



Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Governance Officer

FULL TIME

Applications will be accepted until Close of Business on **Friday 9th January 2026.**

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

Governance Officer

FULL TIME

The Shire of Bridgetown–Greenbushes is seeking a motivated and detail-oriented Governance Officer to support high standards of corporate governance, transparency, and compliance across the organisation. This role plays a key part in supporting Council, senior leadership, and the community by ensuring effective governance processes, statutory compliance, and sound administrative practices.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Merridith Morrell, Manager Executive Services on 9761 0822.

Applications close on Friday 9th January 2026.

POSITION DESCRIPTION

1. **POSITION TITLE** Governance Officer
2. **DEPARTMENT** Executive Services Unit
3. **AWARD COVERAGE** Level 5-6 of the Local Government Officers' (Western Australia) Award 2021 and applicable Shire of Bridgetown-Greenbushes Enterprise Agreement

4. **POSITION OBJECTIVE:**

The Governance Officer plays a critical role in supporting the Shire by coordinating and delivering high-quality governance, risk, and compliance functions. The position is central to embedding strong governance practices, ensuring statutory and regulatory compliance, and providing timely, accurate advice to support informed decision-making across the organisation.

This role actively promotes organisational integrity, transparency, and accountability, contributing to a culture of ethical conduct and continuous improvement. By strengthening governance frameworks, monitoring risk, and facilitating compliance processes, the Governance Officer helps ensure the Shire operates efficiently, responsibly, and in line with community expectations.

5. **KEY DUTIES AND RESPONSIBILITIES**

5.1 Governance and Compliance

- Coordinate and maintain governance frameworks, registers, and statutory compliance obligations.
- Assist in the preparation of agendas, minutes, leases, licenses, agreements, and related legal documents.
- Develop, administer and monitor the Corporate Compliance Calendar ensuring organisational compliance is maintained throughout the year.
- Monitor changes in relevant legislation.
- Monitor and ensure adherence to Council policies, procurement, and regulatory requirements.
- Provide accurate and timely governance advice.
- Develop, review, and implement Council policies and procedures, ensuring they are up-to-date, compliant, and reflect best practice.
- Coordinate consultation and endorsement processes for policies and procedures.
- Coordinate Council's annual compliance return and other statutory reporting obligations.
- Ensure organisational compliance with statutory requirements, including reporting deadlines under the **Local Government Act 1995**, regulations, and relevant legislation.
- Maintain registers for delegations, interests, contracts, and legal instruments.

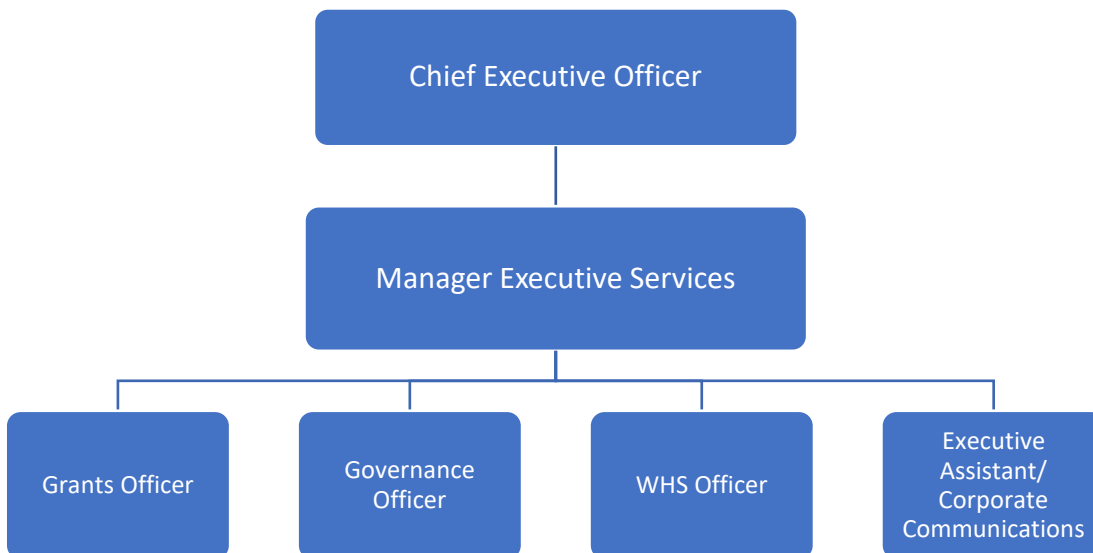
5.2 Freedom of Information (FOI) and Information Access

- Support the coordination and processing of Freedom of Information applications, ensuring compliance with statutory requirements and timeframes.
- Prepare and maintain procedures and templates to ensure FOI compliance and consistency.
- Liaise with the Office of the Information Commissioner for review requests as required.
- Provide guidance to staff on information access obligations and privacy considerations.
- Promote accurate and accessible information management practices to support transparency and informed decision-making (without being a records management role).

5.3 Local Laws and Legal Coordination

- Assist in the review, development, and gazettal of Local Laws, ensuring compliance with statutory requirements.
- Coordinate administrative processes for the preparation, advertising, and adoption of local laws.
- Provide support in coordinating legal advice and services, maintaining a register of legal advice and ensuring timely responses to legal requests.
- Support the preparation and execution of leases and licences that comply with policy and legislation.

6. ORGANISATIONAL RELATIONSHIPS



INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au