Position Description

Position Information	
Position title Governance Officer	**Classification** To be determined following classification assessment
Section Office of the Chief Executive Officer – Governance	**Location** Coolgardie / Kambalda
Status Permanent, Full-time	**Contract Hours** Full-time ordinary hours in accordance with the applicable industrial instrument
Reports to Chief Executive Officer	**Award** Local Government Industry Award 2020

Key Focus of Section	Key Focus of this Position
The Governance function supports the Shire to meet its statutory, regulatory and corporate governance obligations and enables accountable, transparent and well-documented decision-making by Council and the organisation.	The Governance Officer coordinates and delivers the Shire's governance and compliance activities, providing accurate and timely support and advice to the CEO, Elected Members and employees. The role maintains governance frameworks, statutory registers and compliance processes and supports Council and Committee administration, policy, local laws, FOI, elections, risk and continuous improvement.

Shire Vision
A connected, progressive and welcoming community.
Shire Values
As adopted by the Shire of Coolgardie.
Shire Purpose Statement
To provide accountable local government services and support informed, lawful and transparent decision-making for the community.

Position Description

Position Outcomes	
Accountability Area	**Outcome**
Service delivery / operations	Coordinate reliable governance services including Council and Committee processes, statutory reporting, governance advice and follow-up of decisions and actions.
Customer and community service	Provide professional, timely and impartial governance information and support to Elected Members, employees, regulators and community stakeholders within the scope of the role.
Compliance, governance and records	Maintain governance frameworks, statutory registers, delegations, policies, local laws, FOI processes and corporate compliance requirements so records are accurate, current and auditable.
People, contractors and volunteers	No direct people-management accountability unless specifically assigned. Work collaboratively across the organisation and provide governance guidance, training and support to officers and Elected Members.
Budget, assets and procurement	Support compliant procurement and tender governance processes and maintain required governance documentation. Exercise any purchasing authority only within approved delegations and budget.
Projects, events and improvement	Coordinate governance improvement initiatives, policy and procedure reviews, legislative change implementation, local law reviews and other governance projects assigned by the CEO.
Risk, WHS and incident response	Support corporate risk, internal control, audit and business continuity governance processes. WHS responsibilities are limited to the general corporate accountabilities applying to all employees.

Position Requirements		
Skills	**Essential**	**Desirable**
High-level written communication, research, analytical and report-writing skills, with strong attention to detail and the ability to manage competing statutory deadlines.	☒	☐
High-level interpersonal skills, sound judgement and proficiency with Microsoft Office and electronic governance/records systems.	☒	☐
Knowledge	**Essential**	**Desirable**
Sound knowledge of the Local Government Act 1995, associated regulations and contemporary local government governance, compliance and Council meeting requirements.	☒	☐
Knowledge of FOI, local laws, procurement governance, risk, audit, statutory registers, delegations and policy administration.	☐	☒
Experience	**Essential**	**Desirable**
Demonstrated experience in governance or compliance, preferably within Western Australian local government, including Council/Committee processes and statutory compliance.	☒	☐

Position Description

Position Requirements		
Experience maintaining governance frameworks, registers, delegations, policies and compliance calendars; experience with FOI, local laws, elections, legal liaison, risk or audit is highly regarded.	☒	☐
Qualifications	**Essential**	**Desirable**
Qualification in governance, compliance, public administration, law or a related discipline, or equivalent demonstrated experience.	☒	☐
Relevant local government governance training or professional development.	☒	☐
Licences and checks	**Essential**	**Desirable**
Current unrestricted C Class driver's licence.	☒	☐
National Police Clearance satisfactory to the Shire.	☒	☐

General Physical Requirements

An occupational health provider assesses the applicant/employee fitness to successfully perform the essential functions of the position and considers the following:

Frequency (☒ as required)					Frequency (☒ as required)				
	Mainly	Frequently	Occasionally	N/A		Mainly	Frequently	Occasionally	N/A
Stand	☐	☐	☒	☐	Climb/Balance	☐	☐	☐	☒
Walk	☐	☒	☐	☐	Crouch/Kneel	☐	☐	☒	☐
Sit	☒	☐	☐	☐	Talk/Hear	☐	☒	☐	☐
Handle	☐	☐	☒	☐		☐	☐	☐	☐
Reach	☐	☐	☒	☐					

While performing the duties of this job, the incumbent may reasonably be expected to occasionally manually handle loads of a varying nature. Notwithstanding, the incumbent is still required under their general Duty of Care to adopt safe work practices by taking appropriate precautionary measures to identify, assess and control risks in accordance with statutory requirements and the Shire's Risk Management Framework.

Position Description

Organisational Relationship
Reports directly to: Chief Executive Officer **Internal liaison:** Shire President and Elected Members; Executive Leadership Team; managers and employees across all business units. **External liaison:** Department of Local Government; WALGA; Office of the Information Commissioner; auditors; legal advisers; government agencies; contractors; ratepayers and members of the public, as relevant to governance matters. **Direct reports:** Nil, unless otherwise determined by the CEO.

Extent of Authority and Accountability
Working under the general direction of the Chief Executive Officer, the Governance Officer is accountable for the accurate, timely and effective delivery of the governance responsibilities outlined in this position description and agreed performance indicators. The role is authorised to act within approved delegations, authorisations, policies, procedures, budgets and lawful directions. Extent of authority is governed by the Local Government Act 1995 and other relevant legislation; Council delegations and authorisations; Shire policies, procedures and approved budgets. The position provides governance advice and recommendations but does not exercise authority reserved to Council or the CEO unless formally delegated or authorised. Primary and Annual Return obligations apply where the position is designated for those purposes. Any financial authority is limited to the amount formally approved under the Shire's delegations and purchasing framework.

General Corporate Accountabilities	
Accountability	**Required Standard**
Work Health and Safety	Take reasonable care for own health and safety and ensure acts or omissions do not adversely affect others. Follow reasonable WHS instructions, use required PPE, report hazards/incidents, participate in risk controls and meet supervisory/officer/contractor responsibilities where applicable.
Code of Conduct and ethical behaviour	Comply with the Shire Code of Conduct, values, conflicts of interest, gifts, secondary employment, confidentiality and professional conduct requirements.
Customer service and community focus	Provide respectful, timely and helpful service to residents, visitors, businesses, community groups, contractors, elected members and stakeholders within the scope of the role.

Position Description

General Corporate Accountabilities	
Accountability	**Required Standard**
Records and information management	Create, capture and maintain complete and accurate records in approved Shire systems in accordance with the Shire Recordkeeping Plan and lawful retention requirements.
Equal opportunity and respectful workplace	Contribute to a workplace and service environment that is inclusive, lawful and free from discrimination, harassment, bullying and victimisation.
Child safety and vulnerable people	Where the role involves children, young people or vulnerable community members, comply with relevant screening, reporting, supervision, privacy and safeguarding requirements.
Financial stewardship and procurement	Use Shire resources responsibly and comply with procurement, purchasing, asset, fleet, receipting and financial controls relevant to the role.
Emergency management and business continuity	Support emergency management, service continuity, public information and facility response activities when allocated and trained to do so.

Employment Conditions and Roster Notes	
Condition	**Details**
Ordinary hours and roster	Full-time ordinary hours in accordance with the applicable industrial instrument and Shire arrangements.
Overtime / penalties / on-call / call-back	As required and approved in advance in accordance with the applicable industrial instrument and Shire policy.
Part-time agreed additional hours	Not applicable to this full-time position.
Leave restrictions / peak periods	Attendance may be required for scheduled Council and Committee meetings, elections, statutory deadlines and other governance requirements.
Uniform / PPE / equipment	Standard office equipment and any equipment required by the Shire for the safe performance of duties.
Travel / accommodation / vehicle	Travel between Shire locations and to external meetings may be required. Current C Class driver's licence required.
Remote work / flexibility	Flexible work arrangements may be considered in accordance with operational requirements and Shire policy, subject to CEO approval.

Position Description

Position Description Certification	
Prepared by: Chief Executive Officer	**Effective Date:** September 2026
I acknowledge that I have read and understood the key objectives, duties, responsibilities and other requirements as outlined in this position description. I understand that this position description provides general guidance regarding the purpose of the position and my responsibilities. Furthermore, I acknowledge that this position description may be amended from time to time to reflect changes to the position or Shire requirements.	
Staff Signature:	Date:

Approval	
Approved by	Chief Executive Officer
Position	Chief Executive Officer
Signature	
Date	

Position Description

Attachment A - Task List / Activity Schedule

This attachment converts the Service-to-Role Responsibility Matrix into practical PD duties. A = Accountable, R = Responsible, S = Support, C = Consulted, I = Informed. Kambalda-only service lines are excluded unless cross-town support is assigned by the CEO or Executive Manager.

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
1	Council governance	Coordinate Council and Committee agenda preparation, quality checks, distribution, minutes and action tracking.	Monthly / as scheduled	R	Agenda, minutes, action register	Agenda/records system	Local Government Act, meeting procedures and confidentiality requirements	
2	Statutory compliance	Maintain the corporate compliance calendar and coordinate the Compliance Audit Return and other statutory submissions.	Ongoing / annual	R	Compliance calendar; returns; evidence	Compliance register / records	Statutory deadlines and evidence retention	
3	Registers & delegations	Maintain and review delegations, authorisations, interests and other statutory governance registers.	Ongoing / annual review	R	Current registers and review records	Governance registers	Legislative and policy requirements	
4	Policy & procedures	Coordinate governance policy and procedure reviews, consultation, approval and publication.	As scheduled	R	Current policies; review schedule	Policy register / records	Council approval and version control	
5	FOI & information access	Coordinate FOI applications, statutory timeframes, correspondence and liaison with the Information	As required	R	FOI file; notices; correspondence	Records system / FOI register	FOI Act, privacy and confidentiality	

Position Description

Matrix ID	Function	Service / Activity	Frequency / timing	Responsibility	Output / evidence	System / record	Risk / compliance note	Review notes
		Commissioner where required.						
6	Local laws	Coordinate administrative steps for local law review, advertising, adoption, gazettal and statutory submissions.	As required	R	Local law review file and notices	Records system / local law register	Statutory process and delegated legislation requirements	
7	Elections	Coordinate governance support for local government elections and associated statutory requirements.	Election cycle / as required	R	Election records; statutory notices	Records system	Electoral and local government requirements	
8	Risk, audit & improvement	Support risk registers, audit actions, internal controls and governance improvement initiatives.	Quarterly / as required	S/R	Risk/audit action records; improvement outputs	Risk register / records	Risk framework, audit and accountability requirements	

Position Description

Attachment B - Key Duties, Accountabilities and Expected Outputs

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	**Key Duties / Responsibilities**	**Expected Outputs / Evidence**
Service delivery / operations	Coordinate the day-to-day delivery of governance services; prepare and quality-check Council and Committee agendas and minutes; track resolutions and actions; prepare governance reports, briefings and correspondence; provide governance support directly to the CEO and Elected Members.	Accurate agendas/minutes; timely action tracking; governance reports and briefings; documented advice and correspondence.
Customer and community service	Respond professionally to governance enquiries from Elected Members, employees, regulators and the public; provide clear information about governance processes; handle sensitive and confidential matters appropriately.	Timely responses; appropriate referrals; accurate records; confidentiality maintained.
Compliance, governance and records	Maintain governance frameworks and statutory registers; coordinate delegations and authorisations; administer the compliance calendar and Compliance Audit Return; monitor legislative change; coordinate policy reviews; support FOI, Ombudsman matters, local laws, legal coordination, elections, leases/licences governance and annual reporting requirements; maintain governance records and version control.	Current registers and delegations; statutory deadlines met; approved policies and local laws; complete FOI/governance files; auditable compliance evidence.
People, contractors and volunteers	No routine supervisory responsibility. Provide governance guidance, templates, training and practical support to employees and Elected Members. Coordinate external advisers or service providers when assigned by the CEO.	Consistent governance practice; training/support delivered; external work coordinated and documented.
Budget, assets and procurement	Support governance oversight of procurement and tender processes, including procedural compliance, documentation, probity and recordkeeping. Manage expenditure only within formally approved authority.	Complete tender/procurement governance records; compliance with delegations, policy and legislation; expenditure within authority.
Projects, events and improvement	Undertake governance research, reviews and improvement projects; implement changes arising from legislation, audits and organisational reviews; improve governance systems, templates and controls.	Completed reviews and projects; updated systems/templates; documented implementation of legislative/audit actions.

Position Description

Key Duties, Accountabilities and Expected Outputs		
Accountability Area	**Key Duties / Responsibilities**	**Expected Outputs / Evidence**
Risk, WHS and incident response	Maintain and support corporate and operational risk registers, audit actions, internal controls and business continuity governance as allocated. Identify and escalate governance and compliance risks. WHS duties are those applying generally to all employees and are not a specialist responsibility of this role.	Current risk/audit records; risks escalated; actions tracked; evidence of compliance and control improvement.