

POSITION TITLE	Governance Coordinator	
GROUP / DEPARTMENT	Corporate Services / Governance, Safety & Risk	
REPORTING TO	Manager Governance, Safety & Risk	
DIRECT REPORTS	Nil	
EMPLOYMENT BASIS	Permanent - Full time Local Government State Award	
BAND/LEVEL/GRADE	Band 2 Level 3 Grade 12	
APPROVED BY	CEO	Date:
EMPLOYEE	Name:	Date:
	Signature:	Date:
POSITION PURPOSE		
<p>The Governance Coordinator supports the Manager Governance, Safety and Risk to develop and implement effective governance policies and compliance systems at Edward River Council. By providing advice, training and support, the role ensures strong governance practices, ethical decision making, and adherence to legal and regulatory requirements across Council, fostering a culture of accountability and continuous improvement.</p>		
KEY DUTIES		
1. Governance Framework and Compliance Management		
<ul style="list-style-type: none"> • Develop, implement, and maintain governance policies, and processes in compliance with relevant legislation, including the <i>Local Government Act 1993</i>, <i>Public Interest Disclosures Act 1994</i>, and <i>Privacy and Personal Information Protection Act 1998</i>. • Support the development and implementation of Council's Integrated Planning and Reporting framework. • Coordinate and oversee compliance with all statutory obligations, including delegations, declarations of interest, and annual compliance reporting. • Administer the Register of Delegations and Authorisations. • Support internal audit processes. 		
2. Complaints and Code of Conduct Management		
<ul style="list-style-type: none"> • Coordinate the handling of complaints under Council's Code of Conduct and related policies, including Public Interest Disclosures and Fraud and Corruption Control. 		
3. Committee Management and Secretarial Support		
<ul style="list-style-type: none"> • Implement and coordinate Council's committee framework. • Provide secretariat support to the Audit, Risk and Improvement Committee, including preparing agendas, minutes, and coordinating meetings. 		
4. Election Coordination		
<ul style="list-style-type: none"> • Oversee the planning, coordination, and execution of the local government election process. 		
5. Budget Management		
<ul style="list-style-type: none"> • Manage the Governance function budget to ensure cost-effective use of resources, adherence to budget targets, and the delivery of savings and innovations. • Provide accurate and timely budget performance reporting, ensuring financial goals are met while maintaining high standards of governance. 		
6. Training and Capacity Building		

- Develop relevant tools and templates, and provide training and development to Council staff on governance policies and procedures.

7. Comply with Council Policies and Procedures

- Comply with Council’s Code of Conduct, Records Management, Risk Management, WHS and other policies.

Other duties as directed within skills and abilities of the individual.

SELECTION CRITERIA

- 1. Qualifications and Experience:** An advanced certificate or associate diploma in a relevant field, or at least 2 years’ experience in a similar role.
- 2. Knowledge and Technical Skills:** Experience in developing, implementing, and managing governance policies and procedures, with a demonstrated ability to interpret and apply complex legislation.
- 3. Communication and Interpersonal Skills:** Strong written and oral communication skills, with the ability to prepare clear, accurate reports, policies, and procedures. Proven ability to liaise and collaborate with internal and external stakeholders at all levels.
- 4. Leadership and Teamwork:** Demonstrated ability to lead change, and foster a culture of customer service excellence, collaboration, and continuous improvement.
- 5. Ethical Conduct and Decision-Making:** Demonstrated commitment to ethical decision-making, transparency, and accountability.
- 6. Administrative and Organisational Skills:** Strong organisational and administrative skills, with the ability to manage competing priorities, meet deadlines, and ensure governance systems are effectively maintained and improved.
- 7. Other:** National Police Check or willingness to obtain one. Desirable - Current Driver’s Licence.

RELATIONSHIPS (INTERNAL)

- Governance, Safety and Risk team
- Council staff
- Council Volunteers
- Audit, Risk and Improvement Committee (ARIC)
- Leadership team
- Project Management Office

RELATIONSHIPS (EXTERNAL)

- Government departments
- Other Councils
- NSW Electoral Commission
- Professional associations
- Legal Panel

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council is guided by a set of values developed through a consultative process with our staff. We expect all employees to embody these values in their roles and decision-making:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health and Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Edward River Council is committed to fostering a diverse and inclusive workplace where all individuals are treated with fairness, respect, and dignity. We promote equal employment opportunities and encourage applications from all qualified individuals regardless of gender, age, race, cultural background, disability, sexual orientation, or any other characteristic protected by law.