



NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council's

ART EXHIBITION WORKING PARTY

will be held on Monday 2 September 2019

in the Maitland Office – Gum Flat Meeting Room

commencing at 2:00pm

Taylor Gray

TEMPORARY DEPUTY CHAIRPERSON

A G E N D A

ITEM 1 YORKE PENINSULA COUNCIL – ART EXHIBITION WORKING PARTY

- 1.1 Welcome by Chairperson - meeting declared open.
- 1.2 Present
- 1.3 Apologies/leave of absence
Cr Tania Stock, Bobbi Pertini, John Sandercock, Amanda Loechel, Suz'Anne Warren
- 1.4 Minutes of previous meeting – for confirmation.
Art Exhibition Working Party meeting held on 14 August 2019.
- 1.5 Conflict of Interest

CONFLICT OF INTEREST

Members are reminded of the requirements for disclosure by Members of direct or indirect pecuniary benefits in items listed for consideration on the Agenda. Members must declare any interest and provide full and accurate details of the relevant interest to the Committee prior to consideration of that item on the Agenda.

ITEM 2

BUSINESS ARISING:

- 2.1 Call for nominations for Chairperson and Deputy Chairperson
- 2.2 Appointment of Chairperson and Deputy Chairperson

ITEM 3

2020 EXHIBITION:

- 3.1 Update on Edithburgh, Warooka and Maitland Progress Associations
- 3.2 Sponsorship
- 3.3 Progress to date
- 3.4 Suggestions/ideas for 2020 exhibition

ITEM 4

NEW BUSINESS:

- 4.1 Art Exhibition Project Officer Role

ITEM 5

NEXT MEETING:

- 5.1 To Be Confirmed and commitments going forward

ITEM 6

MEETING CLOSE:



Yorke Peninsula Council

Position Description

The attached position description (PD) and associated information should not be considered as a comprehensive, complete and/or exhaustive list of responsibilities, criteria or outcomes for the position.

Instead, the PD is intended to offer a concise account of the general nature of the work that Council requires to be undertaken, including the type and range of skills, qualifications and experiences that the Council believes the incumbent should possess in order to competently undertake the duties.

You can and will be asked to undertake duties within your competence, skills, abilities and training that may not be mentioned in the attached documents.

The incumbent should be aware that their role and position within Council is dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is highlighted and expected by the Yorke Peninsula Council.

People and jobs develop over time, so the attached PD is a 'living document' and your active involvement in the evolution of the document is critical.

Our Culture

In our workplace we value and support each other. To achieve this we commit to the YPC Staff Values and Behaviours:

Accountability
Customer Commitment
Integrity
Innovation
Collaboration

Incumbent Initials:



Yorke Peninsula Council
POSITION DESCRIPTION

Title:	Art Exhibition Project Officer
Stream:	General Officer
Level:	2
Section:	Corporate & Community Services

Position Objectives

To provide administrative and specialist project support to the YP Art Exhibition Working Party to facilitate the biennial YP Art Exhibition.

Key Responsibilities

- Deliver comprehensive administrative support through the timely, efficient, effective performance of all duties required by YP Art Exhibition Working Party (Working Party).
- Perform the duties of Secretariat to Working Party meetings, including preparation and distribution of agendas and minutes and other duties as required.
- Liaise with members of the Working Party.
- Liaise with Community members in relation to the YP Art Exhibition.
- Liaise with participants of the YP Art Exhibition.
- Any other duties as directed.

Specialist Knowledge and Skills

- Support Council by transferring knowledge and mentoring others as appropriate.
- Telephone answering skills highlighted by ability to determine the caller's requirements quickly and efficiently.
- Ability to communicate effectively and courteously with members of the public by virtue of communication skills that are characterised by patience, clarity, empathy and understanding.
- Advanced keyboard and data processing skills.
- Ability to set priorities and organise workload.
- High level of numeracy skills.
- Practical research skills.
- Advanced time management and organisational skills.
- Supervising skills in the effective co-ordination of an office environment.
- Letter and report writing skills.
- Sound knowledge of Local Government office procedures.
- Working knowledge of Council district and its services.
- Sound knowledge of PCs and software packages, especially Microsoft Office suite of software.
- Understanding of Council's Records Management filing system and records management techniques.
- Developing knowledge of Council's Computer System and software applications.
- Understanding of Council's policies, procedures and practices as they relate to the work area.
- A working knowledge of Council's organisational structure.

Experience and/or Qualifications

- Maintain relevant qualifications, licences, skills and competencies relevant to the role.
- Significant experience relating to advanced secretarial practices and procedures within an office environment.
- Extensive experience in effectively managing time.
- Considerable experience effectively liaising with customers and staff.

- Considerable experience with the use of various PC software applications, including word processing and spreadsheets.

Training

- Undertake training as appropriate, to develop and maintain competencies.
- Attendance at conferences, seminars, workshops and other training activities as appropriate, to maintain an awareness of trends and issues and keep abreast of changes in legislation which may impact on Council's administration of procedures, policies and activities relevant to your role.

Organisational Relationships

- Responsible to the **Manager People, Culture and Safety**.
- Clear direction given by Working Party.

Extent of Authority

- Works under direction with assistance being readily available.
- Scope to exercise initiative and judgement within clearly established procedures and practices.

Accountability

- Required to comply with Council's Code of Conduct.
- An annual review of staff performance will be carried out. Written confirmation of this review and discussion of any points raised will follow with employees.
- Accountable to Council through the Chief Executive Officer and your immediate supervisor for the performance of your duties relative to Acts, Regulations and Council's Policies and Procedures.
- Employees are responsible for managing their leave and accrued time so that entitlements do not carry from one period to another without approval in accordance with the Enterprise Agreement and policy requirements.

Performance Standards

- Confidential and sensitive information to be handled with discretion and integrity.
- Employees are required to ensure that the integrity of confidential information gained during their employment is maintained permanently.
- Initiative demonstrated in problem-solving.
- Effective communication with all levels of the organisation and community.
- Accuracy of work and ability to meet deadlines.
- Prompt and effective response to telephone, mail, e-mail and counter enquiries.
- Appropriate prioritisation and organisation of duties.
- Ability to work with other staff, Council members and the community.
- The extent to which the employee is effective and efficient in the management, development and co-ordination of the resources under their control.

Quality and Continuous Improvement

- Comply with all Council policies, procedures and processes.
- Contribute to the identification, development, implementation and evaluation of improvements to Council policies, procedures and workplace practices.
- Participate in quality and continuous improvement projects and initiatives to meet strategic and departmental goals and objectives.
- Contribute to and facilitate a continuous learning philosophy through maintaining qualifications and learning and applying new skills and competencies.

Records Management

- Employees are responsible and accountable for adequately managing the corporate records they create and receive according to Council policies, procedures and relevant legislation that also includes the State Records Act
- Ensure corporate records are captured and stored on Council's Electronic Document and Records Management System (EDRMS) and not on personal storage devices/hardware.

- Ensure records are not damaged or destroyed unless permission has been obtained from the Records Management section in consultation with State Records.

Health and Safety Responsibilities

- Observe and comply with all WHS legislation, codes of practice, policies and procedures within the Yorke Peninsula Council including all safe operating procedures or instructions.
- Take all reasonable steps to ensure personal safety, and that of others, is not put at risk through any act or omission in relation to the above.
- Use safety devices and personal protective equipment correctly and in accordance with health and safety procedures.
- Obey all instructions from their supervisors issued to protect their own personal health and safety and that of others, and not to perform any procedure or task unless they have received appropriate training and instruction.
- Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.
- Take such action as is within their competency and responsibility to report or make such recommendation to a higher level, as they deem necessary, to avoid, eliminate or minimise hazards of which they are aware of in regard to working conditions or methods of work.
- Maintain work areas in a safe condition.
- Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug.
- Not to interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure.
- Elect WHS Representatives.
- Fulfill individual requirements to meet any documented WHS objectives arising from performance and development reviews.
- Support and use appropriate consultative structures.
- Contribute to a culture where everyone places Safety First.

Risk Management Responsibilities

- To actively contribute to and embrace the Yorke Peninsula Council's Risk Management Program.
- Ensure that all operational activities are conducted in an environment where risk is identified and action plans are in place to remove the risk, control the risk or minimise the risk.

Occupant:

Date Appointed:

Occupant signature:

Date:

Approved by:

Manager People, Culture & Safety

No. of Sheets: 5 of 5

Supervisor:

Manager People, Culture & Safety

Supervisor signature:

Date:

SELECTION CRITERIA

*(These criteria **must** be addressed when applying for this position)*

ESSENTIAL CRITERIA

1. Exceptional level of interpersonal, written and verbal communication skills.
2. Exceptional letter and report writing skills.
3. High level of numeracy and accuracy skills.
4. Ability to be self-motivated and exercise initiative and judgement and yet contribute as an effective team member.
5. Demonstrated ability to manage time, plan and prioritise projects and tasks.

6. A high level of computer literacy and keyboard skills, with an emphasis on, but not limited to the Microsoft Office Suite of software.
7. Considerable experience in the provision of comprehensive secretarial / administrative support.
8. Demonstrated understanding of the principles of customer service and the demonstrated ability to apply these principles.
9. Current Class C Drivers Licence.

DESIRABLE CRITERIA

1. Experience in administering arts or community cultural projects.
2. Experience in a community arts setting, community consultation, working with groups and developing networks.
3. Knowledge of the area covered by the Yorke Peninsula Council.

SPECIAL REQUIREMENTS

Successful applicants will be required to prove their eligibility to work in Australia, undergo a medical assessment prior to the finalization of selection.