GOVERNANCE & RISK COORDINATOR

POSITION TITLE:	Governance & Risk Coordinator
POSITION NUMBER:	2019
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	8
REPORTS TO:	Shared Services Manager
DEPARTMENT:	Corporate Services
LAST REVIEWED:	November 2026

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty Integrity Accountability

OBJECTIVE OF THIS ROLE

Lead the continuous improvement of systems and processes to achieve the corporate objectives of good governance, compliance, risk management, insurance and information management. The role will be responsible for the development of best practice strategic governance initiatives aligned to Council's Corporate and Operational Plan objectives. The position will be responsible for coordinating the delivery of a range of outputs with input from Officers across Council Directorates.

REPORTING LINES

This position reports to the Shared Services Manager and assists the corporate services function in a range of administrative areas.

GENERAL DUTIES AND RESPONSIBILITES

- Activities are generally governed by established organisational policies, specific delegations, procedures and within agreed service standards and established internal controls;
- Coordinate the review and update of policies and procedures;
- Manage the ongoing review of materials and communication tools to ensure Council meets governance and compliance requirements;
- Adhere to regulatory reporting guidelines and lodgement deadlines;
- Conduct compliance reviews and interpret these reports for Council departments;

- Facilitate remediations of review findings by training staff to make procedural corrections and prevent future procedural violations.
- Facilitate public access to Council business information and promote compliance with privacy management requirements.
- This position requires a unique balance of well-developed technical, negotiation, communication, and leadership skills.

KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing:

Records Management

Promote the use of approved business systems across the organisation for the retention of all business records.

Governance & Compliance

Develop, manage and continually improve Council's overall governance frameworks to ensure that a culture of good governance is embedded in all Council's functions.
Manage Council's Audit & Risk Committee and Council's internal audit function.
Manage Council's risk exposure through the implementation of an effective Risk Management Framework and building "a risk aware culture" within Council.
Administer Council's fraud and corruption management framework.
Internal controls: working with CEO, Directors and Officers to implement improved reporting on internal controls.
Strategic and Operational Risk Register: coordinate quarterly updates in relevant departmental areas.
Contribute to the development of corporate documents such as the Annual Report
Operational Plan: coordinate quarterly updates for Corporate Services department
Policy development and review: working with relevant Officers to establish, monitor and review Council policies to ensure that an appropriate suite of policies, strategies and plans are available to enable Council to meet its legislative and corporate requirements and objectives.
Website compliance: complete audit of Council's website to ensure all regulatory required content is available.
Maintain the following Council Registers: Authorisations/Delegations, Policy Register, Gift Register, Registers of Interest, Related Party Disclosures and other relevant registers
Undertake the duties and functions as Council's contact for Public Interest Disclosures, Right to Information applications, Administrative Complaints, Privacy or other complaints.
Establish a corruption and fraud prevention culture within the organisation.
Provide advice to Council Officers on regulatory compliance matters.
Provide advice to Council Officers on legal issues that may arise and refer such matters to Council's lawyers.
Provide privacy and data protection advice to staff and councillors and develop a culture of privacy and data protection.

Risk Management & Systems

Implement the Risk Management Framework and processes in accordance with relevant ISO standards.
Facilitate the identification and management of strategic and operational risks across the organisation.
Advise management of compliance risks in terms of relevant legislation and standards and the action necessary to manage these risks.
Build a risk aware culture across the Council that ensures risks are actively identified and treated and opportunities maximised.
Liaise with Internal Audit to address key areas of risk to be reviewed as part of the Annual Internal Audit Plan.
Coordinate reviews to ensure all departments are meeting their legislative requirements and report thereon to the Audit and Risk Committee.
Facilitate the identification and management of strategic and operational risks across the organisation.

Audit & Risk Committee
Provision of secretariat support for the Cloncurry Shire Council, Audit & Risk Committee - including all deliverables associated with the production, publication and distribution of business papers and minutes as well as tracking decisions and actions in relation to matters resolved at those meetings.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- Demonstrated knowledge of legislative requirements relevant to local government;
- Demonstrated knowledge of operational and organisational planning in accordance with relevant legislative requirements;
- Demonstrated knowledge of regulatory compliance as it relates to the obligations of local government;
- Demonstrated ability to work cooperatively with stakeholders;
- High level of written, verbal and interpersonal communication skills;
- Well-developed time management skills;
- Developed understanding for the requirement of confidentiality in relation to Council business;
- Demonstrated ability to meet competing deadlines, manage multiple projects and tasks simultaneously and manage high volumes of work;
- Knowledge of the Queensland *Local Government Act 2009,* Local Government Regulation 2012, *Right to Information Act 2009*, *Public Interest Disclosure Act 2010* and other legislation.

KEY SELECTION CRITERIA

- Proven leadership capabilities and team development skills with experience in leading, motivating and developing staff to positively influence and develop an organisational culture of excellence.
- Outstanding communication skills with the capability to consult, negotiate and resolve conflict.
- Ability to investigate, analyse and make informed decisions and to understand and manage complex initiatives and sensitive issues.
- Demonstrated experience in delivering quality outcomes within delivery timeframes/deadlines.
- Experience in policy and procedure development, planning and implementation.
- Excellent stakeholder engagement skills

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- A current Police clearance

Desirable:

- Tertiary qualifications in Business Administration, Law or other relevant discipline.
- Experience in corporate governance and compliance within a Local Government environment or similar organisation.
- Hold and maintain an unrestricted C class driver's licence.

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the Work Health and Safety Act 2011("Act") an employee shall:

take reasonable care for his or her own health and safety; and
take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the Act.
Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description. **Name** **Signature** **Date**