



SOUTH WEST GROUP COMMITTEES AND ROLE STATEMENTS - 2018

1. Board of Management

Membership

- Mayors and CEOs of six member Local Governments (ex officio)
- President of SWCDEF attends Board meetings as an observer

Proxies

Mayors and CEOs may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided to the Board by the Director South West Group and staff

Meeting Frequency

Four to six times per year

Quorum

Seven members

Reporting

Annual Report with audited Financial Statement

Other Formal Documents

South West Group Corporate Governance Charter and Memorandum of Understanding

South West Group Strategic Plan

South West Group Annual Work Plan

South West Regional Profile

Role

- To chart the strategic direction of the South West Group
- To prioritise and oversight the activities and projects of the South West Group
- To consider opportunities for efficiency and improved service delivery through cooperation between member Local Governments
- To consider reports and other formal documents of the South West Group
- To consider advice from the South West Corridor Planning and Infrastructure Committee and other committees and groups as required

Media Contact

As authorised by the Chairperson

Confidentiality

Issues discussed and material presented to be treated as confidential unless material has already been released in the public arena or discussion authorised by the Chairperson.



2. Chief Executive Officers' Forum

Membership

CEOs of each of six member Local Governments (ex officio)

Proxies

CEOs may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided to the Forum by the Director South West Group and staff

Meeting Frequency

Four to six times per year generally preceding the South West Group Board Meeting

Quorum

No quorum, however a majority of four members is preferred in dealing with decisions of significance with implications for the South West Group, Board and the member Councils

Reporting

No formal reporting

Other Formal Documents

South West Group Director Performance Agreement

Role

- To provide advice on finances of the South West Group and SWCDeF Inc.
- Oversight the employment and activities of the Director South West Group
- To provide a forum to progress and resolve complex or controversial regional issues
- Provide advice on areas of Local Government activity to be assessed for potential shared service assessment
- To consider future agenda items for the South West Group Board
- To consider future project activity, policies and procedures for the South West Group

Media Contact

As authorised by the Chairperson South West Group Board

Confidentiality

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A Co-operative venture of the municipalities of:
Cockburn, East Fremantle, Fremantle, Kwinana, Melville & Rockingham



3. Technical Directors Committee

Membership

Planning and Engineering Directors of each of the six member Local Governments

Proxies

Directors may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided to the Committee by the Director South West Group and staff

Meeting Frequency

Four to six times per year generally preceding the CEOs Forum Meeting

Quorum

No quorum

Reporting

Reporting to the CEOs Forum and the Board

Other Formal Documents

South West Group Strategic Plan

Role

- To provide technical advice on planning and engineering matters affecting the South West Metropolitan Region
- To provide a forum to discuss regional issues with a focus on planning communities and transport related initiatives
- To provide input into submissions prepared by the South West Group in response to planning and engineering strategies, plans and policies
- Provide advice on areas of Local Government activity related to planning and engineering
- To put forward regional planning and engineering issues likely to be of interest to the CEOs Forum and Board
- To develop technical related proposals on future project activity, policies and procedures for the South West Group

Media Contact

As authorised by the Chairperson South West Group Board

Confidentiality

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4. Corporate Services Directors Group

Membership

- Corporate Services Directors from each member Local Governments
- Taskforces may be formed and will have specific membership with knowledge and skills relating to the area of shared service being considered

Proxies

Directors may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided to the Committee and any Taskforces by the Director South West Group and staff

Meeting Frequency

Typically every second month

Quorum

Half taskforce membership, noting the meetings are generally informal with agenda outlines and email follow up regarding action items rather than the production of minutes

Reporting

As required to the CEOs Forum

Role

- To assess opportunities for service delivery improvement, efficiency or cost reduction through cooperation of three or more member Local Governments and provide formal written advice to the CEOs Forum

Media Contact

As authorised by the Chairperson South West Group Board

Confidentiality

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5. Community Development Directors Group

Membership

- Community Development Directors from each member Local Governments
- Taskforces may be formed and will have specific membership with knowledge and skills relating to the area of community development being considered (e.g. South West Metropolitan Shared Library Services Group)

Proxies

Directors may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided to the Committee and any Taskforces by the Director South West Group and staff

Meeting Frequency

Typically every second month

Quorum

Half taskforce membership, noting the meetings are generally informal with agenda outlines and email follow up regarding action items rather than the production of minutes

Reporting

As required to the CEOs Forum

Role

- To assess opportunities for shared service delivery and regional initiatives related to community development affecting multiple Local Governments and requiring a regional response.

Media Contact

As authorised by the Chairperson South West Group Board

Confidentiality

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6. South West Reference Group

Membership

- Delegate nominated by each member Local Government (may be elected member or staff member).
- Stakeholder representation by invitation or by expression of interest from industry, government, education or research institutions, community groups and/or peak bodies as determined by the group. Members may nominate proxies in their absence.

Proxies

Members may nominate deputies meeting by meeting where they are unable to attend that meeting

Administration

Executive support provided by the South West Group

Meeting Frequency

Four to six times per year

Quorum

Half of the group membership

Reporting

To South West Group Board or through relevant Committee (Technical Directors, CEOs Forum) for resourcing and/or budget matters.

Role

- To oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by the South West Group.
- To provide advice and feedback on the identification and implementation of priority projects and activities progressed through the Regional NRM Strategy.
- To actively engage with key stakeholders (government, corporate and community) to progress NRM projects and activities that benefit the region.
- To identify opportunities to improve collaboration on NRM activities between South West Group member Councils and stakeholder organisations

Media Contact

As authorised by the Chairperson

Confidentiality

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7. South West Corridor Development Foundation Inc. (SWCDeF Inc.)

Membership

- Staff and/or elected representative from each of the six region Local Governments in the south West Metropolitan Region
- Representatives from State or Federal Agencies*
- Representatives from organisations*
- Individuals*

*as approved by the Management Committee

Proxies

Members may appoint proxies under the Constitution

Administration

Executive support provided to SWCDeF Inc. by the Director South West Group and staff

Meeting Frequency

Six times per year and an Annual General Meeting

Quorum

Greater than 50% of Management Committee members

Reporting

President's Annual Report and audited Financial Report presented to the Annual General Meeting

Other Formal Documents

Constitution

Role

- To facilitate and promote economic and community development of the South West Metropolitan Region
- Carry out projects to promote regional economic and cultural development, workforce and skills development and environmental restoration activities

Relationship to South West Group

Affiliated body

Media Contact

As authorised by the Chairperson

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