

Position Description – GOVERNANCE CO-ORDINATOR

Shire of Donnybrook Balingup 000.V.24.1



GENERAL OVERVIEW:

Position Title/Number:	004
Directorate/Division:	Corporate
Industrial Instrument:	Local Government Industry Award 2020(IA)
Classification:	Level 8
Reports to:	Executive Manager Corporate
Primary Location:	Administration Office Building – 1 Bentley Street, Donnybrook, WA 6239

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

The Governance Coordinator leads and strengthens the Shire’s corporate governance, legislative compliance and integrity frameworks, providing expert advice to Executive Management and ensuring statutory and governance obligations are met in accordance with legislation and best practice. The role supports effective Council and committee decision-making, oversees key statutory functions, and provides leadership and functional oversight of the Governance Officer and Corporate Information Officer.

POSITION OBJECTIVES:

Subheading

- > Participate and assist in the improvement of the Shire’s corporate governance functions, to ensure they are up-to-date, compliant and reflecting best practice.
- > Lead the scheduled review of the Shire’s Codes of Conduct.
- > Provide strategic oversight of the review, development and currency of Council and Administration Policies and Operational Procedures
- > Liaise with regulatory and industry bodies to keep up to date with legislative amendments.
- > Research and prepare Council agenda items relating to governance matters, as required.
- > Oversee the conduct of Local Government Elections in accordance with legislative requirements.
- > Provide support with Council Plan reporting and review activities, as required.
- > Provide governance and compliance advice to Executive Management in relation to the *Local Government Act 1995*, subsidiary regulations and other relevant legislation.



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- > Coordinate the statutory review of the Shire's Local Laws, and maintain the Shire's Local Law Register.
- > Facilitate the annual statutory review of the Shire's Delegations Register, and provide advice to staff on Delegation related matters.
- > Process required statutory Authorisations for Shire employees and maintain registers in compliance with legislation.
- > Maintain, update, and facilitate the Shire's Compliance Calendar.
- > Lead the completion of required statutory submissions for the Shire, including mandated annual surveys including but not limited to Public Sector Commission, Reportable Conduct Scheme and other mandated annual surveys.
- > Coordinate the Shire's Compliance Audit Return (CAR).
- > Act as the Shire's responsible officer for Public Interest Disclosures and oversee the review of the Shire's Public Interest Disclosure Guidelines.
- > Provide governance oversight of Freedom of Information and the annual review of the Shire's Information Statement.
- > Manage and maintain the Shire's statutory Gift Registers, including Candidate Electoral Gift Register, Council and CEO Register of Gifts, and Employee Register of Reportable Gifts.
- > Manage the collection and register of Related Party Disclosures in accordance with Council Policy.
- > Audit the Shire's website to ensure it contains all information required by legislation.
- > Maintain the statutory Financial Management Returns Register, including Primary and Annual Financial Returns.
- > Provide strategic oversight of the Shire's lease, licence and property disposal processes, including renewals, statutory advertising, lease negotiations and rent reviews, for all Shire properties.
- > Coordinate governance-related inputs for internal and external audits, and contribute to Budget preparation and review processes, as required.
- > Coordinate the tracking, consolidation and reporting of Internal Audit findings, including monitoring management actions and supporting reporting to Executive and the Audit Committee as required.
- > Provide administrative and secretariat support to the Audit, Risk and Improvement Committee (ARIC), including preparation of agendas, minutes, action registers, and coordination of meeting logistics in accordance with legislative and governance requirements.



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- > Lead and oversee the functions undertaken by the Governance Officer and Corporate Information Officer.

ORGANISATIONAL RELATIONSHIPS:

Responsible for:	Nil
Internal Relationships:	All Shire of Donnybrook Balingup employees
External Relationships:	Federal and State government agencies, other local governments, community groups, agencies, contractors, staff associations and organisations, private sector stakeholders, ratepayers, local residents, media, and general public.

EXTENT OF AUTHORITY:

Under the direction of the Executive Manager Corporate and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation. Delegated authority in accordance with the Delegations Register.

POSITION BENEFITS:

Rostered Day Off (RDO):	Yes	Vehicle:	No
Phone Allowance:	No	Laptop/computer:	Yes
Gym Membership:	Yes	Wellbeing Program:	Yes

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CORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Code of Conduct:	All employees are responsible for adhering to the Shire's Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (OH&S):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire's EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (OH&S) Induction:	To be completed within two (2) weeks of commencement of employment as per contract.
Records System Training:	To be completed within the first month of commencement of employment as per contract.
Corporate Software (Synergy) Training:	To be completed within the first month of commencement of employment as per contract.
Local Government Induction Training:	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder's performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.



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SELECTION CRITERIA:

Essential Requirements

- > Significant experience in governance, compliance or a related specialist function, preferably within a local government or similarly regulated public sector environment.
- > Demonstrated working knowledge of the *Local Government Act 1995* (WA) and subsidiary legislation, with the ability to interpret requirements and provide reliable governance and compliance advice to senior management.
- > Proven experience managing or overseeing statutory governance functions, including policies, registers, delegations, audits, submissions or other compliance-critical processes.
- > Strong written communication and report-writing skills, with demonstrated experience preparing governance-related reports, briefings or agenda items for Council, Executive Management or committees.
- > Demonstrated capability to provide functional leadership or oversight, including guiding, mentoring or coordinating specialist staff or professional functions.

Desirable Experience and Qualifications

- > Experience working in a Western Australian local government environment, including familiarity with Council Elections, audits, ARIC or similar governance structures.
- > Experience in integrity and accountability frameworks, such as Public Interest Disclosures, Freedom of Information, gifts and disclosures, or related statutory regimes.
- > Experience supporting audit and assurance processes, including internal or external audits, tracking audit actions or reporting to executive or audit committees.
- > Knowledge or experience in property matters, including leases, licences, disposals
- > Relevant tertiary qualification in governance, public administration, law, compliance, business or a related discipline, or equivalent demonstrated experience.

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name:

Signature:

Date:

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be



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assigned to this position as required from time to time to meet the business needs of the organisation.

Position Holder

Name:

Signature:

Date:

