

<b>Position:</b>	Governance Support Officer (1032)
<b>Division</b>	Legal & Governance
<b>Band/Grade:</b>	Local Government (State) Award: Band 2 Level 2 Grade 10-12
<b>Reports to:</b>	Manager Legal & Governance
<b>Location:</b>	Max Centre, 30 Heber Street, Moree
<b>Reviewed:</b>	January 2026

### POSITION PURPOSE

The Governance Support Officer provides high-level coordination and executive support to Council's Manager Legal & Governance and broader governance function. The role is responsible for maintaining governance systems, registers, records and documentation, coordinating meetings and processes and supporting compliance activities through accurate record-keeping and timely follow-up. The position operates in a corporate support capacity and assists governance outcomes through strong organisational skills, attention to detail and effective management of information and processes.



### KEY DUTIES AND RESPONSIBILITIES

1. Provide high-level executive support to the Manager Legal & Governance and governance function, including diary and meeting coordination, correspondence, policy and document preparation and tracking of governance actions and deadlines.
2. Develop, govern and maintain Council's governance and compliance systems, including registers, databases and public-facing compliance information, as instructed by the Manager Legal & Governance. Ensure records are accurate, current and appropriately filed in accordance with statutory and organisational requirements.
3. Complete the administrative processing of Code of Conduct matters, including document control, correspondence, filing, scheduling and coordination of processes, ensuring confidentiality is maintained. Further assist with the organisation of governance-related training sessions for councillors, employees, committees and volunteers.
4. Undertake duties as a Public Interest Disclosure (PID) Officer when directed, including receiving disclosures, maintaining confidential records, coordinating referrals and reporting, and ensuring statutory reporting obligations to the NSW Ombudsman are met within required timeframes.
5. Coordinate governance-related compliance processes associated with local government elections, by-elections and polls (excluding Mayoral and Deputy Mayoral elections), liaising with external agencies and ensuring documentation meets legislative and procedural requirements.
6. Oversee Council's information access and privacy functions, including logging and coordinating Government Information (Public Access) Act requests, maintaining records, preparing correspondence and operating as Council's Privacy Contact Officer for administrative and compliance purposes.

7. Maintain Council's delegations register and complete the review, drafting, formatting and quality assurance of Council policies and procedures, ensuring version control, consistency and legislative currency.
8. Plan and coordinate internal audit and assurance activities, including scheduling and supporting Audit, Risk and Improvement Committee (ARIC) meetings, managing integrated reporting requirements and coordinating Council nominations. Prepare associated agendas and minutes, track actions, process accounts and fulfill audit documentation and reporting requirements.

*\*Please note duties and responsibilities may vary from time to time as operational needs arise, on direction from the manager.*

### **Behaviours and Personal Attributes:**

- Integrity
- Accountability and initiative
- Attention to detail and strong research skills
- Communicative and personable
- Organised

### **Key Relationships:**

- Manager Legal & Governance.
- Other teams/departments within council.
- The Elected Council (Mayor and Councillors), General Manager and Executive.
- Leadership Team and External Stakeholders.

## **SELECTION CRITERIA**

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1. Relevant qualifications and/or substantial experience in administrative or executive support roles, ideally within Local Government or a similarly regulated organisational environment.
2. Demonstrated experience providing high-level support to governance, legal and/or compliance functions, including document control and record-keeping, creation of templates, policies and procedures.
3. Advanced written and verbal communication skills with a proven ability to exercise discretion, effectively maintain confidentiality and manage sensitive information.
4. Proven ability to maintain electronic systems, registers, databases and workflows and to coordinate meetings, correspondence, diaries, reports and committee processes in a structured and organised manner.
5. Proven ability to operate independently with excellent problem-solving and decision-making skills and able to exercise high-level initiative and sound judgement.
6. Strong organisational and time-management skills, with high attention to detail and the ability to prioritise and deliver accurate, high-quality work within deadlines.

### **Required tickets, licences and/or qualifications:**

1. Class C Drivers Licence.

### **Pre-employment checks:**

1. Pre-employment medical which may include drug and alcohol testing.
2. National Criminal History Check.

# Position Description

## Governance Support Officer



### COUNCIL ACCOUNTABILITIES

- To comply with legislative requirements.
- In accordance with the Workplace Health and Safety Act, employees must take all reasonable care for their own safety and the safety of others in the workplace.
- Comply with Council's plans, policies, procedures and Code of Conduct.
- To understand, adhere and promote Councils Equal Employment Opportunity (EEO) and diversity policies and procedures.
- To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your role.

### COUNCIL VALUES

Moree Plains Shire is a strong, robust community providing a relaxed, healthy and harmonious lifestyle. Our economy supports the local region and preserves the important environmental qualities of our area. We are committed to playing our role in helping build the community we want for our future and leading the way in fostering a healthy, positive and well-resourced community.

<b>S</b>	<b>H</b>	<b>A</b>	<b>R</b>	<b>P</b>
<b>Safe</b> Prioritise the safety of our team members, contractors, community and environment.	<b>Helpful</b> Take the initiative to help. Offer solutions. One team.	<b>Accountable</b> Take ownership. Have the courage to call things out. Keep others accountable.	<b>Respectful</b> Mutual Respect. No time for disrespect.	<b>Productive</b> Push for results. Drive with urgency. Focus on quality.

These behaviours, in combination with further expectations and requirements outlined in Moree Plains Shire Council's internal Policies and Code of Conduct, apply to all employees of Council.

### ACCEPTANCE

I, \_\_\_\_\_ confirm I have read and understood the Position Description and my delegations. As the incumbent, I agree to work in accordance with the position requirements and will abide by Council's policies, procedures and values. I understand this role description is designed to guide the responsibilities and activities undertaken and acknowledge the organisation, in response to changing priorities, may vary responsibilities from time to time.

Signature:

Date: