



### Coordinator Governance & Information

<b>Position Number:</b>	16	<b>Department</b>	Corporate Strategy & Performance
<b>Level:</b>	8	<b>Award:</b>	Local Government Officers' WA Award
<b>Remuneration:</b>	\$68.71 per hour	inclusive of 25% casual loading is available to the successful candidate, depending on experience, skills and qualifications.	
<b>Reports to:</b>	Executive Manager Corporate Strategy & Performance	<b>Direct Reports:</b>	Nil
<b>Last Reviewed:</b>	Senior People & Culture Officer	<b>Date:</b>	23/09/2025
<b>Approved:</b>	Executive Manager Corporate Strategy &	<b>Date:</b>	23/09/2025

### OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

### Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

### POSITION OVERVIEW

As the Coordinator Governance and Information, you will be tasked with streamlining the organisation's administrative functions that pertain to risk management, leases, and records, ensuring that statutory, council and organisational requirements are met. You will use your effective stakeholder management skills to ensure that relationships between stakeholders and the organisation are maintained.

### COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

## KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.

### 1. Records & Information Management

- ★ Administer the Shire's records management system in compliance with the State Records Act 2000 and the Shire's Record Keeping Plan.
- ★ Develop and implement records policies, procedures, and training.
- ★ Ensure effective digitisation, archiving, retention, and lawful disposal of records.
- ★ Conduct records audits, prepare reports, and implement corrective actions.
- ★ Maintain and publish statutory registers (delegations, authorisations, interests, complaints, gifts, etc.) in line with legislation.

### 2. Governance & Compliance

- ★ Ensure compliance with the Local Government Act 1995 and related Regulations.
- ★ Manage governance systems including statutory registers, delegations, and authorisations.
- ★ Administer the Shire's FOI process, ensuring timely and compliant responses.
- ★ Coordinate the annual Local Government Compliance Audit Return (CAR) and support other regulatory audits.
- ★ Assist with the preparation, review, and adoption of corporate policies, procedures, and local laws.

### 3. Audit & Risk Management

- ★ Maintain the Shire's risk management framework, including operational and strategic risk registers.
- ★ Prepare reports to the Audit & Risk Committee, ensuring Council and management are informed of compliance, risk
- ★ Perform internal audits across governance processes across the organisation.
- ★ Monitor audit outcomes and coordinate with responsible officers action plans to address recommendations.
- ★ Promote a culture of risk awareness across the organisation and deliver training on risk management responsibilities.

### 4. Training & Capacity Building

- ★ Develop and deliver training programs for staff and Elected Members in governance, records, risk, and compliance.
- ★ Provide induction sessions for new employees on record keeping, governance obligations, and ethical practice.
- ★ Monitor training effectiveness and update content in line with legislative or organisational change.
- ★ Act as a subject matter expert and mentor, promoting a culture of accountability and learning.

### 5. Lease & Property Conditions

- ★ Coordinate the Shire's leases, licences, and property disposal processes in accordance with Local Government Act 1995 (s.3.58) and associated regulations.
- ★ Maintain an accurate register of leases and licences, ensuring compliance with contractual terms and legislative requirements.
- ★ Provide governance oversight of lease renewal, expiry, and compliance obligations.
- ★ Prepare Council reports and public notices relating to the disposal of property (including sale, lease, or licence).
- ★ Liaise with internal stakeholders, community groups, and external parties to ensure transparent and accountable property management.

### 6. Policy & Procedure Development

- ★ Review and maintain governance and record keeping policies and procedures.
- ★ Ensure policies are compliant, current, and accessible to staff and the public as appropriate.
- ★ Maintain the policy register and ensure timely review cycles

### 7. Stakeholder Engagement & Advice

- ★ Provide expert governance, records, and compliance advice to Executive, management, and staff.
- ★ Liaise with regulatory bodies (DLGSC, State Records Office, OAG, WALGA) on governance and compliance matters.
- ★ Ensure information required for public transparency is published and accessible.

## WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.

- ★ Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- ★ Ensure that Safety & Health Representatives reporting to them are able to carry out their legislated functions.
- ★ Provide and enforce the use of adequate protective clothing and equipment, where it is not practicable to avoid the presence of hazards in the workplace.
- ★ Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace
- ★ Attend the WHS Committee meeting either as a member or rostered as an invited guest.
- ★ Lead a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

#### LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Certificate IV or higher in relevant disciplines.
- ★ Certificate IV Training and Assessing or ability and willingness to obtain.

#### ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Highly effective communication skills (written and verbal) including ability to prepare initial reports, letters, emails and assist with applications.
- ★ Relevant professional qualifications and/or demonstrated relevant experience with information management, leasing and corporate governance or ability to commit to further education and training.
- ★ Ability to work autonomously with highly developed time management, organisational skills, and the ability to prioritise competing tasks.
- ★ Comprehensive knowledge in compliance and statutory requirements of Local Government to relevant legislative bodies or relevant and transferable skills and knowledge.
- ★ Demonstrated experience in the operation of a range of software solutions including Microsoft systems and Local Government specific software or demonstrated ability to learn and acquire the relevant knowledge.
- ★ Demonstrated ability to effectively train and mentor employees in relation to Governance and Information practices and procedures, including direct reports and across the organisation.

#### DESIRABLE CRITERIA

- ★ Previous experience in local government governance, record keeping , information management.

#### POSITION COMPETENCIES

Experience	
Focus of Role	Professional Advisory
Experience Level	Specialist knowledge in the context of the organisational or professional requirements with elements
Tasks	
Context Method	Range of tasks guided by policy, objectives or professional standards.
Skill Level	Knowledge of particular procedures is supported by sound appreciation of theory or policy framework.
Judgement and problem Solving	
Problem Solving	Solve problems where there is a lack of definition requiring analysis of a number of options.
Judgement	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes.
Supervision and Independence	

<b>Level of Supervision</b>	Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control.
<b>Organisational Relationships and Impact</b>	
<b>Work Area Relationships</b>	May develop proposals or recommendations which co-ordinate the interests of separate work areas and share accountability.
<b>Public/Other Staff Relationships</b>	Participate in technical discussions to resolve problems, explain policy and reconcile viewpoints or negotiate solutions with a range of interests to be accommodated. Write reports and external
<b>Impact</b>	Decisions made directly impact own work area and related work areas
<b>Interpersonal Skills</b>	Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles.
<b>Job Competencies</b>	
<b>Time Management</b>	Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others.
<b>Conflict Resolution</b>	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
<b>Planning &amp; Organisation Skills</b>	Proficient: Able to keep track of multiple, important details amongst a wide range of activities. Will manage work flows and adapt, interpret or modify procedures to achieve objectives.
<b>Safety Procedures</b>	Proficient: Reviews, audits and trains other in safety procedures primarily on the job. Instrumental in leading work teams on safety compliance and ensuring a culture of safety first within the work team.
<b>Administration Skills</b>	Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes.
<b>Equipment Operation</b>	N/A
<b>Supervision Skills</b>	Proficient: Line management responsibility for staff delivering a range of administrative, technical or professional services.
<b>Project Management</b>	Proficient: Technical and administrative employees manage minor projects involving employees in lower levels and other resources.
<b>Policy and Procedure Development</b>	Proficient: Develop, influence and implement policy matters across a function, department or work area
<b>Policy or Legislative Interpretation</b>	Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of theoretical, policy or technical complexity.
<b>Report Writing</b>	Proficient: Research, develop, write, review and finalise reports to Council and external regulatory authorities. May be reviewed by more senior manager with only minor amendments.
<b>Budgeting Skills</b>	Proficient: Line management responsibility for the budget of multiple functions and provide advice to more senior managers on the budget for programs.
<b>Customer Service Skills</b>	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
<b>Decision Making Skills</b>	Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options.
<b>Management Skills</b>	Proficient: Management focus on the attainment of operational and strategic objectives across major

#### PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening

- ★ Alcohol and Other Drug screening

#### REMUNERATION AND BENEFITS

The successful applicant will join the Corporate Strategy & Performance Team with an hourly rate of \$ 54.96 per annum, plus allowances (if eligible) and superannuation.

**Other cash benefits include but not limited to**

\$ 13.75 25% casual loading

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.