

GOVERNANCE OFFICER

Application Package

Contact

Kahli Rose - Manager of Governance & Community Services

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(08) 9631 1202





Governance Officer

The Shire of Dowerin is seeking a motivated, organised and analytical individual to join our Governance team on a full-time basis. The role requires proficiency in Microsoft Office applications and the ability to research, analyse and evaluate information effectively. The successful candidate will also demonstrate strong interpersonal skills and the ability to interpret statutory documentation and communicate professionally with a range of stakeholders.

WHAT WE OFFER

This full-time position is offered under the Local Government Officers' (Western Australia) Award 2021, with the following benefits:

- Uniform allowance provided
- Fee access to the local gym and swimming pool
- Professional development opportunities
- Supportive and collaborative team environment

ADDITIONAL DETAILS

The position description is available on the Shire's website www.dowerin.wa.gov.au, which provides an overview of the role. Confidential enquiries can be directed to Kahli Rose, Manager of Governance & Community Services on 9631 1202 or via email to ceo@dowerin.wa.gov.au.

TO APPLY

Applications marked 'Private & Confidential -Governance Officer' should be submitted via email to ceo@dowerin.wa.gov.au or can be posted to the Shire of Dowerin, PO Box 111, Dowerin WA 6461. Applications must be received by **4.00 pm Tuesday 14 April 2026**. Late applications will not be accepted.

Note: *The recruitment process may be closed early if a suitable candidate is identified prior to the advertised closing date.*

Manisha Barthakur

CHIEF EXECUTIVE OFFICER

Please Note:

Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant police checks, pre-employment medicals and to provide evidence of all claimed qualifications prior to commencing employment

REMUNERATION

An attractive remuneration package is offered and is to be set in accordance with the Local Government Officers (*Western Australia*) Award 2021, Level Six (6).

Classification	Level Six (6) based on skills and experience
Hourly Rate	\$35.36 - \$36.88, dependent on experience.
Industrial Allowance	As per <i>Local Government Officers (Western Australia) Award 2021</i> .
Superannuation	12% as per Superannuation Contribution Guarantee.
Leave Loading	17.5%
Uniform Allowance	As per Shire Policy.
Gym / Pool Membership	As Per Employee Health & Wellbeing Policy.
Probation Period	3 Months.
Base Working Hours	76 hours a fortnight (9-day fortnight)
Location	Shire of Dowerin.

Industrial Agreement

Employment conditions are in accordance with the Local Government Officers (*Western Australia*) Award 2021.

Overtime

No overtime is payable unless you have prior approval, authorised in writing, from your Manager.

Annual Leave - Pro Rata

As per the Local Government Officers (*Western Australia*) Award 2021, with an additional 17.5% leave loading.

Personal Leave - Pro Rata

As per Local Government Officers (*Western Australia*) Award 2021.

Long Service Leave

As per the Local Government Long Service Leave Regulations.

Probation Period

A 3-month probationary period is applicable to this position. At the successful completion of this period your continuity will be recommended to the Chief Executive Officer for confirmation. The period of probation can be extended by the Manager for an additional period of no greater than 3 months.

Website:

The Shire website www.dowerin.wa.gov.au contains substantial information about Dowerin and the Shire.

POSITION DESCRIPTION

Governance Officer

Created August 2023



Department	Governance
Award	<i>Local Government Officers' (Western Australia) Award 2021</i>
Level	Six (6)
FTE	Full time - 76 hour fortnight

POSITION OBJECTIVES

The Governance Officer provides administrative coordination, record-keeping and reporting support to the Shire's governance, statutory compliance and regulatory functions.

The role supports the organisation's legislative, regulatory and governance obligations across governance, risk, compliance, building, planning, ranger services and emergency management through coordination, documentation and reporting.

ORGANISATIONAL RELATIONSHIPS

Reporting to: Manager of Governance and Community Services

Liaison with: Shire Staff and Management,
Community Members and Organisations,
Contractors and Suppliers
Government and Regulatory Agencies
Auditors and Statutory Bodies

ORGANISATIONAL STRUCTURE

Refer to Appendix A.

KEY RESPONSIBILITIES

GOVERNANCE AND STATUTORY COMPLIANCE SUPPORT

- Maintain the Shire's Corporate Compliance Calendar, monitoring statutory obligations and reporting deadlines.
- Coordinate and maintain governance documentation to support compliance with the *Local Government Act 1995*, associated Regulations and other relevant legislation.
- Assist in the preparation and coordination of statutory and governance reporting, including the Compliance Audit Return and Regulation 17 submissions.
- Maintain governance registers, including:
 - Delegations and authorisations
 - Contracts and agreements
 - Grants
 - Policies and procedures
 - Risk registers (administrative updates only)
- Track and follow up internal actions arising from audits, reviews and governance decisions, escalating risks or delays to the Manager Governance & Community Services.
- Maintain governance, compliance and regulatory records in accordance with approved records-management systems and retention requirements.

BUILDING AND PLANNING ADMINISTRATION

- Provide administrative and coordination support for building and planning services in accordance with legislative and procedural requirements.
- Receive, register and track building and planning applications, referrals and approvals.
- Coordinate documentation and correspondence between applicants, consultants and internal officers.
- Maintain accurate and auditable records relating to:
 - building permits and approvals
 - planning applications and determinations
 - inspections, notices and conditions
- Monitor statutory timeframes and reporting obligations and escalate risks of non-compliance to the Manager Governance & Community Services.
- Assist in preparing reports, summaries and correspondence for management review.
- Support compliance with the *Building Act 2011*, *Planning and Development Act 2005* and associated regulations through accurate record-keeping and process coordination.

Note: This role does not undertake statutory assessment, technical determination or professional decision-making functions relating to building or planning matters.

AUDIT, RISK, AND WHS ADMINISTRATION

- Coordinate audit preparation activities, including collation of evidence and documentation.
- Maintain Work Health and Safety (WHS) records, registers and reporting systems.
- Assist with the coordination of WHS audits, inspections and committee meetings.
- Maintain risk documentation and registers in accordance with approved frameworks and management direction.
- Support continuous improvement by documenting governance and compliance processes and maintaining version control.

RANGER SERVICES – GOVERNANCE AND RECORDS SUPPORT

- Maintain ranger-related compliance records, registers and statutory documentation.
- Track statutory notices, reporting requirements and timeframes.
- Assist with the preparation of ranger compliance summaries and reports for management review.
- Ensure ranger documentation is accurate, current and auditable.

EMERGENCY MANAGEMENT AND BUSH FIRE SERVICES

- Provide administrative and governance support to emergency management functions, including:
 - Local Emergency Management Committee (LEMC) agendas, minutes and reporting
 - Maintenance of emergency management documentation and registers
 - Support Bush Fire Brigade governance and compliance reporting requirements.
 - Assist with record-keeping and documentation to support statutory and regulatory obligations.
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REQUIREMENTS OF THE JOB

ESSENTIAL

- Strong organisational and record-keeping skills with high attention to detail.
- Ability to manage multiple workflows and statutory deadlines.
- Well-developed written communication skills.
- Demonstrated proficiency in Microsoft Office applications.
- Ability to research, analyse and evaluate information.
- Ability to interpret statutory documentation and legislation.
- Strong interpersonal skills with the ability to communicate professionally at all levels.

DESIRABLE

- Familiarity with the *Local Government Act 1995*, *Building Act 2011* and *Planning and Development Act 2005*.
- Experience supporting audits, compliance reporting or regulatory functions.
- Knowledge of risk management and WHS documentation systems.
- Understanding of statutory processes within local government, including governance, building and planning administration.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Actively promote safety projects and participate in Injury Management Programs as required.
- Ensure workers, contractors and volunteers have a safe place of work in which to work.
- Ensure all hazards are identified, assessed, and eliminated or controlled.

EMPLOYMENT CONDITIONS

- A Pre-Employment Examination.
- Current National Police Clearance Certificate.
- Signed declaration that the incumbent has read the Shire of Dowerin's Induction Manual and Code of Conduct prior to the commencement of work.
- Current "C" class drivers' licence.

EXTENT OF AUTHORITY

- Operates under general supervision of the Manager Governance & Community Services.
- Has no delegated authority to make statutory or operational decisions.
- Provides coordination, documentation and reporting support only.
- Escalates governance, compliance and statutory risks to management

CERTIFICATION

Authorised by Chief Executive Officer

Signature

Authorised by Manager of Governance & Community Services

Signature

Date Reviewed 12 March 2026

INCUMBENT ACKNOWLEDGEMENT

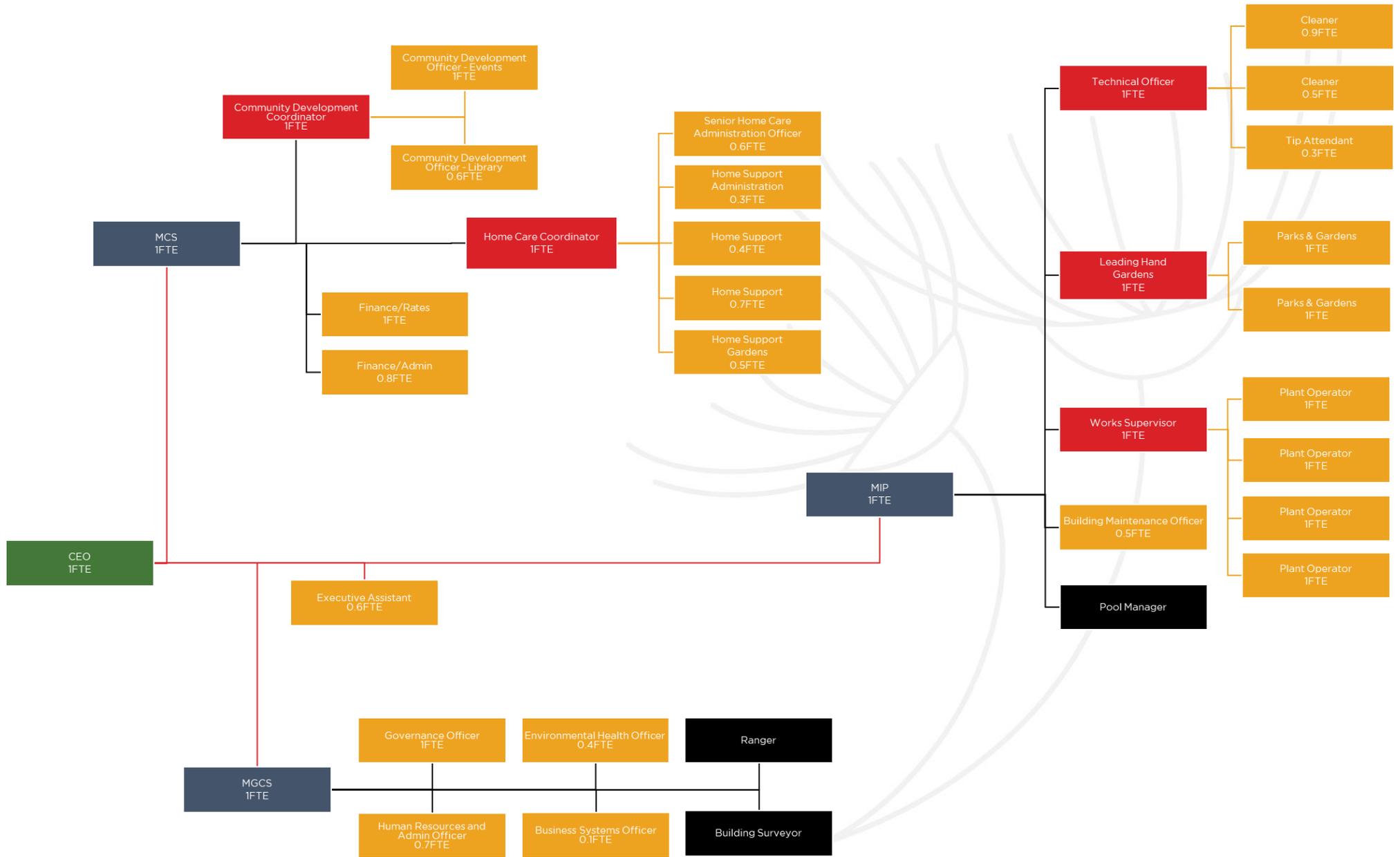
Employee

Signature

Date



Organisational Structure - March 2026



APPLICANT NOTES

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel judge your application amongst the others that will be received for the position.

APPLICATION

Your application should include a covering letter explaining your interest in the position, a current resume detailing your qualifications, experience and attributes for the position, and the required referees. It is essential that the information you provide is clear, concise, and relevant so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience, and qualifications to successfully carry out the duties.

REFEREES

Applicants should provide the names and contact details of **two referees** in their application. The most valuable referees will be those that can comment on work experience that is relevant to this position.

Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

OTHER DOCUMENTS

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the organisation may ask to sight the originals later.

POLICE CLEARANCE

The successful applicant will be required to provide a current police clearance. Costs for this will be reimbursed by the Shire.

PRE-EMPLOYMENT MEDICAL

The successful applicant will be required to complete a medical questionnaire and undertake a pre-employment medical examination prior to an offer of employment being confirmed. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs are paid for by the Shire of Dowerin. Pre-existing illness will not preclude the recruitment process.

CONTACT NUMBER

Please ensure that you provide a convenient telephone number and/or email so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

WRITTEN APPLICATIONS

The organisation is pleased to accept all applications for the position and does not favour hand-written applications over typed applications, or vice versa. All applications should be neat and legible for ease of reading by the selection panel.

LATE APPLICATIONS

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

INTERVIEWS

Interviews will be held at the Shire of Dowerin Administration Office.

CODE OF CONDUCT

Ensure professional conduct is of the highest standard in accordance with the organisations. Code of Conduct and policies as adopted and modified from time to time.

EQUAL OPPORTUNITY

The Shire maintains an equal employment opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.