

Information package:

**Governance &
Compliance Officer**

Applications closes 11:59pm Sunday 25 October 2026

Governance & Compliance Officer

If you're passionate about governance, integrity and continuous improvement, this role offers the opportunity to make a meaningful impact across the organisation. You will support the systems and processes that underpin transparent decision-making, legislative compliance and effective risk management, while coordinating Riverina Water's internal audit function and governance frameworks. Working with stakeholders across all levels of the business, you'll help strengthen accountability, promote best practice and contribute to the ongoing success of a trusted community organisation.

What's in it for you?

- Attractive salary of **\$104,164.32 – \$117,237.64 plus 17.5% superannuation.**
- Enjoy a **9-day fortnight (70 hours)**, giving you **26 long weekends every year.**
- Access fantastic employee benefits, including a discounted gym membership, employee wellbeing program and supplied corporate uniform.
- Be part of a supportive and collaborative workplace that values professional development, innovation and continuous improvement.
- Play a key role in shaping the future direction of one of regional NSW's leading water utilities.

How can you apply?

See our careers page for all the information you need to apply rwcc.nsw.gov.au/jobs

To chat about this opportunity, please contact Beth Cullen- Manager Risk, Audit and Governance via email bcullen@rwcc.nsw.gov.au or phone 0447 418 945.

To be considered for this position you must currently have the right to work in Australia.

Applications will be accepted until **11:59pm Sunday 25 October 2026**

Riverina Water is an EEO employer. We promote an inclusive workplace and encourage applicants who reflect diversity of gender, culture, experience, and skills.

Governance & Compliance Officer

Please review the information available and should you have questions or wish to discuss the position, please contact me.

The position

Riverina Water is seeking a proactive and detail-oriented Governance and Compliance Officer to play a pivotal role in strengthening the integrity, accountability and transparency of our organisation. You will work closely with business units to help translate governance requirements into practical, fit-for-purpose solutions, ensuring governance and assurance activities are embedded in day-to-day operations. This diverse and rewarding position is responsible for coordinating key governance frameworks, including policies, delegations, compliance obligations, conflicts of interest, privacy, records management and information access. Through this work, you will ensure Riverina Water meets its statutory responsibilities while supporting high standards of ethical decision-making across the organization.

As the Internal Audit Coordinator, you will also be central to driving continuous improvement by supporting Riverina Water's internal audit program and Audit Risk and Improvement Committee. Working closely with leaders across the business, you will help monitor compliance, coordinate audit activities and support the implementation of audit recommendations. This is a unique opportunity to make a meaningful impact by fostering a culture of accountability and good governance that strengthens community trust and confidence in the essential service we provide.

Qualifications and skills required

Applicants are expected to address the selection criteria when applying for this position.

Remuneration and benefits

Riverina Water enjoys a favorable reputation as a satisfying and rewarding workplace. All buildings and vehicles are smoke-free workplaces, and staff welfare through work health and safety and other provisions is a priority.

The commencing salary for this position is \$104,164.32 - \$117,237.64. In addition, we contribute 5.5% additional superannuation (17.5% superannuation for current financial year), and employees may salary sacrifice or make personal (non-tax deductible) contributions for additional super.

I would welcome the opportunity to discuss this exciting opportunity with you and look forward to your application. I can be contacted via phone 0447 418 945 or email bcullen@rwcc.nsw.gov.au.

Regards,

Beth Cullen
Manager Risk, Audit & Governance

GOVERNANCE AND COMPLIANCE OFFICER

POSITION TITLE:	Governance and Compliance Officer	Date created: July 2026 Modified by: NA Approved by: A Crakanthorp
REPORTS TO:	Manager Risk Audit and Governance	
NUMBER OF DIRECT REPORTS:	0	
DIRECTORATE:	Corporate Services	

Purpose of Position

The Governance and Compliance Officer coordinates and administers Riverina Water's governance, integrity and information access frameworks – including policy, compliance, delegations of authority, conflicts of interest, gifts and benefits, public interest disclosures, privacy and records management to meet statutory obligations.

As Internal Audit Coordinator, the position coordinates the internal audit function under the Office of Local Government *Guidelines for Risk Management and Internal Audit*, supporting the Audit Risk and Improvement Committee reporting and management's response to audit recommendations.

The role underpins transparent, accountable decision-making across the organisation and supports community and regulatory confidence in the organisation's governance and integrity systems.

Key Responsibilities

1. Coordinates and supports the development, review, endorsement and communication of Riverina Water's policies, procedures, and guidelines, working effectively with document owners and subject matter experts to ensure consultation, currency, endorsement and publication requirements are met.
2. Coordinate Riverina Water's internal audit program, assuming the role of *Internal Audit Coordinator* as required by the *Guidelines for Risk Management and Internal Audit for Local Government in NSW*, for inclusion at Audit Risk and Improvement Committee (ARIC) meetings. Collate and review management's response to internal audit recommendations monitoring implementation to ensure agreed actions are effective in reducing aligned risks.
3. Support and administer the effective use of and continuous improvement of Electronic Document Records Management System (EDRMS) platforms and operational requirements of records management in accordance with the *State Records Act 1998 (NSW)*. Promote good record keeping practices through guidance, training and stakeholder engagement to

ensure records are captured, classified and retained appropriately to meet accountability, access and compliance requirements.
4. Administer all obligations under the <i>Government Information (Public Access) Act 2009 (NSW)</i> including assessment and determination of access applications, statutory third-party consultation, proactive/open access publication and reporting obligations.
5. Administer Riverina Water's governance, compliance, integrity and disclosure frameworks, including obligations and reporting requirements under the <i>Public Interest Disclosures Act 2022</i> , <i>Privacy and Personal Information Protection Act 1998</i> and the <i>Local Government Act 1993</i> . Support the implementation of the Code of Conduct and Fraud and Corruption Control Plan and maintain the Conflicts of Interest and Gifts and Benefits Registers, escalating matters requiring management action through the Manager, Risk, Audit and Governance.
6. Maintain Riverina Water's Delegations of Authority Register in accordance with the <i>Local Government Act 1993</i> , coordinating periodic review and endorsement, processing new delegations for commencing staff in a timely manner, and notifying staff of applicable delegations.
7. Investigate routine non-compliance matters, gather evidence from relevant stakeholders, and contribute to recommended corrective actions and reports, escalating significant non-compliance to management through the Manager Risk Audit and Governance.
8. Build and maintain effective relationships with internal and external stakeholders on matters relating to governance, internal audit and records management including collaborating with all staff across the organisation to achieve desired outcomes.
9. Provide team capability development within Riverina Water that ensures good governance and records management practices. Act as first point of contact for advice and support to business units on governance, records management and policy compliance matters, referring complex, strategic or executive-level matters through the Manager, Risk, Audit and Governance.
10. Comply with Riverina Water's Code of Conduct, Work Health and Safety obligations and workplace policies and procedures including EEO Policy and Anti-Bullying and Harassment Policy. Demonstrate a commitment to the Enterprise Risk Management Framework by identifying, assessing and controlling risks and uphold the values of Respect, Connection, Safety and Cooperation.

Selection criteria:

Applicants are expected to address the selection criteria when applying for this position:

Essential

1. Tertiary qualifications in Business, Public Administration, Compliance, Local Government or a related discipline; and/or significant demonstrated equivalent experience.
2. Demonstrated experience coordinating business improvement initiatives, including internal audits, applying a risk-based approach to prioritise and drive completion of recommended actions.
3. Demonstrated experience coordinating the administrative and secretariat functions of a governance or oversight committee — such as an Audit, Risk and Improvement Committee — including meeting governance, agenda and paper preparation, and tracking committee actions and recommendations to completion.
4. Demonstrated experience coordinating the development, review and endorsement of organisational policies, procedures and guidelines, including working collaboratively with document owners to ensure consistency, currency and timely endorsement and publication.
5. Experience interpreting and applying legislation and administering related compliance obligations — including the Public Interest Disclosure Act, Government Information (Public Access) Act, Privacy and Personal Information Protection Act, Code of Conduct, conflicts of interest/gifts registers and delegations — within a regulatory, compliance or government environment, with demonstrated ability to examine complex issues and provide clear, evidence-based advice and recommendations.
6. Demonstrated experience coordinating records management practices and systems in compliance with the State Records Act, including classification, retention, disposal and information governance obligations across an organisation.
7. Excellent verbal and written communication skills, including experience preparing high-quality briefings, reports, and committee papers and delivering content in presentations to influence others.
8. Well-developed interpersonal skills and sound judgement, including the ability to build productive working relationships, exercise discretion with sensitive or confidential matters, and collaborate effectively with stakeholders across all levels of an organisation.

Desirable

9. Experience using compliance, risk or records management software/systems and or Power BI, dashboard reporting or other data visualization tools.
10. Project or change management experience, including supporting the implementation of new systems, policies or processes across an organisation.
11. Knowledge of local government, water utility or public sector planning, governance and reporting environments.

Riverina Water overview

History

Southern Riverina Water County Council was incorporated in 1938 to make reticulated water available to towns and villages in the Shires of Lockhart, Kyeamba, Mitchell and part of Culcairn Shire. The remaining part of Culcairn Shire and the Shires of Urana and Holbrook were subsequently added, as was the Municipality of Wagga Wagga in 1945. In 1981 Kyeamba and Mitchell Shire areas were included in Wagga Wagga City area.

Water supply infrastructure was established with the Murrumbidgee River at Wagga Wagga the principal water source, and a network of treatment, pumping, storage and pipework installations.

From 1942 to 1995 Southern Riverina was also responsible for distribution of electricity in the area. The formation of the larger electricity distributors in 1995 precipitated a review of water supply administration, resulting in the decision to form a new County Council for water supply in the former Southern Riverina area. Riverina Water County Council was gazetted on 2nd May 1997.

The County District covers an area of approximately 15,500 square kilometres and contains a population of approximately 67,000 people. An estimated 60,000 people are provided with water through some 26,500 service connections. The location and development of groundwater sources has been utilised over the last thirty years, and bore water now supplies three quarters of our production.

Drinking quality water is supplied to all customers continuing a tradition of over sixty years of high service standards by a leading and innovative utility service organisation.

Infrastructure network

Riverina Water owns and operates the water supply infrastructure from the natural source to the customer's meter.

Wagga Wagga City

Water is sourced in Wagga Wagga from:

- Murrumbidgee River intake at 91 Hammond Avenue
- East Wagga Wagga borefield (Koorinal Road)
- West Wagga Wagga borefield (McNickle Road to Moorong Street)
- North Wagga Wagga borefield (East Street)

Groundwater is sourced and chlorinated for other villages with systems operating at Collingullie, Oura, Woomargama and Humula.

A small quantity of water is purchased from Goldenfields Water County Council, to supply customers near to their trunk main between Gumly Gumly and Junee.

The township and rural network also serve a number of rural customers adjacent to the trunk mains, and in the general areas of Pleasant Hills, Brucedale, Euberta and Currawarna.

Structure

Riverina Water County Council is a Council under the Local Government Act 1993, responsible for the construction, operation, and maintenance of water supply to the Local Government Areas of

Wagga Wagga City, Federation, Greater Hume and Lockhart Shires.

Riverina Water has nine elected members, five from Wagga Wagga City, two from Greater Hume Shire Council and one from Federation Council and Lockhart Shire.

You can meet Riverina Water's Executive Leadership Team on our website.

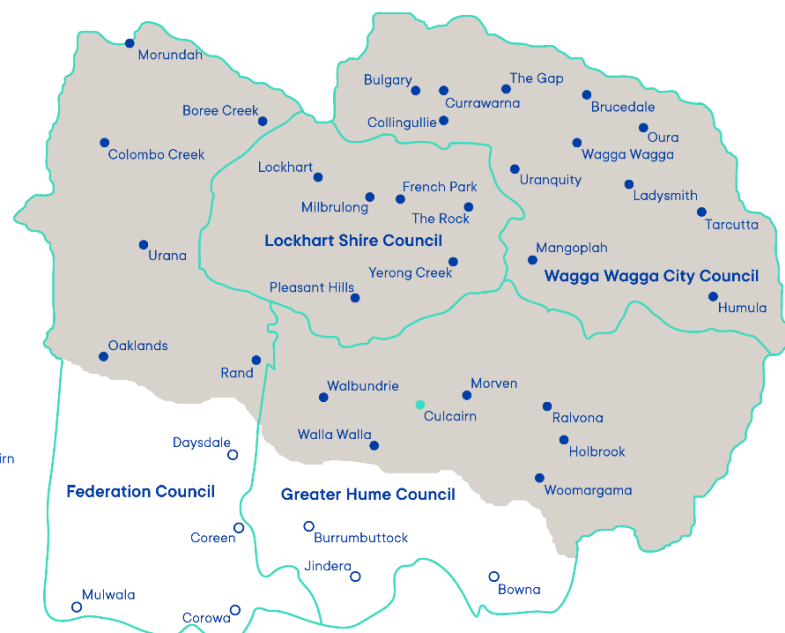
Information on our function, activities etc can be found at rwcc.nsw.gov.au.



- Water supplied to these areas
- Local government boundary
- Towns in supplied area
- Water is not supplied to all parts of Culcairn
- Towns outside supplied area



Riverina Water supply area



Organisational Structure

