Position Description

Position Title	**Executive Manager Governance**
Department	Governance
Award	Negotiated contract
Level	Executive
Employment	Permanent, full-time

Position Summary

As a member of the Executive Leadership Team, the position has dedicated responsibility for governance, statutory compliance, Council meeting support, policy, records, human resources and communications, and oversees risk management and information technology.

The position is supported by an Executive Assistant and a Corporate Services Assistant, who also provide direct support to the CEO.

Key Duties and Responsibilities

Governance and Statutory Compliance:

- Oversee the Shire's governance framework and ensure all governance and statutory compliance obligations, including deadlines and returns, are completed and met
- Coordinate the annual Compliance Audit Return, the Annual Report, the annual electors' meeting and local government elections
- Maintain statutory registers, including delegations, financial interests (primary and annual returns), gifts and complaints
- Coordinate the annual review of delegations and the review of policies, local laws and the Code of Conduct
- Provide advice to employees on the Local Government Act 1995

Council Meeting Support and Civic Functions:

- Manage the preparation, quality control and distribution of agendas and minutes for Council, committee and electors' meetings within statutory timeframes
- Track the implementation of Council resolutions
- Coordinate Councillor induction, training and continuing professional development records
- Coordinate Australian citizenship ceremonies, including liaising with the Department of Home Affairs on documentation and ceremony arrangements

Risk and Records:

- Coordinate the review and update of the risk management framework and risk register, and report on risk to the Audit, Risk and Improvement Committee

- Oversee recordkeeping in line with the State Records Act 2000 and the Shire's Recordkeeping Plan, and manage Freedom of Information and Public Interest Disclosure processes

Human Resources:

- Manage recruitment, onboarding, position descriptions, performance review and training processes in line with section 5.40 of the Act
- Lead work health and safety for the Governance portfolio under the Work Health and Safety Act 2020 (WA), working with the Shire's work health and safety contractor and the Executive Manager Works
- Coordinate workers' compensation claims with the Executive Manager Corporate Community and Commercial
- Coordinate injury management and return to work for injured employees, working with the employee's Executive Manager

Communications and Information Technology:

- Manage corporate communications, the website, social media and public notices
- Manage the external contractor engaged to provide the Shire's information technology services, cyber security and business continuity arrangements

Leadership:

- Lead, supervise and develop the Executive Assistant and Corporate Services Assistant
- Contribute to whole-of-organisation leadership as a member of the Executive Leadership Team
- Prepare and present reports to Council

Organisational Duties and Responsibilities

- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour
- Adhere to and comply with governance principles, Council procedures and policies, delegations, lawful directions and the Shire's Code of Conduct for Employees
- Create and maintain accurate records in accordance with the State Records Act 2000 and the Shire's Recordkeeping Plan
- Use Shire funds, vehicles, plant, equipment and information responsibly and only for authorised purposes
- Participate in the development of a safe and healthy workplace
- Cooperate with management in its fulfilment of its obligations under the Work Health and Safety Act 2020 (WA)
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care under the Work Health and Safety Act 2020 (WA)
- To report any injury, hazard, incident or illness immediately
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Carry out other duties within their skills, competence and training as directed

Statutory Framework – Local Government Act 1995 (WA)

- The position is established under section 5.36(1)(b) of the Local Government Act 1995 (WA) (the Act) and forms part of the organisational structure endorsed by Council on 11 November 2026 (Resolution 177/26)
- Appointment is made by the Chief Executive Officer under sections 5.36(3) and 5.41(1) and (2)(d) of the Act. Selection is on the basis of merit and equity, without nepotism, patronage or unlawful discrimination, in accordance with section 5.40

- The occupant must comply with the Shire's Code of Conduct for Employees prepared under section 5.51A of the Act
- The CEO will review the occupant's performance at least once in every year of employment, as required by section 5.38.
- The Shire has not designated any senior employees under section 5.37 of the Act, and the employment, management, supervision and direction of this position rest with the CEO under section 5.41.
- The occupant must disclose any interest when giving advice or a report to Council or a committee (section 5.70) and, as a designated employee exercising delegated powers, must lodge primary and annual returns (sections 5.75 and 5.76)
- The occupant exercises only those powers and duties delegated in writing by the CEO under section 5.44 and recorded in the Delegations Register

Key Reporting Relationships

Reporting to:
Chief Executive Officer

Other positions reporting into this position:
Executive Assistant
Corporate Services Assistant

External relationships:
Councillors, through the CEO
Government agencies
WALGA, LGIS and legal advisers
Ratepayers and community members

Key Behavioural and Capability Indicators — Level - Advanced

The Key Behavioural and Capability Framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth workforce leadership group of capabilities for roles with people management responsibilities. These groups work together to provide an understanding of the capabilities needed for the role

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment and in the annual performance review. The focus capabilities for this role are shown below with a brief explanation of what each capability covers

- **Act With Integrity** – Acts honestly, ethically and with discretion; Follows the Code of Conduct, legislation and Shire policy; Reports inappropriate behaviour, misconduct and conflicts of interest
- **Demonstrate Accountability** – Takes responsibility for own work and decisions within delegated authority; Follows safe work practices; Identifies and manages risk
- **Communicate and Engage** – Communicates clearly and respectfully; Listens; Tailors the message to the audience; Writes clearly for the purpose
- **Think and Solve Problems** – Gathers and analyses information; Identifies issues early; Develops practical solutions
- **Plan and Prioritise** – Plans and organises work to meet deadlines and priorities; Adjusts to changing demands; Monitors progress
- **Manage and Develop People** – Sets clear expectations; Coaches and reviews performance; Addresses performance and conduct issues fairly and promptly

- **Inspire Direction and Purpose** – Translates Council and CEO direction into clear team goals; Models the Shire's values; Builds a positive culture
- **Lead and Manage Change** – Leads improvement and change; Consults and brings people along; Embeds new ways of working

Selection Criteria

Knowledge and Experience

- Substantial experience in governance, compliance or corporate services at a senior level, preferably in local government
- Detailed working knowledge of the Local Government Act 1995 (WA) and its regulations
- Experience preparing agendas, minutes and reports for a council meeting
- Experience in risk management, records management, human resources and communications

Skills

- Highly developed written communication skills, including report and policy writing
- Sound judgement, discretion and the ability to give frank, well-reasoned advice
- Strong planning and organisational skills, with the ability to manage competing statutory deadlines
- Proven ability to lead and develop a small team
- (Desirable) Experience with SynergySoft, Spark (website software), Doc Assembler, Intranet and social media platforms

Qualifications

- Tertiary qualification in governance, public administration, human resource management, business or a related discipline, or equivalent senior experience

Eligibility and inherent requirements associated with the position

- Current satisfactory National Police Clearance
- Medical Clearance relevant to the role, including drug and alcohol screening
- Current WA 'C' driver's licence
- Full working rights
- Willingness to live in Menzies. Shire housing is provided as part of the employment package
- Availability to attend Council meetings and other commitments outside normal business hours

I have read and understood this position description.

Name of current incumbent:	**Signature:**	**Date:**
Chief Executive Officer	**Signature:**	**Date:**
Anita Nathan (Anitha Varadaraj)		