



Schedule 2 – Position Description

Position Name:	Executive Officer of Governance
Position Number:	8031
Directorate:	Office of the Chief Executive Officer
Position Status:	Permanent, Full time
Classification:	Queensland Local Government Industry (Stream A) Award
Level:	5
Located:	Longreach
Revised:	May 2025

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The Executive Officer of Governance provides high-level, professional, and confidential support to the CEO, Mayor, and Councillors, ensuring effective governance controls and strategic operations. Key responsibilities include managing schedules, coordinating meetings, ensuring compliance with legislative requirements, handling customer inquiries, and supporting public relations and promotional activities.

Position Responsibilities

Functional Areas	Key Accountabilities
Governance	<ul style="list-style-type: none">• Develop, implement and review informed and appropriate systems, procedures and controls to ensure continuous improvement is integrated into delivery of the governance functions.• Develop, review and implement Council policies and organisational directives and procedures, where appropriate, under the direction of Council and or the Chief Executive Officer.• Ensure that Council's Policy, Directives and Procedure Index is up-to-date.• In accordance with legislation, undertake the necessary review of local laws, delegations and relevant registers.• Prepare, on behalf of the CEO, governance contributions to the Annual Report in conjunction with relevant officers in a timely manner.• Prepare Council's monthly community newsletter, ILLY, on behalf of the organisation, in collaboration with relevant contributors.• Coordinate the local government election process in conjunction with the Electoral Commission.• Undertake the annual review of delegations and sub-delegations in conjunction with appropriate officers and in accordance with legislation.• Ensure that current and future staff hold the appropriate authorisations and sub-delegations through the drafting of the appropriate correspondence for approvals to be considered by the CEO.
Corporate Registers	<ul style="list-style-type: none">• Establish and maintain required corporate and statutory registers for the Council, including but not limited to:<ul style="list-style-type: none">○ Interested Parties○ Conflicts of Interests○ Authorised Persons○ Gifts and Benefits○ Council Resolutions and Actions○ Legal Register○ Policy and Directives Register

Meeting Agendas & Minutes	<ul style="list-style-type: none"> • Monitor Council and Committee agendas and minutes to ensure compliance with legislative requirements, established standards, and procedures. • Coordinate the creation and dissemination of agendas and minutes for monthly Councillor and ELT meetings. • Manage the Council's Agenda Software Application in collaboration with the Innovation and Business Improvement Team to meet Council's business needs. • Assist the Mayor and CEO to arrange bi-annual community consultations including, development of agenda, minutes, actions items and communications,
Executive Support	<ul style="list-style-type: none"> • Provide effective support for a range of general business and operational tasks to the Chief Executive Officer. • Manage the Mayor and Chief Executive Officer's calendars, arranging meetings and appointments. • Organise travel and accommodation for the Mayor, Councillors, and Chief Executive Officer related to Council activities.
Financial	<ul style="list-style-type: none"> • Monitor the operational budgets for events expenses and revenue to ensure operations remain within identified budget. • Contribute to the development of the annual budgets for the Office of the CEO, Mayor and Councillors. • Manage the purchase order and invoice and credit card reconciliation process for the Office of the CEO, including creating requisitions and receiving goods as per the Council's Procurement Policy and guidelines.
Other	<ul style="list-style-type: none"> • Other such relevant duties as required from time to time, which would generally fall within the scope of this position as directed by your accountable supervisor. • Carry out all duties in line with the Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations.

Key Relationships

Reports to	Chief Executive Officer	The Executive Officer of Governance will have an effective relationship with the Chief Executive Officer and is responsive to their requests.
Works with (Internally)	Executive Leadership Team, Mayor and Councillors Various levels of Council employees	The Executive Officer of Governance will have a positive relationship with internal the ELT, Mayor and Councillors, and the wider workforce, which involves active communication, sharing ideas and working together to create a conducive environment.
Works with (externally)	Members of the community, external agencies and other stakeholders	The Executive Officer of Governance will have an approachable, attentive, and respectful relationship with

		members of the community, external agencies, and other stakeholders built on open communication and trust.
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Position Requirements

Skills

- Able to demonstrate a commitment to the Council's core values through personal action.
- Able to gain respect and create good working relationships across all levels of Council and external stakeholders.
- Able to take initiative in improving processes to make them more efficient and effective.
- A demonstrated ability to improve and enhance processes and practices, and to add value to the team, Directorate and organisation while working independently under broad direction and meet strict deadlines.
- Proven ability to work under pressure and deliver accurate results within agreed timeframes
- Highly developed written and verbal communication skills with the ability to proof read documents for quality and attention to detail.

Knowledge

- A thorough understanding of how to maintain a safe working environment.
- Thorough working knowledge of the *Local Government Act 2009* and associated *Regulations* relevant to governance

Mandatory Experience/Qualifications

- Current "C" Class Drivers Licence.
- Proven experience in taking responsibility for governance management practices, including policy and procedural development and compliance-related functions in a local government context.

Desirable Experience/Qualifications

- Appropriate tertiary qualifications in governance or another related field.
- Proven experience in the development, implementation and monitoring of policies and related processes involving the review of systems and procedures.
- Proven ability and experience interpreting a range of legislation that is often complex in nature.

Delegations and Authorisations

A financial delegation of \$3,000.00 is assigned to this position. Please refer to Council's Procurement Management Directive for details of Councils guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Electronic Document Management System.

Physical Requirements

Physical Demand Category

- ☒ Sedentary Work
- ☐ Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- ☐ Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- ☐ Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

☐ Depth Perception ☐ Colour Discrimination ☐ Peripheral Vision ☒ Hearing

Specific Actions Required

This job may include:

Standing/Walking

☐ None
☐ Occasional
☒ 1-4 Hours
☐ 4-6 Hours
☐ 6-8 Hours

Sitting

☐ None
☐ Occasional
☐ 1-4 Hours
☒ 4-6 Hours
☐ 6-8 Hours

Driving

☐ None
☐ Occasional
☐ 1-4 Hours
☐ 4-6 Hours
☐ 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

☒ Simple Grasping ☒ Fine Manipulation ☐ Pushing & Pulling ☒ Finger Dexterity ☐ Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


☐ Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;

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8. Performing all work and associated functions in a safe, efficient and effective manner;
 9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
 10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
 11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
 12. To report hazards and risks in accordance with WH&S procedures;
 13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
 14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
 15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
 16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Brett Walsh, Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	