

Position Description

CORPORATE INFORMATION

Position title	Coordinator Governance, Information Access and Privacy		
Directorate	Office of the CEO	Branch/Section/Unit	Governance, Integrity and Risk Branch
Position number	1628	Level	6
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Manager Governance, Integrity and Risk		
Direct reports	Nil		

SCOPE OF POSITION

Position Summary

The Coordinator Governance, Information Access and Privacy coordinates key governance, information access, privacy and statutory compliance functions to support Council's transparency, accountability and legislative obligations. The position is responsible for the administration of Right to Information, Information Privacy, Human Rights, Native Title, complaints management, corporate policy governance and Council meeting processes, ensuring effective governance practices and compliance with statutory requirements.

Key Responsibilities of the Role

- Coordination of Council's Right to Information (RTI) functions, including acting Council's formally delegated statutory decision maker for Assessing, processing, and making formal, legally binding determinations on applications for access to information under the *Right to Information Act 2009 (Qld)*
- Coordination of Council's Information Privacy (IP) compliance framework, including undertaking data breach assessment, responses and notifications, in accordance with the Legislative requirements and statutory timeframes under the *Information Privacy Act 2009 (Qld)*.
- Coordination of Council's administrative action complaints process, including acting as the designated officer to investigate and determine outcomes including independent reviews, assessments of standards and reporting on complaint trends.
- Provide informed guidance on Council's obligations under the *Human Rights Act 2019* including ensuring human rights issues are appropriately addressed in decision-making processes.

- Coordinate Council's native title administrative functions, including maintaining oversight of native title enquiries, coordinating referrals for legal advice where required, and ensuring native title considerations are appropriately identified in Council decision-making, property, infrastructure, road, leasing and land management processes.
- Coordinate Council's corporate policy framework, including the review, development and maintenance of policies, procedures and associated governance documents; provide advice to business units on policy ownership, review cycles, approval pathways and consistency with legislative obligations.
- Coordinate the preparation, review and governance input for key corporate documents and statutory publications, delegation-related material, policy documents and other corporate governance documentation required to support transparency, accountability and legislative compliance.
- Coordinate the end-of-the-end governance process for Ordinary and Special Council Meetings including:
 - agenda planning, meeting logistics, and advice to report authors on governance standards and Council decision-making protocols.
 - oversee the preparation and confirmation of accurate Council meeting minutes, maintain the Council Resolutions Register.
 - support for elected members statutory induction and onboarding, ongoing training and professional development records, advice on governance processes and support for councilor information requests.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence that is current and maintained.

Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated high level knowledge, understanding and application of the *Right to Information Act 2009*, *Local Government Act 2009* and supporting Regulations, *Information Privacy Act 2009*, *Public Interest Disclosure Act 2010 (Qld)* and *Ombudsman Act 2001 (Qld)*.
- Demonstrated ability to provide high-quality advice to both internal and external customers using highly developed interpersonal, communication skills (verbal and written).
- Demonstrated understanding and experience working respectfully and efficiently with First Nations peoples, particularly in relation to Native Title, Traditional owner engagement, cultural heritage and community consultation, including the application of the relevant legislation.
- Demonstrated ability to apply established criteria to the management of information.
- Demonstrated experience in the use and auditing of Corporate Computer Systems including Finance, Record Management, Customer Request, Human Resources and the use of the MS Office Suite.
- High level analytical skills with exceptional attention to detail.

- Demonstrated ability to maintain independence, professional standards and objectivity in completing assigned tasks, along with a high level of confidentiality, ethical standards and discretion.

Desirable Knowledge/Skills/Qualifications Criteria

- Qualifications, studies or relevant experience related to Information privacy, Native title, Human rights and/ or Governance viewed as highly desirable.
- Demonstrated knowledge of or ability to rapidly acquire knowledge of Local Government processes, Acts, Regulations, activities and responsibilities.

Physical Requirements of the Position

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Code of Conduct

As per the Employee Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Position Description



Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.