



CORPORATE GOVERNANCE OFFICER

JOB & PERSON SPECIFICATION

MAY 2025

Corporate Governance Officer

The Corporate Governance Officer is responsible for providing paralegal and administration services to the Company Secretarial team.

Position Description

Accountabilities

Customer Focussed

- Administer and review AGN, DBP, AGID and MGN Board and Committee papers and assistance with finalisation of papers.
- Draft agendas and standard papers.
- Assist with monthly and other shareholder reporting.
- Maintenance of licences, and upload of papers to Diligent.
- Draft outline of minutes for finalisation by the Deputy Company Secretary & Senior Legal Counsel.
- Assist the legal team with papers and minutes for the quarterly Security Committee meetings.
- Payment of ASIC and other company secretarial as well as some legal related costs and fees.
- Maintenance of ASIC and other registers.
- Assistance with general administration tasks to the Company Secretarial team such as director consents, new company incorporation, policy finalisation and upload to intranet and the like.

Operational Excellence

- Provision of assistance with monthly reporting, Committee and Board timetabling and communications drafting.
- Coordinate guests and booking of rooms for Committee meetings.
- Maintenance of the legal contracts database.
- Provide support to the Executive Assistant to the Executive General Manager Corporate and Regulation as agreed with the Deputy Company Secretary and Senior Legal Counsel.

A Leading Employer

- Exemplify our shared AGIG Vision and Values and contribute to a good place to work.
- Contribute to maintaining a professional, physically and psychologically safe and respectful workplace for all employees, contractors and third parties
- Contribute to and engage in a generative values-based high-performance culture
- Embrace inclusion and diversity and engage in line with AGIGs current and future strategic growth plans and opportunities.
- Ensure adherence to continuous training and development to ensure safe and compliant operations

Sustainably Communities

- Develop cost reduction strategy identifying potential cost saving initiatives and synergies within the business

Success Profile

Critical Experience

- Experience in general office administration, paralegal work, document control and procedures, register administration, and management of correspondence.
- Experience in performing under pressure, meeting targets and deadlines, and responding effectively to changing circumstances and demands.
- Experience with board papers and drafting minutes.

Critical Knowledge and Qualifications

- Detailed knowledge of general office administration, including document control and procedures, register administration and management of correspondence.
- Able to work autonomously as well as part of a team.
- Able to perform under pressure, meet targets and deadlines, and respond effectively to changing circumstances and demands.
- Customer focused.
- Exceptional interpersonal skills, including written and verbal communication skills, negotiation and conflict resolution skills, across all levels of the organisation.
- Must be able to work with integrity and maintain confidentiality.

Key Relationships

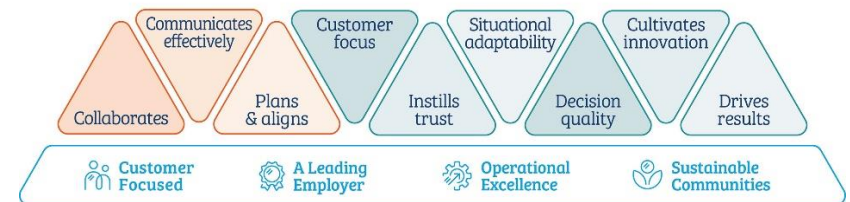
Internal

- Deputy Company Secretary & Senior Legal Counsel
- Executive General Manager Corporate & Regulations
- For Board and Committee papers – all areas of AGIG
- EA and Administration team members

External

- ASIC
- Diligent

Critical Competencies



Health, Safety, Environment and Quality

Practice, promote and monitor compliance with AGIG's HSEQ policies, procedures and Zero Harm and Environmental Principles. Recognise that engagement is core to connecting with our people encouraging open communication, providing recognition and agreeing on opportunities for continuous improvement.

Delegation of Financial Authority: The DOFA act as a framework for managing risk at AGIG, and its subsidiaries, providing clarity to the defined limits of each position's authority to act on behalf of AGIG. All employees are responsible for ensuring the DOFA is maintained within their respective roles, and that it cascaded and adhered to by the employees as relevant. Employees are responsible for seeking further advice and clarity from ELT where the application of the DOFA is ambiguous or there is a potential for a safety, financial, environmental or reputational risk/s. Other AGIG policies and procedures also provide further information relating to authorities and may be found on OneNet.



We are Australian Gas Infrastructure Group

With a growing portfolio of operations, we are one of Australia's largest energy infrastructure businesses. We have a strong track record of performance and delivering for customers. The combined distribution, transmission and storage assets make AGIG one of the largest gas infrastructure businesses in Australia. We are taking active steps towards sustainable gas delivery, for the future - including the delivery of Australia's largest renewable hydrogen production facility: Hydrogen Park South Australia.

Diversity

At AGIG we are focused on delivering our Vision. A workplace that reflects the diversity of the customers that we serve will help us better achieve our Vision, including through improved customer service, innovation, skills and business performance more broadly. A diverse and inclusive workplace is also consistent with our value of Respect, Trust, Perform and One Team. Being able to attract, retain and motivate employees from the widest possible pool of talent in a competitive labour market is one of the many benefits of workplace diversity and inclusion. AGIG is therefore committed to a diverse, inclusive and safe place for people to bring their whole self to the workplace.



Zero Harm

AGIG believes that all incidents are preventable and is continually striving to achieve Zero Harm. To support this, we have established a set of Zero Harm Principles that target hazards and work activities which present an inherent risk of fatality.

Vision

To be the leading gas infrastructure business in Australia. We achieve top quartile performance on our targets.



Delivering for Customers



A Good Employer



Sustainably Cost Efficient

Values

Drive our culture: how we behave and how we make decisions.



Trust



Perform



Respect



One team



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.