Principal Governance Officer – ICT, Procurement and Contracts

Position Description

Position type	Full time
Position classification	Local Government Officers (WA) Award
Remuneration level	Level 9
Primary work location	Located on site in Halls Creek
Reports to	Director Corporate and Governance
Department	Corporate and Governance
Date last reviewed	3 November 2026

About the Shire of Halls Creek

Located in the Kimberley region of Western Australia, the Shire of Halls Creek (Shire) is one of Australia's iconic outback areas with a unique cultural and heritage environment.

The Shire covers 142,908 square kilometres of the Kimberley and is approximately 2,850 kilometres to the north east of Perth and 362 kilometres south of Kununurra. The Northern Territory forms the eastern boundary of the Shire with the Shire of Wyndham-East Kimberley to the north, the Shire of Derby-West Kimberley to the west and the Shire of East Pilbara to the south and west.

The remote communities of Balgo (Wirrimanu), Billiluna (Mindibungu), Mulan, Ringer Soak (Kundat Djaru), Warmun (Turkey Creek) and Yiyili are an integral part of the Shire with around 3,000 people residing outside of the Halls Creek town site. Throughout the Shire there are also a number of smaller communities.

The Shire is connected by 391 kilometres of sealed roads and 1,449 kilometres of unsealed roads requiring extensive maintenance work due to seasonal flooding.

Our operating environment

The Shire operates within a broad legislative framework that includes but is not limited to:

- *Disability Services Act 1993 (WA)*
- *Fair Trading Act 2010 (WA)*
- *Fair Work Act 2009 (Cth) and Fair Work Regulations 2009*
- *Financial Management Act 2006*
- *Income Tax Assessment Act 1936 (Cth) (as amended)*
- *Income Tax Assessment Act 1997 (Cth) (as amended)*
- *Work Health and Safety Act 2020*
- *Privacy Act 1988 (Cth)*
- *State Records Act 2000 (WA)*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*

The Shire is enabled by the *Local Government Act 1995* and its regulations. It operates under two industrial awards being Local Government Officers (Western Australia) Award and the Municipal Employees (Western Australia) Award.

Our vision and goals

Our 2015-2025 strategic community plan outlines a clear vision for the Shire to be economically diverse, caring and proactive with a strong sense of responsibility and pride. This vision will be realised through four strategic goals: Local Jobs, Local Economy, Local Social and Local Leadership.

Our values

As one of the biggest employers in the Shire, our goal is to be a great place to work where everyone matters and there are opportunities to grow. We have a strong commitment to well-being, health and safety, diversity and inclusion. Everything Council does is underpinned by our values, which define the culture of the organisation and the behaviours that shape our interaction with the community and each other. Our values are depicted below and they are embedded in everyone's roles.



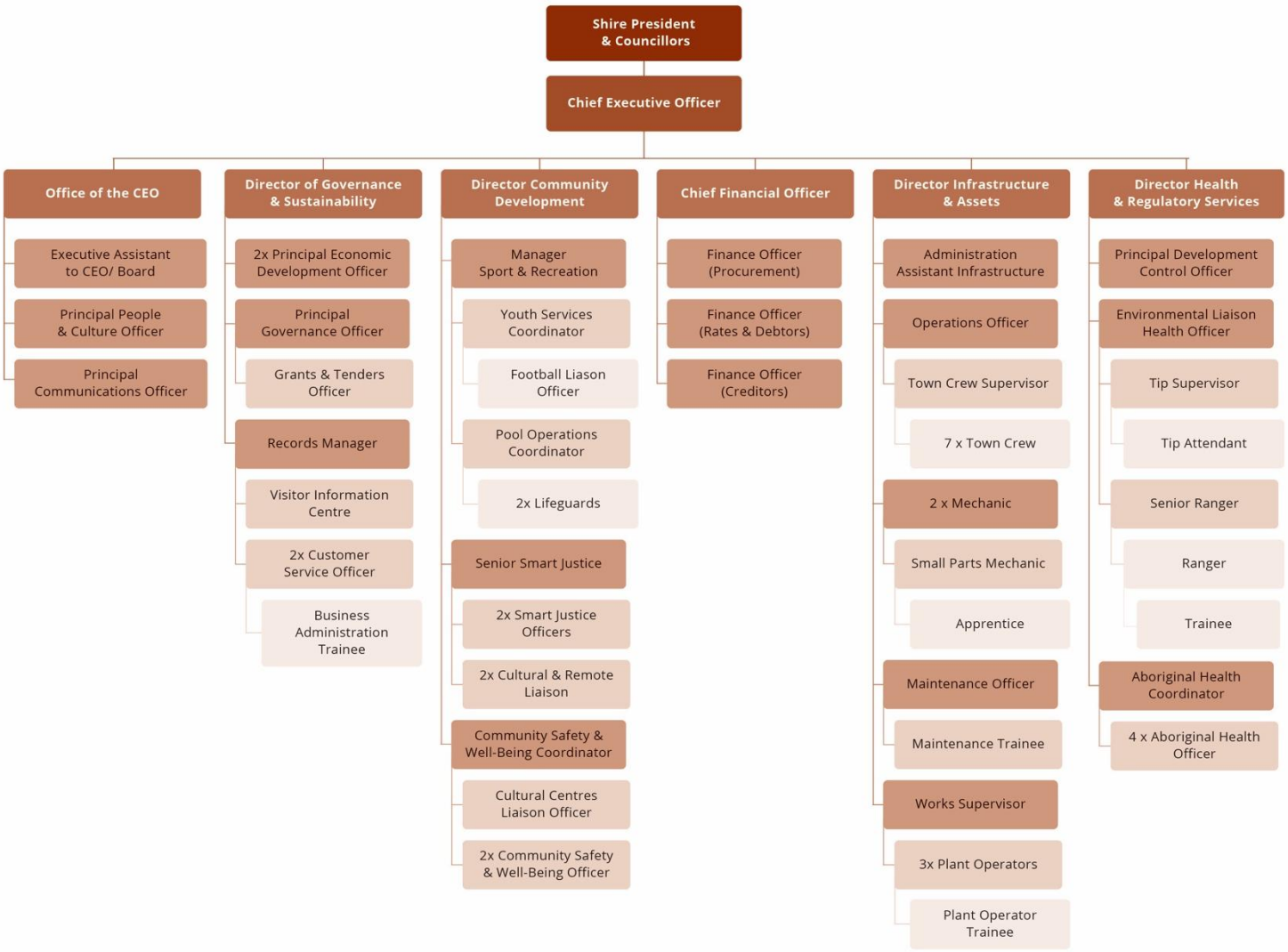
Community aspirations

Through consultations with community on development of the 2015-2025 strategic community plan, the following community aspirations were identified. We strive to work with the community to realise these aspirations.

Aspiration	Benefits
Community involvement	Values the contributions of all groups and ages and generates opportunities for active participation by residents in planning and action.
Respect for, and engagement with the traditional owners of the land.	Ensuring pace and level of development impacting Indigenous communities is guided by the Traditional Owners.
Social inclusiveness	Promotes a future for all residents, actively strengthens the social fabric of the community, values diversity and responds to special needs and disadvantage.
Positive Mindset	Fosters community attitudes that embrace change, proactive 'can do' behaviours, optimism, hopefulness and the belief in the community being architects and builders of their social and economic future.
Access and Equity	Provides all residents with adequate health, educational, learning, housing and recreational opportunities, facilities and programs.

Celebration	Encourages pride and times of celebration relating to the town's heritage, uniqueness, cultures and achievements.

Our structure



Your role

As the Principal Governance Officer – ICT, Procurement and Contracts, you will lead and coordinate the Shire's information and communications technology governance, procurement and contract-management functions. You will provide specialist advice to the Chief Executive Officer, Executive Leadership Team and employees to support secure, compliant and value-for-money decisions.

You will oversee ICT planning, systems governance, cybersecurity coordination, technology providers, procurement processes, tender administration, purchasing compliance and the contract lifecycle. The role is responsible for ensuring that ICT services and procurement activities are effectively planned, appropriately controlled, properly documented and aligned with legislative requirements and the Shire's strategic and operational priorities.

Responsibilities

Activities	Responsibilities
Plan	1. Develop and maintain annual ICT, procurement and contract-management work plans aligned with the Shire's strategic and operational priorities. 2. Coordinate long-term planning for ICT infrastructure, systems, applications, cybersecurity, telecommunications, equipment replacement and digital-service requirements. 3. Develop and maintain an annual procurement plan covering anticipated quotations, tenders, significant purchases and contract renewals. 4. Coordinate forward planning for contract commencement, review, extension, renewal, expiry and close-out activities. 5. Assist departments to scope procurement requirements, develop specifications, establish evaluation criteria and identify appropriate procurement methods. 6. Support budget planning for ICT systems, equipment, licences, subscriptions, consultancy services, procurement activities and contractual commitments. 7. Identify ICT, procurement, supplier and contractual risks and incorporate appropriate controls into organisational planning.
Develop & Implement	8. Develop, implement and maintain the Shire's ICT governance, procurement and contract-management frameworks, policies, procedures, templates and supporting systems. 9. Coordinate formal procurement processes, including requests for quotations, requests for tender, expressions of interest and other approved sourcing activities. 10. Support the preparation of procurement plans, specifications, evaluation documentation, Council reports, recommendations, purchase orders and contract documentation. 11. Establish and maintain consistent procurement evaluation, due-diligence, conflict-of-interest, confidentiality and probity processes. 12. Develop and maintain the Shire's central contracts register, procurement register, tender register, supplier records and supporting documentation. 13. Coordinate contract establishment, execution, variations, extensions, renewals, performance monitoring, dispute management and close-out processes. 14. Develop and maintain ICT asset registers, software and licence registers, user-access records, technology service agreements and system documentation. 15. Coordinate ICT service providers and vendors to support reliable systems, user support, infrastructure maintenance, cybersecurity, backups and disaster recovery. 16. Develop and implement controls for system access, information security, technology procurement, software licensing, acceptable use and ICT asset management. 17. Support the implementation and improvement of business systems, digital platforms and technology-enabled processes across the organisation.

Evaluate, Report & Record	18. Monitor compliance with procurement legislation, regulations, Council policies, purchasing thresholds, delegated authorities and approved procurement processes. 19. Monitor ICT service performance, system availability, cybersecurity risks, licence compliance, asset condition and vendor performance. 20. Monitor contract performance, expenditure, deliverables, key dates, insurance requirements, variations, disputes and supplier obligations. 21. Prepare ICT, procurement and contract-management reports for Council, committees, the Chief Executive Officer and Executive Leadership Team. 22. Review procurement activity and cumulative supplier expenditure to identify non-compliance, procurement risks and opportunities for coordinated purchasing. 23. Coordinate procurement, contract and ICT compliance reviews, internal audits and the implementation of agreed corrective actions. 24. Maintain accurate and complete records of quotations, tenders, evaluations, contracts, approvals, variations, ICT assets, licences and vendor arrangements. 25. Evaluate the effectiveness of ICT systems, procurement practices and contract-management arrangements and recommend improvements. 26. Identify and report cybersecurity incidents, technology failures, procurement breaches, unmanaged contracts and emerging supplier risks.
Promote	27. Promote ethical, transparent, competitive and value-for-money procurement practices across the Shire. 28. Promote secure and responsible use of ICT systems, devices, networks, information and digital services. 29. Develop and deliver training, guidance materials and information sessions relating to procurement, tendering, contract management, cybersecurity and ICT responsibilities. 30. Support managers and employees to understand their responsibilities for procurement planning, contract ownership, ICT security and records management. 31. Encourage early engagement with the position before significant purchasing, contracting or technology decisions are made. 32. Promote local and regional supplier participation where permitted and consistent with legislation, Council policy and value-for-money principles. 33. Promote continuous improvement, standardisation and digital innovation across the Shire's administrative and operational systems.
Advise & Advocate	34. Provide authoritative advice to Council, committees, the Chief Executive Officer, Executive Leadership Team and employees on ICT governance, procurement and contract-management matters. 35. Advise employees on procurement methods, purchasing thresholds, exemptions, evaluation processes, conflicts of interest, probity and documentation requirements. 36. Advise contract owners on contract interpretation, performance requirements, variations, extensions, disputes, renewals and close-out arrangements. 37. Provide advice on ICT systems, cybersecurity controls, software licensing, user access, technology risks and vendor arrangements.

	38. Liaise with suppliers, contractors, tenderers, ICT service providers, legal advisers, auditors and government agencies as required. 39. Advocate for secure, sustainable and fit-for-purpose technology solutions that support the Shire's service-delivery requirements. 40. Advocate for effective procurement planning, active contract management, transparent decision-making and appropriate segregation of duties.

Mandatory requirements

Demonstrated Experience	• Substantial experience in ICT governance, procurement, contract management, commercial administration or a related governance function, preferably within a local government or public-sector environment. • Demonstrated experience coordinating formal procurement processes, including requests for quotation, tenders, evaluations, recommendations and contract establishment. • Demonstrated experience developing and maintaining procurement policies, procedures, templates, registers and compliance controls. • Experience managing the contract lifecycle, including establishment, execution, performance monitoring, variations, extensions, renewals, disputes and close-out. • Demonstrated experience coordinating ICT services, systems, assets, vendors, software licences, telecommunications or technology projects. • Experience supporting information-security, cybersecurity, access-control, backup, disaster-recovery and ICT business-continuity arrangements. • Demonstrated ability to interpret and apply the *Local Government Act 1995*, associated regulations, procurement requirements, contracts and Council policies. • Experience preparing procurement plans, specifications, evaluation documentation, Council reports, briefing papers and formal contractual correspondence. • Experience providing specialist procurement, contract-management or ICT advice to executive management, managers and employees. • Demonstrated experience managing confidential and commercially sensitive information with integrity and discretion.
Skills	• Strong knowledge of procurement, tendering, contract-management and commercial-governance principles. • Sound knowledge of ICT governance, cybersecurity, information systems, infrastructure, software licensing and vendor management. • Strong written communication skills, including the ability to prepare specifications, reports, policies, procedures, contracts and procurement documentation. • High-level research, analytical, commercial and problem-solving skills. • Excellent organisational, project-management and time-management skills, with the ability to manage competing priorities and critical deadlines. • Strong interpersonal, negotiation, consultation and stakeholder-management skills.

	• Ability to interpret legislation, contracts, policies and technical information and provide clear, practical advice. • Advanced computer, data-management and records-management skills. • High level of integrity, impartiality and attention to detail.
Role Specific Requirements	• Comprehensive understanding of the procurement and tendering requirements applying to Western Australian local governments. • Demonstrated understanding of contract-law principles, procurement probity, conflict-of-interest management, delegated authority and segregation of duties. • Demonstrated understanding of ICT governance, cybersecurity risks, access controls, software licensing, data protection and technology service management. • Ability to independently coordinate procurement processes and maintain confidentiality, fairness and procedural integrity. • Ability to manage relationships with suppliers, contractors and service providers while protecting the Shire's interests. • Ability to attend Council, committee, evaluation panel, project and supplier meetings outside normal working hours when required. • Ability to travel within the Shire and to remote communities when required.
Qualifications	• Tertiary qualification in procurement, contract management, information technology, cybersecurity, business, law, governance, public administration or a related discipline, or equivalent substantial relevant experience. • Relevant professional qualification or certification in procurement, contract management, project management, ICT governance or cybersecurity is highly desirable. • Membership of a recognised procurement, contract-management, governance or ICT professional body is desirable. • Training in the *Local Government Act 1995*, associated regulations, public-sector procurement, tender evaluation, probity or contract management is desirable.
Licenses	• Current unrestricted Western Australian C Class Drivers Licence. • Eligibility to obtain and maintain any security, probity or integrity clearances required by the Shire.
Pre-employment Medical & Drug Test	It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test. It is a requirement of this role that psychometric testing be undertaken.
National Criminal Clearance	It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.

Working with Children Clearance	This position does not require the occupant to hold, and maintain during employment, a valid Working with Children Check (WWCC).
Compliance and Work Health & Safety (WHS	All employees of the Shire are required to comply with statutory, regulatory and organisational obligations, including but not limited to: • Comply with all Work Health and Safety legislation, regulations, codes of practice, and the Shire's WHS policies and procedures. • Participate in safety training, consultation, and risk management processes. • Use personal protective equipment (PPE) and safety equipment as required. • Carry out duties in compliance with the *Local Government Act 1995*, associated regulations, and Council policies. • Comply with all relevant legislation, awards, industrial instruments, policies, and procedures applicable to the role.

Corporate requirements

- Comply with the Shire of Halls Creek Code of Conduct
- Commit to equity, diversity, and inclusion, with cultural awareness and respect for Aboriginal heritage and community priorities
- Participate in staff performance and career development program
- Commit to the wellbeing, health and safety of everyone

Tools of trade

Please select the items that are required by the officer to do their job:

☒ Mobile Phone ☒ Executive Laptop

Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Susan Leonard
Chief Executive Officer Date: 3 November 2026

I have read, understood, and agree to the requirements and responsibilities outlined in this Position Description.

Signed…… Date……

Employee