



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Governance, Legal and Insurance Officer
Position Classification:	Level 6
Instrument:	Torres Strait Island Regional Council Certified Agreement
QLD Local Government Industry Stream:	Stream A
Directorate:	Corporate Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

The Governance, Legal and Insurance Officer operates under limited direction and plays a key role in ensuring effective corporate governance, compliance, and risk management. The role is responsible for managing internal legal requests, providing expert governance advice, and overseeing Council's insurance portfolio to minimise liability and financial risk. The position involves decision-making, consultation, and policy development to support best practices and mitigate risks across Council operations.

KEY RESPONSIBILITIES

Governance & Legal Compliance

- Coordinate and conduct preliminary assessments of internal requests for legal advice and consult with subject matter experts as required.
- Allocate legal matters to external providers with appropriate expertise and manage case progress.
- Monitor and report on statutory developments and law reform proposals affecting the Council and community.
- Assist with maintaining corporate registers and statutory reporting requirements.
- Provide advice and support regarding Right to Information applications, Information Privacy, and Council complaint processes.

Insurance & Risk Management

- Manage and administer the Council's insurance portfolio, including renewals and liaising with brokers.
- Coordinate Council's insurance claims, including disaster and major loss claims, ensuring cost-effective resolutions.
- Investigate and coordinate responses to liability claims against the Council, including public liability and asset protection matters.

- Maintain and report on Council's insurance database, ensuring regular risk assessments and analysis.

Stakeholder Engagement & Policy Development

- Engage with insurance brokers, adjusters, solicitors, and the Internal Audit Committee within the scope of duties.
- Assist in the development and review of policies, governance frameworks and risk management strategies.
- Deliver training and information sessions on governance, risk and compliance topics to Council employees and community stakeholders as required.

General

- Perform other duties as required in alignment with Council objectives.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Tertiary qualifications in law, business, insurance, risk management, or a related field with substantial experience in Local Government or a similar environment.
- 3) Comprehensive applied knowledge of legislative requirements relevant to Local Government, including the Civil Liabilities Act 2003, Right to Information Act 2009, and Information Privacy Act 2009.
- 4) Proven experience in legal case management, governance frameworks, and compliance reporting is a distinct advantage.
- 5) Demonstrated experience in insurance administration, claims management, and risk mitigation.
- 6) Sound knowledge of fraud indicators and governance best practices.
- 7) Strong analytical, investigation, and problem-solving skills to identify and assess risks and provide sound recommendations including on insurance renewal, legal matters and complaints.
- 8) High-level written and verbal communication skills, with experience preparing reports and advising stakeholders.
- 9) Proven ability to manage multiple priorities, make independent decisions, and work under limited direction to achieve organisational goals.

OTHER CONDITIONS/REQUIREMENTS

- Occasional travel including throughout the Torres Strait Islands is a requirement of this position.
- TSIRC employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.

- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision and Values listed on the next page.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement	Desired Behaviours
 <p>ONE We are one team who achieves together.</p>	<ul style="list-style-type: none"> • We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region.
 <p>RESPECT We have respect for each other and the communities we serve.</p>	<ul style="list-style-type: none"> • We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths.
 <p>ACCOUNTABILITY We are accountable and responsive to our communities.</p>	<ul style="list-style-type: none"> • We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do.
 <p>COURAGE We are courageous leaders, who think innovatively.</p>	<ul style="list-style-type: none"> • We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision.
 <p>RESILIENCE We are builders of a sustainable and resilient region.</p>	<ul style="list-style-type: none"> • We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation.