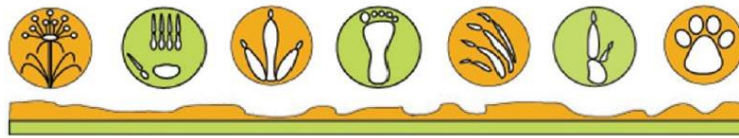


BARKLY REGIONAL COUNCIL



Governance Coordinator (MGP002)

1. Position Objectives

The Governance Coordinator provides both strategic and operational input to ensuring Council meets its statutory and compliance obligations. The position is responsible for coordinating services and programs for Council, Committees, and the Local Communities.

This position includes ensuring adherence to legislative frameworks, records management systems, preparation of documents, various reports, special projects, and conducting research as required. It is responsible for communicating, coordinating, and problem-solving as well as embedding a culture of compliance, good governance, and continuous improvement across the organisation.

It is a requirement of this position that the position holder is, when required, willing and able to travel and work in remote communities located within the Barkly Regional Council area; and that this requirement may, from time to time, require overnight stay(s).

2. Our Vision, Purpose and Values

VISION

“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

PURPOSE

“Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services”.

VALUES

- | | |
|------------------------|--|
| Integrity: | Upholding honesty and transparency in everything we do. |
| Diversity: | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| Empathy: | Understanding and valuing the needs and experiences of others. |
| Accountability: | Taking ownership of our actions through commitment to BRC and our communities. |
| Service: | Dedicating ourselves to excellence, putting people first, and creating a positive impact. |

3. Key Responsibilities

Council

- Build and establish functional working networks across all Barkly Regional Council Communities, Committees, and Local Authorities.
- Monitor and identify areas for improvement, provide solutions & collaborate on the implementation of chosen solutions (including financial impacts & projections).
- Facilitate the coordination and distribution of information relating to the Council's demographic profile and local support services across the Barkly Regional Council.
- Ensure compliance with all Local / State / Federal legislation regarding Council, Committees, and Local Authorities.
- Communicate and provide advice on legislation and policies of the Council to relevant Members while ensuring accuracy in their interpretation and application.

Governance

- To establish and maintain effective relationships with stakeholders in Local, Territory, and Federal Government departments relevant to the position.
- To ensure the maintenance of high standards of communication with your Manager, the Chief Executive Officer, Executive Management Team, Elected Members, as well as agencies of Government in pursuit of the Council's decisions and policies.
- In conjunction with your manager, ensure the maintenance of Council's policy framework, delegations register, and other governance instruments.
- Ensure action items are maintained to a high, accurate up to date standard.
- Assist with preparation, collation, and distribution of Council and Committee agendas, minutes, and associated business papers in accordance with legislative timeframes and Council procedures.
- To ensure that the Council is delivering for Communities across the Barkly Region and ensure that they are monitored, appropriate action is taken, and that information is provided through the Manager Governance and Policy to the CEO and Council.

Community

- Promote and use contemporary community engagement strategies.
- Foster good relationships with stakeholders and program / facility users to ensure the efficient use of council infrastructure.
- Through your manager, respond when appropriate to inquiries or requests by individuals or groups within the community.

Finance

- To monitor attendance and costs for meetings and liaise with Finance staff as required.
- Ensure compliance with all procurement legislation and guidelines.
- Carry out other duties as directed and determined by the Manager Governance and Policy.

Other

- You will be required to perform your duties at Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.

PD Governance Coordinator - Full-Time Permanent

Reviewed: 20 October 2025

Due to be revised: 01 November 2026

- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

4 Key Accountabilities

- Facilitating communication and collaboration among different service providers and agencies.
- Ensuring compliance with all legal and regulatory requirements by following Council's policies and procedures.
- Ensure the effective operation of Council's records management system in line with Internal and legislative requirements.
- Promote best practice in recordkeeping and information governance across the organisation.
- Collaborating with other teams and agencies outside the local authority area.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

5 Organisational Relationship

Position Title:	Governance Coordinator (MGP002)
Reports to:	Manager Governance and Policy (MGP001)
Department:	Commercial Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Chief Financial Officer Chief Operations Officer Other Council Staff
External Liaison:	Traditional Owners, and Community Elders Government and Non-Government Departments, Organisations and Representatives Suppliers and Contractors Local Businesses Rate Payers, Residents, and Visitors

6 Wages and Allowances

Classification:	Level 9 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2024</i>
Status:	Full-Time Permanent (38 hours per week)

Annual Salary:	\$97,956.73 per annum (\$3,767.57 gross per fortnight)
SCG:	12%
Roster:	The supervisor will set a five-day roster that equals 38 hours per week, within the span of ordinary hours of work, currently 6:00 am to 6:00 pm, Monday to Friday.

7 Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Excellent time management and organisational skills.
- The ability to work within a team environment whilst also producing results working independently.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing work environment.

Interpersonal:

- A willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to work within tight timeframes and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

8 Essential Criteria – Qualifications, Skills and Experience

1. In-depth knowledge of Local Government Legislation, regulations, and contemporary governance practices.
2. Highly developed written and verbal communication skills, with the ability to provide clear advice and prepare medium to complex reports.
3. Proven ability to build strong relationships with elected members, senior management, and external stakeholders.
4. High-level organisational skills with the ability to manage multiple priorities and meet statutory deadlines.

5. Demonstrated commitment to ethical conduct, integrity, and continuous improvement.
6. Knowledge and understanding of Aboriginal Culture and Aboriginal issues.
7. Demonstrated ability to manage and coordinate meetings.

9 Desirable Criteria – Qualifications, Skills and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

10 Compliance, Training and Development

Mandatory

- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)
- Driver's Licence - Manual

Desirable

- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction
- VTP414 4WD Operations on Unsealed Roads Course
- Qualifications in Governance, Law, Business or related discipline.
- Relevant experience in a similar position within Local Government or the public sector.

11 Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



 Susan Steele
Acting Chief Executive Officer

22 / 10 / 2025

 Date

12 Acceptance

I _____ have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

 Signature

____ / ____ / ____

 Date