



# MANAGER GOVERNANCE AND COMPLIANCE

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## POSITION DESCRIPTION

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# THE SHIRE OF BOYUP BROOK

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

## OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.



### Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



### Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



### Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.



### Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



### Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

# Manager Governance and Compliance

<b>Position no:</b>		<b>Date effective</b>	18 June 2026
<b>Level:</b>	Level 8	<b>Agreement/Award:</b>	LGIA2020 (State)
<b>Division:</b>	Corporate Services		
<b>Responsible to:</b>	Chief Executive Officer		

## 1 Position Objectives

The Manager Governance & Compliance is responsible for leading and continuously improving the Shire's governance, risk, compliance and procurement functions. The position provides strategic, legislative and operational advice to the Chief Executive Officer and Executive Management team, ensuring robust governance frameworks, legislative compliance, effective risk management and best practice procurement across the organisation.

## 2. Key Responsibilities

### 2.1. Governance and Risk:

- 2.1.1. Provide strategic governance advice and guidance to the CEO, Executive Management team and staff on governance, compliance and legislative matters
- 2.1.2. Lead the continuous improvement of governance, compliance and risk management frameworks, systems and processes to promote transparency, accountability and organisational effectiveness.
- 2.1.3. Oversee Council's compliance monitoring framework, including reporting on compliance obligations, legislative requirements and key governance matters to the Executive Leadership Team and Council.
- 2.1.4. Manage Council's delegations and authorisations framework, including the preparation, review and administration of delegation and authorisation instruments and promoting organisational awareness of delegated authority.
- 2.1.5. Coordinate the development, review and maintenance of Council policies, local laws, governance registers and statutory documents to ensure legislative compliance and public accessibility where required.
- 2.1.6. Monitor legislative changes and emerging governance requirements and ensure critical obligations, deadlines and compliance actions are communicated and achieved.
- 2.1.7. Prepare Council reports, briefing papers, submissions, policies, correspondence and other governance documentation.
- 2.1.8. Coordinate statutory governance processes including local government elections, elected member inductions, primary and annual returns, and the Annual Meeting of Electors.
- 2.1.9. Provide governance support for Public Interest Disclosures, Elected Member Code of Conduct complaints and other governance investigations as required.
- 2.1.10. Coordinate the Audit, Risk and Improvement Committee and oversee the implementation, monitoring and reporting of audit recommendations, governance initiatives, business improvement actions and risk management outcomes.
- 2.1.11. Lead the implementation and ongoing review of the Shire's Risk Management Framework, risk registers and associated governance systems to support organisational compliance and informed decision-making.

- 2.1.12. Support organisational compliance with privacy, information governance and responsible information sharing obligations.
- 2.1.13. Liaise with legal service providers and coordinate the obtaining of legal advice relating to governance, compliance and legislative matters.
- 2.1.14. Participate in cross-functional working groups and undertake governance-related projects, research and continuous improvement initiatives.
- 2.1.15. Undertake other duties consistent with the level and responsibilities of the position.

## **2.2. Procurement**

- 2.2.1 Lead and coordinate medium and high-risk procurement activities, including procurement planning, market engagement, tender development, evaluation and contract establishment in accordance with legislative, policy and probity requirements.
- 2.2.2 Monitor, review and audit procurement activities to ensure compliance with procurement legislation, policies, procedures and best practice standards
- 2.2.3 Facilitate tender and quotation evaluation processes, ensuring transparency, fairness, accountability and probity throughout the procurement lifecycle.
- 2.2.4 Identify, assess and manage procurement risks and opportunities to support organisational objectives, value for money outcomes and legislative compliance.
- 2.2.5 Investigate, develop and implement strategic, regional and collaborative procurement opportunities that deliver organisational and community benefits.
- 2.2.6 Provide advice, training and support to stakeholders on procurement processes, probity requirements and procurement governance, while promoting continuous improvement across the organisation.

## **2.3. Customer Service and Stakeholder Engagement**

- 2.3.1 Deliver and promote a customer-focused approach by providing accurate, timely and professional assistance to internal and external stakeholders.
- 2.3.2 Communicate effectively on behalf of the Shire, supporting efficient organisational outcomes and fostering positive working relationships.
- 2.3.3 Maintain constructive and collaborative relationships with , community members, businesses, government agencies and other stakeholders, ensuring interactions are conducted ethically, transparently and in accordance with Council policies and values.

## **2.4. Other duties**

- 2.4.1. Undertake other duties consistent with the level, responsibilities and objectives of the position, as directed by the Chief Executive Officer.

## **3. PERFORMANCE OF DUTIES**

- 3.1. Perform the duties of the position efficiently, effectively and economically, ensuring a high standard of work that supports the objectives and reputation of the Shire of Boyup Brook.
- 3.2. Exercise sound judgement and perform all duties impartially, ethically and in the best interests of the Shire.
- 3.3. Comply with all applicable legislation, regulations, policies, procedures and lawful directions, including the *Local Government Act 1995*, the Shire's Code of Conduct and other relevant governance requirements.
- 3.4. Demonstrate and promote the Shire's Corporate Values through professional conduct, leadership and decision making
- 3.5. Act with integrity by:
  - Demonstrating ethical behaviour and accountability in all aspects of work.

- Being reliable and following through on commitments
- Communicating respectfully and professionally with others
- Taking responsibility for actions, decisions and outcomes
- Contributing positively to a culture of transparency, respect and continuous improvement

#### 4. KEY PERFORMANCE INDICATORS

The Chief Executive Officer will conduct an evaluation of the Manager Governance and Compliance's performance. The annual review will include an assessment of achievement against the Objectives of the Role in line with the Role Responsibilities outlined above.

#### 5. SAFETY AND DUTY OF CARE

The Shire of Boyup Brook is committed to providing and maintaining a safe and healthy workplace. Employees are required to comply with the *Work Health and Safety Act 2020*, *Work Health and Safety (General) Regulations 2022*, and all Shire policies, procedures and lawful directions relating to health and safety.

While at work, employees must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

Employees are expected to actively contribute to a safe workplace by identifying and reporting hazards, incidents, unsafe behaviours and risks, and by ensuring that interactions with employees, contractors, volunteers and members of the public are conducted in a safe and responsible manner.

#### 6. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be eligible for permanent employment with the Shire of Boyup Brook, applicants must be an Australian citizen, permanent resident, or hold a visa that permits ongoing employment in Australia. Applicants holding temporary work visas may be considered for fixed-term or casual employment, subject to the conditions of their visa.

Appointment to this position is subject to the satisfactory completion of pre-employment screening, which may include:

- Verification of the right to work in Australia.
- Pre-employment medical assessment, including drug and alcohol screening.
- Current National Police Clearance (issued within the previous three months).
- Verification of qualifications, licences and registrations relevant to the position.
- Professional reference checks.

## 7. REQUIRED SKILLS AND QUALIFICATIONS

The Shire of Boyup Brook is committed to equal employment opportunity and selecting employees on merit. The Shire values diversity and does not discriminate on the basis of age, gender, marital status, pregnancy, race, disability, religion or political belief.

### *Essential Knowledge, Skills and Attributes*

**Qualifications** – Relevant tertiary qualification in governance, public administration, law, business, commerce, procurement, local government or a related discipline, or an equivalent combination of qualifications and demonstrated experience.

**Teamwork** – Demonstrated ability to work collaboratively within a high performing team, build positive working relationships and support others to achieve organisational objectives.

**Customer Service** – Commitment to delivering professional, responsive and customer-focused service to internal and external stakeholders.

**Workplace Health and Safety** – Demonstrated commitment to workplace health and safety, organisational risk management and compliance with relevant legislation, policies and procedures.

**Governance and Compliance** – Sound knowledge of the Local Government Act 1995, associated legislation and governance principles, with the ability to interpret and apply legislative, regulatory and policy requirements.

**Workflow and Project Management** – Highly developed organisational skills with the ability to plan, prioritise and manage multiple tasks and projects to achieve quality outcomes within required timeframes.

**Communication** – Highly developed written and verbal communication skills, including the ability to prepare reports, policies and correspondence, and communicate effectively with Councillors, employees, contractors and external stakeholders.

**Conflict Resolution** – Demonstrated ability to manage sensitive issues and resolve conflict professionally, objectively and collaboratively.

**Strategic Thinking** – Demonstrated ability to think strategically, identify governance risks and opportunities, and develop practical solutions that support organisational objectives and legislative compliance.

**Planning and Organisation** – Ability to plan, coordinate and manage competing priorities while maintaining accuracy and attention to details.

**Integrity and Professionalism** – Demonstrated ethical behaviour, sound judgement, accountability and commitment to the Shire's values, maintaining confidentiality and professionalism at all times.

**Problem Solving** – Demonstrated analytical and critical thinking skills, with the ability to identify issues, assess risks and implement practical, solutions focused outcomes.

**Leadership and Influence** – Demonstrated ability to lead initiatives, influence positive outcomes, foster collaboration and drive continuous improvement across the organisation.

### ***Desirable Qualifications and Experience***

- Minimum five (5) years' experience governance, compliance, procurement or a related role within local government or the public sector.
- Experience supporting Council, Committee, Audit and Risk Committee (ARIC) functions.
- Experience leading procurement and tendering activities within a regulated environment.
- Current unrestricted Western Australian "C" Class Driver's Licence.

## **8. LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS**

### ***Reports to:***

- Chief Executive Officer

### ***Internal Liaisons:***

- Chief Executive Officer
- Executive Manager Operation Services
- Executive Manager Corporate Services
- Privacy and Information Sharing Officer
- Elected Members
- Other Shire staff

### ***External Liaisons:***

- Local Contractors and Businesses
- Procurement organisations
- WA Local Government Association
- Government Agencies
- Members of the public and community groups

## **8. OTHER RELEVANT INFORMATION**

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

## **9. NORMAL WORKING HOURS**

As agreed.

## 10. KEY PERFORMANCE INDICATORS

At least once in each calendar year the position supervisor will conduct an evaluation of the Manager's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

## 11. CERTIFICATION

As Chief Executive Officer, I confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

	<b>Signature</b>
<b>Employee:</b>	
<b>Date</b>	
<b>Chief Executive Officer</b>	
<b>Date</b>	