



Shire of Wyalkatchem

Application Package

Governance and Compliance Coordinator



March 2026

About Wyalkatchem

Located just 192 kilometres, or a two-hour drive, from Perth, Wyalkatchem is a historic central Wheatbelt community with strong foundations in wheat and sheep production. The town is well supported by key infrastructure and high-quality facilities, including a museum, sporting clubs (golf, cricket and bowls), Men's Shed, Community Resource Centre, library, medical services, school, and an Olympic-sized swimming pool.

The Shire of Wyalkatchem is entering a positive and forward-looking phase, delivering new projects under the leadership of a united Council of seven elected members, with Cr Christy Petchell elected President in October 2025 and the commencement the new Chief Executive Officer, Tom Kettle, in March 2026.

This Role

Local Government is a highly regulated sector. It manages risk and handles many complex tasks by delivering good governance and ensuring compliance. This important position will support council and the Chief Executive Officer in delivery of Council's Vision by carrying out all requirements within Council policy for the following key responsibility areas:

- **Governance and Council relations.**
- **Compliance and risk management.**
- **Emergency management.**

A full Position Description is listed later in this package.

Reporting to the Manager of Corporate Services and working across the organisation, this role will support all governance and compliance activities of the local government.

The Offer

This position attracts a very competitive salary of \$87,456 plus 12% superannuation guarantee (\$10,495) plus up to an additional 5% matching superannuation (\$4,373) and a rent-free house with a generous utilities allowance (\$15,250). This package approximates \$117,574. The shire will pay reasonable re-location costs (quotes and prior approval required).

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| Annual Leave: | Four (4) weeks annual leave for each 12 months service, including 17.5% leave loading pro rata. |
| Public Holidays: | Public holidays as per the National Employment Standards and Council policy. |

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| Other Leave: | Sick, carer's, bereavement, family and domestic violence leave are as per the National Employment Standards pro rata. |
| Long Service Leave: | Thirteen (13) weeks after ten (10) years continuous local government service, transferable between local authorities within Western Australia pro rata. |
| Uniform Allowance: | \$400 per annum pro-rata for purchase from a supplier of the Shire's choice |

Council has a Fit to Work Policy and which includes drug and alcohol testing. By accepting employment with Council, you will agree to abide by this policy which may include undergoing random drug and alcohol tests.

To Apply

The following conditions must be met to be considered for this role:

- Australian Citizen or Permanent Australian Residency
- Minimum C class motor driver's licence
- National Police Clearance (NPC) that is no older than three months on commencement or the ability to present a valid NPC within one month of commencement.
- Willingness to complete a medical health statement or medical examination within one month of commencement.
- Production within one month of commencement, produce any qualification that you rely on in support of this application.

To be considered for the position you must submit the following:

1. A cover letter of no more than two (2) pages addressing the following the selection criteria:
 - Demonstrated experience in governance, compliance or similar regulatory role(s)
 - Highly developed time management and organisational skills
 - Well-developed verbal and written communication skills including report writing and presentation skills
 - Well-developed public relations and interpersonal skills
 - Well-developed computer skills
2. A comprehensive CV / resume for the last five years, detailing:
 - Your contact details: full name, address, email and phone.
 - Positions held (company and job title), dates, main responsibilities, tasks and

- achievements.
- Relevant qualifications held, training and development completed
3. Contact details of at least two referees who are prepared to comment on your work experience. One of these should be a current or past line manager; please provide the name, relevant position held and relationship to the applicant. **We will only contact referees with your permission.**
 4. To lodge your application, you must email all requirements to general@wyalkatchem.wa.gov.au marked 'Confidential: Governance and Compliance Co-Ordinator' no later than 4.30pm Tuesday 27 January 2026. No late applications will be accepted. Canvassing of councillors or management will disqualify.

Interviews will be scheduled as soon as possible and may be in-person at Wyalkatchem or conducted via TEAMS.

Position Description

Position Title: Governance and Compliance Co-Ordinator

Location: Shire Administration Building, Wyalkatchem

Classification / Award: Level 5 or 6 Local Government Industry Award 2010

Incumbent: Vacant

Reports to: Manager Corporate Services (MCS)

POSITION OBJECTIVES

The primary objective of all employment roles with the Shire of Wyalkatchem is to deliver Council's Vision:

A well-serviced and growing community; where quality of life, opportunity and a strong sense of belonging is important.

The Governance and Compliance Coordinator will provide high level support to the Chief Executive Officer (CEO) in carrying out all requirements within Council policy for the following key responsibility areas:

- **Governance and Council relations.**
- **Compliance and risk management.**
- **Emergency management.**

This is a full-time position with flexible start and finish times.

CERTIFICATION BY CHIEF EXECUTIVE OFFICER:

This document is representative of the duties, responsibilities and other requirements for the role of Governance and Compliance Coordinator.

Tom Kettle CEO 9 March 2026

Key Responsibility Areas

Governance and Council Relations (40%)

- Accountability for the preparation, distribution and publishing of agendas and minutes of all council meetings, workshops and forums
- Organising binding of minutes
- Minute Secretary at Council Meetings
- Maintain minute index, status reports, Agenda reports, project and information updates
- Conduct research as required by CEO
- Oversee the preparation of meetings – room/catering, organisation of guests, presentations and any requirements
- Coordinate and/or conduct training of Councillors as required
- Conduct community engagement as required
- Assist the Manager of Corporate Services in compiling and maintaining the Organisational Chart, including position descriptions, selection criteria, and performance assessment
- Assist in the recruitment process as required
- Assist with review of Human Resource policies as required
- Maintain personnel files as required
- Assist Managers with exit Interview processes as required
- Maintain training registers

Compliance and Risk Management (20%)

- Policy Manual – responsible for maintenance and review
- Maintain Registers – assist in the review process of all council registers
- Coordinate the annual/primary return processes
- Facilitate and manage disclosures of interest
- Support the management of legal agreements and common seal process
- Support facilitation of Town Planning/Home Occupation/Public Buildings/Food Premises approvals
- Oversee compliance of caravan park and swimming pool facilities
- Coordinate the management of land processes including leasing agreements
- Support the timely review of Shire Local Laws

- Oversee tender and corporate document compliance
- Assist the CEO with Local Government Elections as required
- Support the Manager of Corporate Services and CEO in the preparation of Compliance Audit Return (CAR)
- Review compliance matters on a periodic basis and provide recommendations to the CEO and others on issues/best practice improvements

Emergency Management (35%)

- Emergency Services – Provide strategic advice on emergency risk management and bush fire matters with a strong emphasis on prevention planning, preparedness, response and recovery. Specific activities include:
 - Maintain compliance of the Local Emergency Management Arrangements and assist in Recovery Plan(s) in consultation with the CEO and key stakeholders including DFES, LEMC and BFAC
 - Assist in the development and maintenance of appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies
 - Maintain and review mobilisation procedures and response plans for Bush Fire Brigades
 - Hold the position of Executive Officer of the Local Emergency Management Committee (LEMC) and Bush Fire Advisory Committee (BFAC), attend meetings, provide information on emergency management planning, and coordinate activities
 - Undertake Incident Report evaluations
 - With the Manager of Works, inspect and advise on maintenance of water supplies pre and post fire season
 - Program and coordinate Bush Fire Brigade (BFB) vehicle fleet servicing schedules
 - Ensure the development and maintenance of a list of all communications equipment
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 - Develop and unallocated crown land and unmanaged reserves program in relation to fire and risk protection
 - Coordinate a strategic firebreak network for the town site of Wyalkatchem
 - Monitor Emergency Services Levy operating grants and prepare capital grant applications in consultation with the BFBs
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ANY OTHER DUTY AS REASONABLY REQUIRED (5%)

Other:

- Create adequate records to comprehensively review the resource requirements associated with all key responsibility areas – this will include procedural guides ('how to'), including key contacts and other detail that enables this role to be delivered effectively
- Contribute decision-making information to the budget process

Skills:

- Demonstrated experience in governance or regulatory role(s)
- Highly developed time management and organisational skills
- Well-developed verbal and written communication skills including report writing and presentation skills
- Well-developed public relations and interpersonal skills
- Well-developed computer skills

All team members are expected to contribute positively to the achieving the organisational Vision by maintaining a safe and respectful workplace, aiming to deliver our best outcome first time.

ACKNOWLEDGEMENT BY EMPLOYEE:

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

Print name Signature Date