

Governance Information Officer

Position Description

Directorate	Governance & Executive Services	Department	Governance, Integrity & Ethical Standards
Reports To	Manager Governance, Integrity & Ethical Standards	Direct Reports	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	City of Moreton Bay Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 6

Position Purpose

This position is responsible for receiving, interpreting, co-ordinating and processing information access applications under the *Right to Information Act 2009*. It will also act as a point of contact for internal and external customers for accurate and timely information about this Act.

This position will also assist in the processing of administrative action complaints under *the Local Government Act 2009*.

This role requires integrity, discretion, and tact in dealing with sensitive and confidential information within Council.

Key Responsibilities and Outcomes

As a Governance Information Officer, you will:

- Exercise delegated authority as a decision-maker in relation to complex and sensitive applications within the required time frames under the *Right to Information Act 2009*.
- Prepare decision notices and correspondence under the *Right to Information Act 2009* in a way that explains legislative provisions and reasons for decisions in plain language.
- Organise, manage, and process a case load of multiple access applications under the *Right to Information Act 2009* in accordance with relevant legislation and Council policies.
- Assist with Council's administrative and decision-making processes associated with administrative action complaints received under the *Local Government Act 2009* and in accordance with Council's Complaint Management Policy.
- Process subpoenas, *Evidence Act 1977* requests, notices of non-party disclosure and other requests for information in accordance with relevant legislation and Council policies.
- Record relevant information/data in Council's information management system about applications received in accordance with relevant legislation and Council policies.
- Provide oral and written advice and support to managers and Council departments and external stakeholders on Right to Information matters and compliance with the *Right to Information Act 2009*.

- Provide information and advice with regards to administrative release enquiries.
- Assist with developing and reviewing Council policies and guidelines relating to Right to Information matters as required.
- Develop and assist with process efficiencies and system improvements as they relate to Right to Information, administrative release and other information release mechanisms for the benefit of the organisation.
- Engage professionally and ethically with members of the public, representatives from other Local and State government agencies, and Council officers in relation to applications/queries received.
- Exercise a high level of autonomy and responsibility in performing the above responsibilities.
- Assist with other governance related information/administrative processes as directed.
- Actively contribute to a high-performing and collaborative Governance, Integrity and Ethical Standards team and a culture of integrity accountability and continuous improvement across Council.

Our Values

Our values:
guiding how we
work and shaping
our future.



Decision Making

<i>Budget</i>	Not applicable
<i>Delegations</i>	Delegations under the <i>Local Government Act 2009</i> and as directed and published in Council's Delegation Register

Knowledge & Experience

- Expert knowledge and application of the *Right to Information Act 2009* and related regulations.
- Demonstrated experience in processing Right to Information applications with sound analytical skills, and attention to detail, as well as the ability to proactively communicate with applicants and stakeholders.
- Demonstrated relevant experience in interpreting legislation, researching case law and processing Right to Information applications.
- Demonstrated experience in managing complaints within a government context.
- Excellent multi-tasking and time management skills to effectively manage conflicting priorities and meet statutory timeframes.
- High level written and communication skills and demonstrated technical proficiency in the use of redaction and editing software, and other Right to Information related processes.
- Well-developed interpersonal and engagement skills and an ability to interact effectively with all levels of the organisation.
- Ability to work as part of a team and contribute to a positive work environment with a strong focus on quality customer service.

Qualifications

- Degree in Law, Business or a related field is required to undertake this position.
- Current C Class Drivers Licence.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.