



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

RECRUITMENT INFORMATION PACKAGE

Senior Governance Officer

FULL TIME

Applications will be accepted until Close of Business on **Wednesday, 26 November 2025**.

Senior Governance Officer

Bridgetown-Greenbushes

The heart and soul of the South West

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 Meg Symes - Human Resources on (08) 9761 0800 or via email to careers@bridgetown.wa.gov.au.

VACANCY

Senior Governance Officer

FULL TIME

A challenging and rewarding career opportunity awaits an experienced and motivated professional to join the Shire of Bridgetown-Greenbushes (the Shire) in this important role within the Executive Services Unit.

As the Senior Governance Officer (Level 7), you will play an important role in strengthening the Shire's governance, compliance, and risk management practices. The position is responsible for maintaining the Shire's governance frameworks, registers, delegations, and authorisations; coordinating the development and review of policies and procedures; ensuring statutory and regulatory compliance; and supporting the preparation and delivery of Council and Committee agendas, minutes, and associated documentation.

You will also assist in developing and implementing the Shire's integrated planning and reporting processes, contribute to corporate risk and audit functions, and provide high-level administrative and governance support to the Chief Executive Officer and Elected Members.

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

- A monthly Rostered Day Off (RDO)
- 50% membership discount at the Bridgetown Leisure Centre
- 12% superannuation plus 3% when an employee contributes 5%
- Salary packaging available to all employees

This is a full-time, permanent position based in Bridgetown, offering the opportunity to contribute to good governance and organisational excellence within a dynamic, community-focused local government.

Applicants are required to submit a cover letter and resume and must address the selection criteria outlined in the Information Package.

For further information, please contact Meg Symes Human Resources on (08) 9761 0800 or via email careers@bridgetown.wa.gov.au

Applications close **4.00pm, Wednesday, 26 November 2025.**

The Shire reserves the right to close this advertisement early should a suitable candidate be identified.

POSITION DESCRIPTION

1. **POSITION TITLE** Senior Governance Officer
2. **DEPARTMENT** Executive Services Unit
3. **AWARD COVERAGE** Level 7 of the Local Government Officers' (Western Australia) Award 2021 and applicable Shire of Bridgetown-Greenbushes Enterprise Agreement

4. **POSITION OBJECTIVE:**

The Senior 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 Senior 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.
- Prepare, review, and improve 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 and interpret changes in relevant legislation and provide advice to staff and management.
- Monitor and ensure adherence to Council policies, procurement, and regulatory requirements.
- Provide accurate and timely governance advice to the CEO, Executive Leadership Team (ELT), President, and Councillors on statutory obligations, governance processes, and procedural compliance.
- 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 Risk Management

- Maintain and update corporate and operational risk registers in collaboration with business units.
- Support organisational risk assessments and the development of mitigation strategies.
- Assist in reviewing internal controls, legislative compliance, and business continuity processes.
- Provide advice to staff on risk identification, assessment, and treatment.

5.3 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).

5.4 Governance Reporting and Reporting

- Prepare detailed reports, briefing notes, and presentations on governance, risk, and compliance matters.
- Track and report on actions arising from Council and committee meetings to ensure completion and compliance.
- Support the ongoing enhancement of governance systems and templates to improve consistency and accountability.
- Provide research and analysis to inform Council policy development and governance initiatives.

5.5 Local Laws and Legal Coordination

- Assist in the review, development, and gazettal of Local Laws, ensuring compliance with statutory requirements and the Joint Standing Committee on Delegated Legislation.
- 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.
- Undertake minor reviews or audits of existing leases/licences to ensure compliance.

5.6 Continuous Improvement

- Identify opportunities to enhance governance, compliance, and risk management processes.
- Advocate for best practice approaches across the organisation.
- Support training and awareness sessions for staff and elected members on governance and risk topics.
- Promote a culture of ethical conduct, accountability, and service excellence.

6. ORGANISATIONAL RELATIONSHIPS

Responsible to: Manager Executive Services.

Internal liaison: Works closely with the CEO, Executive Leadership Team, Council and all Shire business units to provide governance, risk, and compliance advice and support.

External liaison: Engages with the Department of Local Government, auditors, legal advisors, WALGA, and the Office of the Information Commissioner as required.

7. SELECTION CRITERIA

Criterion	Essential	Desirable
Experience in governance, risk management, and compliance practices including policy development and reporting.	✓	
Knowledge of the <i>Local Government Act 1995</i> and relevant regulations.	✓	
Demonstrated ability to interpret and apply complex legislation and policy frameworks.	✓	
Strong written communication skills with proven ability to prepare reports, briefing papers, and formal correspondence.	✓	
Proven attention to detail, analytical capability, and organisational skills to manage competing priorities.	✓	
High level of interpersonal skills to provide sound advice and build productive relationships.	✓	
Ability to contribute to continuous improvement initiatives and implement governance best practices.	✓	
Experience with local law administration, FOI coordination, or legal liaison processes.		✓
Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.	✓	
Experience with SynergySoft or similar local government systems.		✓
Current, unrestricted C-class drivers' licence.	✓	

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 SEEK

Or

via email to careers@bridgetown.wa.gov.au

Or

Mailed hard copy applications must be marked “**Confidential – Human Resources**” on the envelope and addressed as follows:

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidentiality Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Meg Symes Human Resources on (08) 9761 0800 or msymes@bridgetown.wa.gov.au

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