Principal Governance Officer – Council

Position Description

Position type	Full time
Position classification	Local Government Officers (WA) Award
Remuneration level	Level 9
Primary work location	Hybrid work model may be considered for the right candidate, subject to operational requirements and demonstrated performance.
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

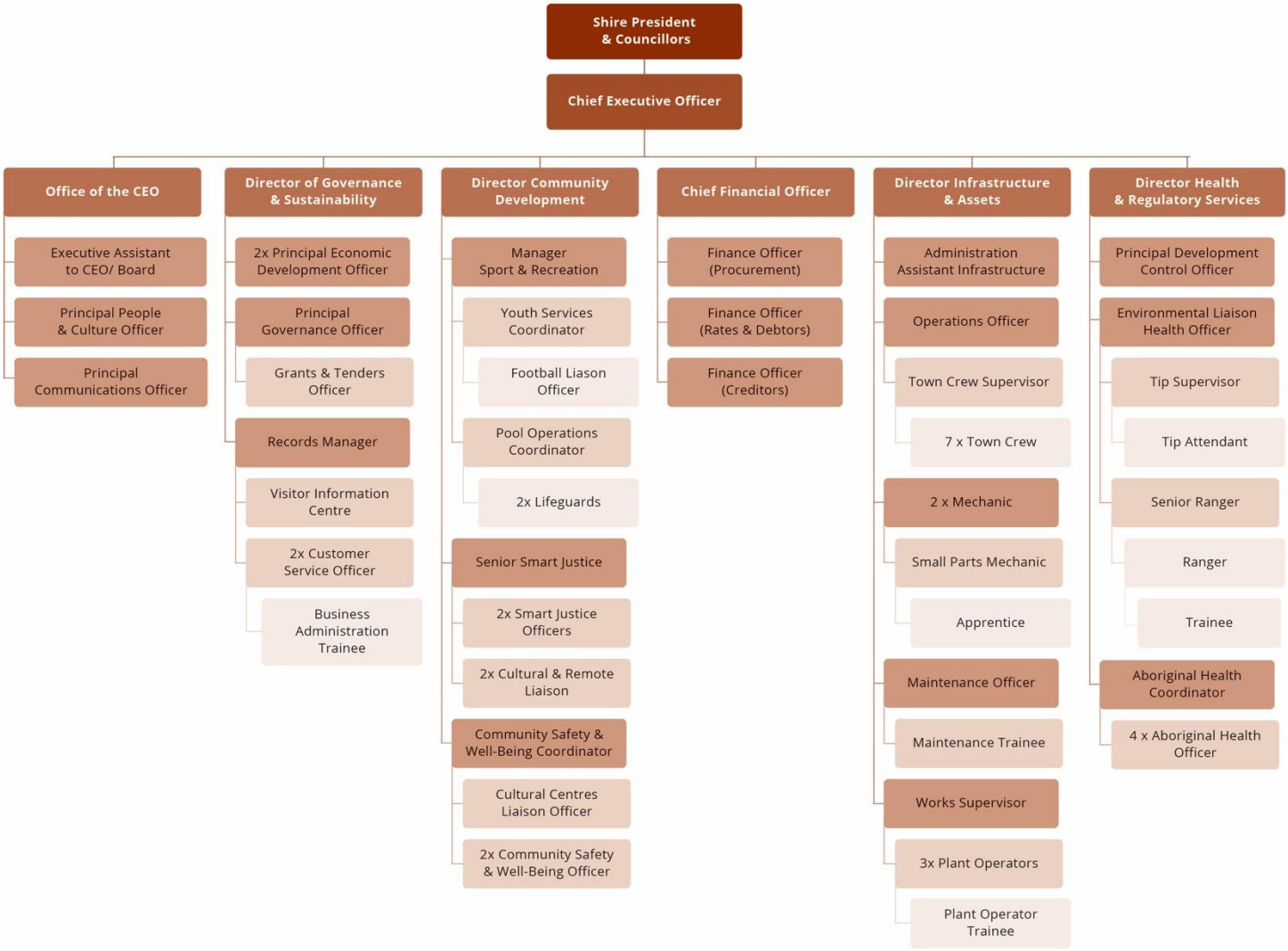
Through consultations with community on development of the 2015-2025 strategic community plan, the following community aspirations were identified. We strive to work with the community to realise these aspirations.

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.

Principal Governance Officer – Council

Position Description

Our structure



Your role

The Principal Governance Officer – Council provides high-level specialist support in Council and corporate governance, ensuring the Shire meets its statutory obligations under the Local Government Act 1995 and associated legislation. The position coordinates Council and committee meetings, agendas, minutes, policies, delegations and statutory registers; provides procedural and legislative advice to elected members and employees. The role also assists with governance reviews, legislative compliance, Audit, Risk and Improvement Committee activities, elected-member support and the continuous improvement of the Shires governance systems and practices.

Responsibilities

Activities	Responsibilities
Plan	1. Develops and maintain an annual governance calendar covering all Council and committee requirements.

	2. Coordinates forward planning for Council agendas, briefing sessions, workshops and committee meetings. 3. Plans governance and legislative compliance activities in accordance with organisations priorities. 4. Supports the planning of elected-member inductions, professional development and governance training.
Develop & Implement	5. Coordinates the preparation, publication and distribution of Council and committee agendas, minutes and supporting documentation. 6. Maintains systems for managing Council resolutions, actions, policies, delegations, disclosures of interest and statutory registers. 7. Coordinates the administration of the Audit, Risk and Improvement Committee and other Council committees. 8. Supports the conduct of local government elections, extraordinary elections and elected-member induction processes.
Evaluate, Report & Record	9. Prepare governance reports, briefing papers, recommendations and statutory submissions for Council, committees, the CEO and executive management. 10. Coordinates completion of the annual Compliance Audit Return and other required governance reviews. 11. Maintains accurate records of Council and committee decisions, disclosures, delegations, policies and governance actions. 12. Ensures agendas, minutes, registers and statutory documents are published and retained within required timeframes.
Promote	13. Provides procedural advice to Council and committees, the CEO, executive management and employees. 14. Provides guidance on meeting procedures, conflict of interest, confidentiality, delegations and statutory decision-making. 15. Develops and delivers governance training, information sessions and practical guidance materials.
Advise & Advocate	16. Supports elected members in understanding their statutory roles, responsibilities and conduct obligations. 17. Advises report authors on the preparation and quality of Council and committee reports. 18. Advocates for sound governance practices and continuous improvement across the organisation. 19. Supports transparent community participation in Council decision-making and access to public information.

Mandatory requirements

Demonstrated Experience	• Substantial experience in local government governance, including Council and committee administration. • Demonstrated experience preparing agendas, minutes, reports, resolutions and other formal meeting documentation. • Demonstrated ability to interpret and apply the *Local Government Act 1995*, associated regulations and relevant legislation.

	• Experience providing governance and procedural advice to elected members, executive management and employees. • Demonstrated experience developing and maintaining policies, delegations, statutory registers, compliance reviews and governance frameworks. • Experience coordinating Audit, Risk and Improvement Committee activities, legislative compliance reviews and governance improvement initiatives.
Skills	• Strong knowledge of local government legislation, governance principles and Council meeting procedures. • Strong written communication skills. • High-level research, analytical and problem-solving skills. • Excellent organisation and time management skills. • Strong interpersonal and advisory skills. • Advanced computer and records-management skills.
Role Specific Requirements	• Comprehensive understanding of the *Local Government Act 1995*, associated regulations and local government governance requirements. • Ability to attend Council, committee, briefing and workshop meetings outside normal working hours when required.
Qualifications	• Tertiary qualification in governance, law, public administration, business or related discipline, or equivalent relevant experience. • Relevant professional qualification or certification in local government is highly desirable. • Training in the *Local Government Act 1995* and associated regulations 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