

Position description

Governance Information and Privacy Officer

Summary information

Section	Procurement and Governance	Directorate	Corporate Services
Position grade	Grade 10	Position type	Permanent, full-time
Skill descriptor	Band 2 Level 2	Direct reports	No
Reports to	Coordinator Governance and Information	Release limit	\$200,000
Approval limit	\$0	BCC number	BCCTBC
Created/reviewed	April 2024		

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- This role is primarily responsible for providing support to the Coordinator Governance & Information in the implementation and activation of Council's responsibilities under the Government Information (Public Access) Act 2009 (GIPA Act), the Privacy and Personal Information Protection Act 1998 (PPIP Act), the Health Records and Information Privacy Act 2002 (HRIP Act) and Public Interest Disclosure Act 2022 (PID Act).
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety Management (WHS) System.

2 Qualifications and experience

Essential

- Diploma or Associate Diploma in law or relevant field
- Sound experience in application of the Government Information (Public Access) Act 2009 and sound knowledge of the Privacy and Personal Information Protection Act 1998, Health Records and Information Privacy Act 2002, and the Public Interest Disclosure Act 2022
- Class “C” Drivers Licence.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent’s authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- To provide advice on policies, procedures and responsibilities associated with the Government Information (Public Access) Act 2009 (GIPA Act), the Privacy and Personal Information Protection Act 1998, (PPIPA Act) the Health Records and Information Privacy Act 2002 Act (HRIPA Act) and the Public Interest Disclosures Act 2022 (PID Act)
- To ensure timely and efficient processing of requests for access to information held by Council and ensures Council meets its responsibilities under the Government Information (Public Access) Act 2009
- To assist the Privacy Officer in the review of reported breaches of the PPIPA and HRIPA Acts
- To assist in the development of training on Council’s responsibilities under the GIPA, PPIPA, HRIPA and PID Acts
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
 - undertake training needed to effectively coordinate volunteers
 - allocate sufficient time to volunteer coordination
 - To deal with phone and counter enquiries for information applications in a prompt and courteous manner.

Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001

- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Interpret and provide advice on the Government Information (Public Access) Act 2009 (GIPA Act), the Privacy and Personal Information Protection Act 1998 (PPIP Act), the Health Records and Information Privacy Act 2002 (HRIP Act) and Public Interest Disclosure Act 2022 (PID Act).
- Assist the Privacy Officer in the review of reported breaches of the PPIPA and HRIP Acts.
- Assist with the development and update of policies and on-line training for Council on key aspects of the GIPA Act, PIPP Act, HRIP Act and the PID Act.
- Handle telephone and counter customer enquiries in relation to the GIPA, PPIP, HRIP and PID Act enquiries.
- Process informal and formal requests made pursuant to the Government Information (Public Access) Act 2009 in accordance with legislative requirements and timeframes.
- Prepare draft determinations and correspondence for Right to Information Officer as directed.
- Operate effectively and efficiently within limited time frames specified for access to information.
- Process subpoena information application requests, summonses and other orders requiring the production of Council records and information.
- Liaise with other departments and organisations in connection with the provision of information.
- Train staff in processes and provide clear guidance and support.
- Maintain statistics for monthly collection.
- Any other duties as directed by the Coordinator Governance and Information in accordance with skills attained and training provided.

- The management of volunteers if required by the role.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business and operational objectives. They are responsible for enabling the success of their teams, and for ensuring they can achieve all performance metrics whilst keeping each individual accountable.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date