



CORPORATE POLICY NO 1.2 STAKEHOLDER RELATIONS COMMITTEE

1.0 STATEMENT

The Southern Metropolitan Regional Council is committed to effective community stakeholder relations. It has chosen to establish the Stakeholder Relations Committee to provide direction on how the SMRC effectively manages its stakeholder relations.

2.0 SCOPE

This Policy applies to the Council Members and those Council Members who form the Stakeholder Relations Committee at any given time.

3.0 OBJECTIVE

To provide direction on how the SMRC manages its stakeholder relations

4.0 ROLES & RESPONSIBILITIES

Chief Executive Officer and Communication Manager

The Chief Executive Officer and Communications Manager shall be advisors to the Committee and undertake any necessary administrative functions as directed by the Committee.

5.0 CONTENT

5.1 Committee Membership

- 5.1.1 The Committee shall comprise of at least three (3) Regional Councillors in accordance with s5.8 of LGA 1995;
- 5.1.2 Membership to include one external person appointed on the Community Waste Recycling Educators Group (known as WREN);
- 5.1.3 Membership requires an absolute majority decision of the Council;
- 5.1.4 All members shall have full voting rights; and
- 5.1.5 Committee membership shall have a term of two years.

5.2 Terms of Reference

- 5.2.1 Ensure alignment of the brand with the SMRC’s strategic direction and values;
- 5.2.2 To review the Strategic Communications Strategy and the Community Engagement Strategy;
- 5.2.3 Recommend advertising and promotional campaigns of the SMRC;
- 5.2.4 Recommend action to rectify disputes; and
- 5.2.5 Such other approvals delegated to the Committee.

5.3 Advisors to the Committee

- 5.3.1 External consultants experienced in public relations and public affairs may be engaged to advise the Committee as required.

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5.4 Powers of the Committee

- 5.4.1 The Committee is to report to Council and provide appropriate advice and recommendations, on matters relevant to its objectives, in order to facilitate informed decision-making by Council in relation to the legislative functions and duties that have not been delegated to the CEO.

5.5 Meeting Requirements

- 5.5.1 The Stakeholder Relations Committee shall meet as required and as called by the presiding member, majority of members on the Committee, or the SMRC CEO.
- 5.5.2 The meetings are open to the public in accordance with S5.23 LGA Committees given Delegated Authority.
- 5.5.3 The Minutes are to be available for public inspection five days after the meeting.

5.6 Code of Conduct

- 5.6.1 All Members of the Committee shall abide by the SMRC's adopted Code of Conduct for Committee/Advisory Group Members.

6.0 REFERENCES & REVIEW

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|----------------------------------|--|---------------------|
| Statutory Compliance | <ul style="list-style-type: none"> ▪ Local Government Act 1995 ▪ SMRC Standing Orders Local Law 2008 | |
| Organisational Compliance | <ul style="list-style-type: none"> ▪ Code of Conduct for Committee/Advisory Group Members ▪ SMRC Strategic Plan ▪ SMRC Communications Plan ▪ RecycleRight Plan | |
| Approved by | Regional Council | |
| Next Revision Date | August 2022 | |
| Policy Administration | Responsible Officer | Review Cycle |
| Corporate (Communications) | Communication Manager | Biennial |
| Risk Rating | Operational Risk Register – Medium | |
| Location of document | Staff Intranet RRRC, 350 Bannister Road, Canning Vale – staff room | |

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7.0 DOCUMENT CONTROL REGISTER

| Date | Review | No. | Author | Resp Officer | Council |
|------|----------|-----|--------|--------------|------------|
| 2006 | Original | 1 | MC | MC | 18/12/2006 |
| 2009 | Review | 2 | MC | MC | 24/02/2009 |
| 2012 | Review | 3 | CECO | CECO | 06/09/2012 |
| 2013 | Review | 4 | CECO | CECO | |
| 2015 | Review | 5 | CECO | CECO | 26/11/2015 |
| 2017 | Review | 6 | A/EMCS | CEO | 23/11/2017 |
| 2020 | Review | 7 | EMCS | CEO | 27/08/2020 |

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