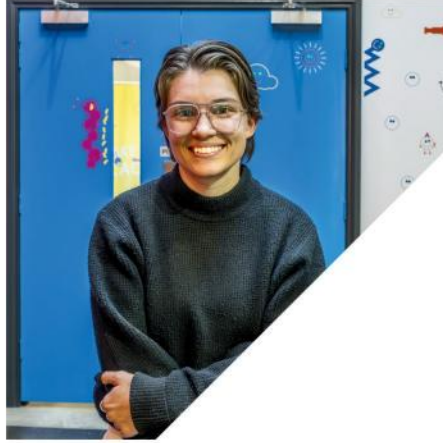
Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

| <b>OTHER RELEVANT INFORMATION</b>  |
|--|
| <p>Expectations of a City of Launceston employee:</p> <ul style="list-style-type: none"> <li>• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;</li> <li>• Seeks feedback broadly and asks others for help with own development areas; and</li> <li>• Translates feedback into an opportunity to develop.</li> </ul> |



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