

Position Description

Position Title	Manager Governance
Position Number	MADM01
Directorate	Office of the CEO
Business Unit/s	Governance
Reports to	CEO
Classification	Level 10 – Inside Workforce Agreement

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling’s core values are:

- Approachable
- Responsive
- Transparent
- Innovative

Reporting Relationships

This position reports to the Chief Executive Officer and has three direct reports.

Business Unit Objective

The Governance Business Unit has three core functions in which it is required to deliver on:

- Oversee the City's overall governance framework – including leading on local government reform, local government Elections, City policies and local laws, complaints handling, delegations, authorisations, managing the City's legal panel and providing guidance through a local government legislative lens.
- Manage Council business – including providing high quality agendas, minutes, response to information and public questions, and ensuring implementation of Council resolutions.
- Provide critical support to Elected Members – including managing Elected Member inductions, enquiries, allowances, professional development, conferences, travel and workshops and briefings.

Position Overview

The Manager Governance is responsible for overseeing the City's overall governance framework and processes, ensuring compliance with legislation, developing and implementing policies, and meeting administration, all in accordance with statutory requirements and industry best practice.

This position provides high level advice and support to the Chief Executive Officer, Mayor, Councillors and our people to ensure the statutory and legal requirements of Council's operations are met, and that the City provides high levels of customer service.

Position Objectives

Operational and Strategic Management

- Ensures effective governance and compliance standards are adhered to in accordance with the Local Government Act and all other related Legislation and Regulations.
- Responsible for advising the Executive and Council on the full range of governance and compliance issues.
- As a trusted advisor to the CEO, Mayor and Councillors, ensures effective delivery of required services
- Collaborates with internal and external customers and stakeholders to achieve City objectives in relation to strategic initiatives and ensuring all information provided to support the City's Administrative functions is correct, factual, timely, contemporary and customer focussed.
- Leads development of the Business Unit's planning framework and key performance indicators in alignment with the City's strategic plans, and risk appetite.
- Leads the Governance Business Unit, within budget, managing the conduct, performance, and capability of the Governance team to meet current and future business and workforce needs.
- Engage effectively with key stakeholders, responding to governance-related inquiries and fostering positive relationships that support the City's governance objectives.

Corporate Governance, Legal & Compliance

- Supports the Council's decision making process and ensures compliance with statutory and legislative requirements, identifying potential compliance issues, reporting and proposing corrective actions.
- Overseeing the Election process for the City and the engagement of newly Elected Members to the City.
- Responsible for the implementation of Local Government Act reform, and other statutory reform relevant to the Governance Business Unit.
- Ensures all Governance Business Unit projects, initiatives and operations comply with relevant statutes, regulations, Local Laws and Council resolutions.
- Supports the drafting, reviewing, and updating of Council policies, procedures and Local Laws to ensure alignment with legislation and best practices.
- Liaises with the City's Executive Team to ensure Council's policies and procedures are uniform and consistent across directorates in accordance with legislation.
- Researches and undertakes strategic project work and policy formulation across a broad range of areas including corporate and industry wide issues, as required.
- Coordinates the use of corporate legal services required by the City and develops procedures to effectively minimise expenses.
- Responsible for Elected Member complaints management and reporting including the establishment of, and compliance with, appropriate procedures, monitoring, reporting, training and framework.
- Manages the City's Delegated Authority Register, Authorisations, Compliance Audit Return, Gift registers and other integrity and compliance matters.
- Ensures compliance with the CEO Recruitment, Performance Review and Termination processes in accordance with the Local Government Act, Regulations and CEO Contract of Employment, and facilitates these processes through engagement with Council.

Meeting Governance

- Oversees Council and Committee meetings, including the preparation of agendas and minutes to ensure accuracy and compliance with the relevant statutory provisions and policies of the Council.
- Attend Council and Committee meetings to advise the CEO, Presiding Members and all Elected Members regarding the orderly conduct of meetings; disclosures of interest; and the decision-making processes of Council.
- Ensures that all Council resolutions are tracked and actioned through appropriate procedures and systems.
- Attend Agenda Review Meetings and assesses reports being submitted to Committee and Council Meetings for statutory, legislative and policy compliance.

Civic and Council Support

- Ensures Council support services are supplied in an efficient and effective manner including managing Elected Member enquiries, allowances, professional development, conferences, travel and workshops and briefings.

- Oversees the administration and delivery of the City's Citizenship ceremony function with invited Dignitaries, Elected Members, Recipients, and the Department of Immigration.
- Coordinates the induction process for new Elected Members and ongoing training including compulsory training.
- Coordinates the scheduling and successful running of Elected Member workshops and briefing sessions in conjunction with relevant Business Units and the Executive Team.

Corporate Responsibilities

- Position has on delegation from CEO to approve purchase orders. This requires ensuring value for money has been obtained and compliance with Procurement Policy, procedures and any relevant legislation. The position is required to undertake procurement training and provide an annual certification that they have read and understood the Procurement Policy and agree to be bound by it.
- The position of Manager Governance is the designated senior employee who is the Complaints Officer for Elected Member complaints under the Minor Breach provisions.
- The position of Manager Governance is responsible for chairing the Integrity Panel for Elected Member matters and action the necessary outcomes from those meetings.
- Attends Elected Member Workshops as required to provide briefings and updates on relevant Governance business.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for, and actively promotes, the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.

Selection Criteria

Qualifications/Education Level

Tertiary qualifications in Management, Law, Business and/or a Public Sector Administration discipline.

Essential

Post graduate qualifications in leadership or management would be considered an advantage.	Desirable
Knowledge, Skills, Experience & Abilities	
Extensive knowledge of statutory, legal and contractual obligations together with a proven ability to administer the <i>Local Government Act 1995</i> and associated legislation in the field of local government and knowledge of public policy issues as they impact on Local Government.	Essential
Project management skills including experience in management of human, physical and financial resources.	Desirable
High level decision making ability which accommodates business, political and organisational sensitivity with the appropriate level of discretion and confidentiality.	Essential
Proven ability to effectively lead, manage and motivate a multi-disciplinary work team to ensure divisional and organisational goals and objectives are achieved.	Essential
Highly developed interpersonal, conflict resolution, negotiation, facilitation, and public speaking skills with the ability to communicate with a wide range of people and groups to ensure delivery of a high level of customer service.	Essential
Highly developed analytical conceptual skills with the ability to solve day to day problems as well as think strategically, manage organisational change and promote innovative solutions, to ensure corporate outcomes are achieved.	Essential
Proven ability to research and write complex letters, reports and submissions.	Essential
Extensive relevant experience working at a senior level in a legislative driven environment.	Essential
Previous experience in local government at a senior management level.	Essential
Other	
Ability to regularly attend Council, Committee meetings, Elected Member workshops and other meetings (such as WALGA meetings) outside business hours.	Essential
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	7 March 2025	Officer	Chief People Officer
Last reviewed/Modified	Date		Officer	