Position Description

Position Title	
Directorate	Strategy and Corporate Services
Department	Governance, Integrity, Legal & Risk
Team	Governance
Classification/Band	Band 6
Month/Year	October 2026
Reports to:	Governance Coordinator
Supervises:	Nil
Internal Liaison:	All Council business units and departments, Mayor and Councillors
External Liaison:	Customers, Residents, Parliamentarians, Community / Business representatives, Govt depts, Contractors, Victorian Electoral Commissions, Regional associations, peak bodies

Position Objectives

Your primary purpose in this position is to:

- Assist the Governance Coordinator to process and provide leadership in the processing of Freedom of Information and Information Privacy requests.
- Assist the Governance Coordinator and Manager Governance, Integrity, Legal & Risk to:
  - process and positively influence the quality and implementation of good governance practices and legislative compliance throughout the organisation; and
  - coordinate the major activities of the Governance Unit, including:
    - administering the Councillor Briefing Session process and the flow of Governance information throughout Council; and
    - overseeing or assisting with the Council meeting process and the subsequent production of Council meeting agendas and minutes.

Key Selection Criteria

In addition to the 'Qualifications and Experience' section below, you demonstrate the below experience and skills:

- Degree or Diploma qualification in Civic Administration or equivalent with some subsequent relevant Governance experience OR alternatively lesser formal qualification with substantial relevant experience in Governance in the Local Government or relevant public sector. Relevant **skills, knowledge and** experience should include demonstrated:
  - understanding of the *Freedom of Information Act 1982, Privacy and Data Protection Act 2014, Local Government Act 1989* and *Local Government Act 2020* and their influence on local government in Victoria,
  - ability to manage and process Freedom of Information and Information Privacy requests preferably with the ability to develop and deliver a range of training programs to a variety of different stakeholder groups,
  - ability to undertake and coordinate activities, procedures and documentation required to achieve Good Governance practices across an organisation, ideally within a Local or State Government environment,
  - ability to respect and manage confidential information and sensitive issues within a political environment; and
  - previous experience conducting election activities in Council elections.
- Demonstrated ability to manage timely and relevant oral, written, presentation and web-based communications including the preparation of reports, agendas, and minutes.
- Demonstrated ability to effectively use computer software and systems including agenda and minutes management systems, Microsoft Office suite of programs and electronic document management systems.

As part of the Key Selection Criteria, you must hold and supply these licences, registrations, certificates, etc., prior to offer of employment and commencement and continue to maintain them throughout your employment in this role with Council:

☒ satisfactory (and ongoing) Working with Children's Check (Employee Check)

☒ satisfactory (and ongoing) Police Check
☒ current valid (and ongoing) Victorian Driver's Licence
☐ ongoing First Aid (Level 2) Certificate
☐ ongoing Cardiopulmonary Resuscitation (CPR)
☐ OHS Induction Construction (White Card)

Position Specific Responsibilities & Skills

In this position, you are responsible for:

Resource Management and Staff	• Directly manage your own resources and activities in providing best practice governance services to the organisation. • Maintain and coordinate regular and relevant communications with all team members and stakeholders on organisational matters, good governance requirements and others issues likely to impact the Governance work environment and the organisation. • Act as the Governance Coordinator as required and if available.
Open and Transparent Council	• Assist the Governance Coordinator in conducting election activities during the Council election process and installation of Councillors (every four years) in collaboration with the Manager Governance, Integrity, Legal & Risk. • Provide support and guidance to the Mayor, Councillors and the Executive as required to ensure principles of transparency, open and accountable government and good governance are practiced and adhered to. This includes managing Governance resources to assist Mayor and Councillors' Executive Assistant as required. • Provide support in the Council meeting process and the subsequent production of Council meeting agendas and minutes if required, including the coordination of the Councillor Briefing Session process in collaboration with the Governance Coordinator and the Manager Governance, Integrity, Legal & Risk.
Freedom of Information and Information Privacy	• Process applications made under the Freedom of Information Act 1982 and Privacy and Data Protection Act 2014 within statutory time frames. • Liaise with Council officers in search and discovery phase of applications. • Liaise with applicant, third parties and other agencies as required to efficiently process Freedom of Information applications. • Make decisions relating to the release of Council documents under the Freedom of Information Act 1982 and Privacy and Data Protection Act 2014. • Provide guidance to other staff members in all actions pertaining to applications made under the Freedom of Information Act 1982 and Privacy and Data Protection Act 2014 within statutory timeframes. • Assist to develop and deliver training programs and information sessions to enable staff to meet their responsibilities under the Freedom of Information Act 1982 and Privacy and Data Protection Act 2014. • Assist the Office of the Freedom of Information Commissioner in the review and investigation of the Freedom of Information requests as directed by the Governance Coordinator or Manager Governance, Integrity, Legal & Risk.
Open and Transparent Governance	• Maintain Council's legislative compliance programs, statutory registers, Councillor request registers and delegations' processes in accordance with the Local Government Act 2020 and organisational requirements. • Assist the Governance Coordinator to simplify governance practices, proceedings, and protocols whilst: • Developing and coordinating representation on internal and external committees, including the Internal Audit and Risk Committee; • Developing and delivering training programs and information sessions to enable staff to meet their governance responsibilities effectively; • Developing and delivering education and awareness programs in governance matters to both internal and external groups as required; and • Assisting the Governance Coordinator in the administration for the Audit and Risk Committee as required. • Assist the Governance Coordinator and Manager Governance, Integrity, Legal & Risk to manage the organisation's policy requirements through collaboration with

	other units and departments and by contributing to content to ensure that all policies are relevant, valid, and up to date. This will also require policy development within the Governance Unit. • Create opportunities for the community to provide information to Council through various forms of community consultations, presentations, forums and off-site Council Meetings. • Assist relevant Government or Ombudsman endorsed investigations into Council and its operations as directed by the Governance Coordinator and/or Manager Governance, Integrity, Legal & Risk.
Legislative Compliance and Administration	• Contribute to the conducting of citizenship ceremonies in conjunction with the Department of Immigration and Border Protection as required. • Provide monthly/quarterly reporting against targets when required and prepare reports on governance activities and submit for Council or management consideration, when required. • Provide efficient assistance, research and administrative support to the Governance Unit and other Corporate Services Units as required, undertaking special projects and assignments as required, including fulfilling legislative requirements in relation to Council elections. • Develop and distribute the Councillors Weekly Information Summary (INFOSUM), updating Council's website, staff intranet and Councillor's intranet with appropriate governance-related information as required and as directed by the Governance Coordinator or Manager Governance, Integrity, Legal & Risk. • Continuously challenge processes within the Governance Unit and the organisation to seek to improve or enhance work efficiency and outputs, including ensuring procedure manuals in relation to Governance functions are user-friendly and remain up to date at all times.
Professional Accountability	• Responsible for providing support to the Governance Coordinator and Manager Governance, Integrity, Legal & Risk in the delivery of governance functions. • Exercise delegated powers, statutory responsibilities and governance functions in accordance with legislative requirements and Council policies. • Contribute to the achievement of Governance Unit objectives through effective management of priorities, resources and workloads. • Provide governance advice that may influence organisational compliance, decision-making and service outcomes.
Problem Solving and Decision Making	• Apply sound judgement to governance, legislative compliance, FOI and privacy matters. • Analyse issues, identify risks and determine appropriate courses of action within established legislative and organisational frameworks. • Develop practical improvements to governance processes, systems and practices.
Technical Knowledge and Expertise	• Demonstrated experience in local government governance functions, including Freedom of Information and Information Privacy administration. • Extensive knowledge of relevant legislation, governance frameworks and statutory obligations. • Ability to use and provide support in relevant corporate systems, including electronic document management and reporting systems. • Understanding of local government operations, political environments and governance principles.
Communication and Stakeholder Engagement	• Build effective relationships and obtain cooperation from internal and external stakeholders. • Communicate complex governance matters clearly and professionally. • Prepare reports, correspondence, training materials and governance guidance. • Contribute to staff education, awareness and capability development in governance-related matters.
Customer Service	• Ensure procedures, processes, systems, structures, and mechanisms of the Governance unit's activities are followed to deliver high quality customer service. • Respond to internal and external customers, both verbally and in writing, in a courteous, professional, and timely manner, including providing assistance to the Corporate Services Unit as required.

Core Organisational Capabilities

We have a Core Capability framework to help everyone succeed and develop for their current and future positions. The relevant capabilities for this position are found on The Source > Capability Framework | Greater Dandenong Council

REACH Values

Our REACH values define who we are and how we interact with others. They define how each of us should aim to operate in the workplace regardless of the role we hold. Our REACH values are found on The Source > People, Culture and Safety > REACH | Greater Dandenong Council

Child Safe Organisation

Greater Dandenong City Council has zero tolerance of child abuse and is committed to creating and maintaining a child safe and child friendly City where all children are valued and protected from abuse.

Organisational Responsibilities

Everyone at Council has the following responsibilities and obligations:

Emergency Management	• Help Council fulfil its emergency management obligations by assisting in emergency management activities as required
Occupational Health and Safety	All employees have responsibilities to: • Take reasonable care of their own health and safety. • Take reasonable care that their acts do not adversely affect the health and safety of other persons or themselves. • Follow policy, procedure or instructions to ensure as far as is reasonably practicable a safe workplace. • Report all incidents, injuries and near misses to their supervisor immediately and adhere to Council's occupational health, safety and return to work (RTW) policies and procedures. • Participate in health and safety training programs and initiatives.
Child Safety	• Comply with the organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct and all other Council Child Safe Policies & Procedures • Demonstrate a commitment to child safety, equity, inclusion, and cultural safety, in line with Council policies and the Victorian Child Safe Standards. • Report any child safety concerns including breaches of Child Safe Code of Conduct in line with Council policies, the Reportable Conduct Scheme, and legal obligations.
Climate Change & Sustainability	• Help support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
Compliance	• Remain mindful of the requirements of the Victorian Charter of Human Rights at all times • Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information. • Perform other duties as directed within the limits of acquired skills, knowledge, and training. • At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers, and employees. • At all times, comply with Council's Code of Conduct - Staff.
Diversity, inclusion and equity	• Demonstrate an understanding of and the ability to work with, diversity in the workplace, including: ○ zero tolerance of racism and expectations that staff will act on incidents of racism ○ supporting Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights.

Gender Equality	• Support Councils response to the prevention of violence against women and workplace sexual harassment, including by modelling acceptable behaviour, and reporting improper conduct in a timely manner.

Inherent requirements of the position

These are the essential requirements of this position:

Council has a Flexible Work Policy. All staff are required to attend the workplace for the minimum number of days specified in the Policy.

Working out of standard business hours

☐ Not required.

☒ This role may be subject to work related contact outside of normal business hours on an ad hoc, as needs basis. These hours will be subject to penalty or overtime rates.

☐ This role may be subject to work related contact outside of normal business hours. This position may require participation in an stand-by or availability roster. (Refer to *'Working out of hours'* under position specific responsibilities.)

On a typical day, approximately this much time would be spent on the following activities:

Cognitive Requirements	**Task details (typical tasks)**	**Frequency (% of the working day)**			
		Rare/ Never	**Occasional 0 – 33%**	**Frequent 34 – 66%**	**Constant >66%**
Working independently – *ability to utilise autonomy with respect to the processes by which tasks are completed. Little to no autonomy with respect to the work allocated to them by the supervisor*		☐	☐	☒	☐
Team based work – *works in a team of people and not exposed to isolation*		☐	☐	☐	☒
Communicating with others – Verbally		☐	☐	☐	☒
Communicating with others - Written		☐	☐	☐	☒
Focused Attention to task – *high levels of attention required to minimise errors and ensure accuracy*		☐	☐	☐	☒
Concentrating – *high levels of concentration required while completing required tasks*		☐	☐	☐	☒
Planning and sequencing tasks and activities		☐	☐	☐	☒
Decision making – *required to exercise sound decision making while completing all aspects of the position*		☐	☐	☒	☐
Problem solving *– requirement to develop sound solutions to novel or unusual problems arising during the course of the day*		☐	☐	☐	☒
Reasoning – *required to exercise sound reasoning while completing all aspects of the position within defined scope*		☐	☐	☐	☒
Judgement – *required to exercise sound judgement while completing all aspects of*		☐	☐	☐	☒

Cognitive Requirements	Task details (typical tasks)	Frequency (% of the working day)			
		Rare/ Never	Occasional 0 – 33%	Frequent 34 – 66%	Constant >66%
the position within defined scope					
Short and long-term memory recall *– ready access to documented procedures or precedents to perform requirements of the position*		☐	☐	☐	☒
Emotional resilience – *exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control*		☐	☐	☒	☐
Interruptions – *frequency of interruptions to daily work plans and requirement to change work plans at short notice*		☐	☐	☐	☒

Physical Requirements

☐ This position requires more than 10% (on average) daily work rate of manual handling/physical exertion. [If this position requires ≥10% (on average) daily work rate of manual handling / physical exertion, a Task Analysis is then required to be established by an Occupational Therapist [OT] for further assessment (please contact the OHS Team for further information).]

☐ This position requires a vision test

☐ This position requires a hearing test

Note: To determine % of manual handling / physical exertion on average per working day.

7.6 hour day = 456 minutes. 10% of 456 minutes = 45.6 minutes per day.

8.00 hour day = 480 minutes. 10% of 480 minutes = 48.0 minutes per day.

8.44 hour day = 506 minutes. 10% of 506 minutes =50.6 minutes per day.

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Mobility/Postures					
Sitting – *stay in a seated position*		☐	☐	☒	☐
Standing – *standing in an upright position, moving less than 3 steps*		☐	☐	☒	☐
Walking – *In an upright position, moving more than 3 steps*		☐	☒	☐	☐
Crawling – *Move on the hands & knees or by dragging the body close to the ground*		☒	☐	☐	☐
Non-manual handling					
Crouch/squat – *To lower the body by bending forward from legs and spine, buttocks on or near the heels*		☒	☐	☐	☐
Kneeling – *To lower the body*		☒	☐	☐	☐
Bending – *To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds*		☒	☐	☐	☐
Reaching – *Extending arms out in any direction*		☒	☐	☐	☐

Physical Requirements	Task detail	Frequency (% of the working day)			
		Rare / Never <10%	Occasional 11 – 33%	Frequent 34 – 66%	Constant >66%
Twisting/trunk rotation – *Rotating the body to one side or the other without moving the feet*		☒	☐	☐	☐
Fine manipulation/pinch grip – *Fingers are on one side of the object and thumb on the other, typically without the object touching the palm*		☒	☐	☐	☐
Power/open hand grip – *Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended*		☒	☐	☐	☐
Writing/typing		☐	☐	☐	☒
Climb ladders		☒	☐	☐	☐
Climb or descend stairs		☒	☐	☐	☐
Low level work – *Performing manual handling actions at or near ground level*		☒	☐	☐	☐
Manual Handling					
Lift/Carry/Hold – *Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders*		☒	☐	☐	☐
Pushing/Pulling – *Applying force to move something away or closer to one's self, including static positions*		☒	☐	☐	☐
Kilograms of force (kg.f) – *Amount of force or effort required to perform a specific task or part of a task*		☒	☐	☐	☒
Weight requirements – lift, carry, push, pull or hold					
1-5kg		☒	☐	☐	☐
5.1 – 10kg		☒	☐	☐	☐
10.1 – 15kg		☒	☐	☐	☐
15.1 – 20kg		☒	☐	☐	☐
Lift floor to hip		☒	☐	☐	☐
Lift waist to shoulder		☒	☐	☐	☐
Lift overhead		☒	☐	☐	☐
Pushing/pulling		☒	☐	☐	☐

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.

Band descriptors *(as defined in Council's Enterprise Agreement)*

Accountability and Extent of Authority

- May manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.
- Where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- Where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this Band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.
- Where involved in policy development, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- Have a formal input into policy development within their area of expertise and/or management.

Judgement and Decision Making

- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving may involve the application of these techniques to new situations.
- Guidance and advice are usually available.

Specialist Knowledge and Skills

- Require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- Require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.
- Where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.

Management and Interpersonal skills

- Require skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.
- Require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.
- Be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

Verification & Approvals

I certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

	Name	Signature	Date
Occupant			