



# CORPORATE POLICY NO 1.6 COUNCIL MEETING STRUCTURES

## STATEMENT

---

The Southern Metropolitan Regional Council (SMRC) ensures good corporate governance with regard to its Council Meetings, Briefing Sessions and Committee Meetings in accordance with the *Local Government Act 1995* and supporting Regulations.

## SCOPE

---

This Policy applies to all Regional Council Meetings, Briefing Sessions, Committee and Working Group Meetings held by the SMRC.

## OBJECTIVE

---

Framework of the Regional Council’s meeting structure, Meetings & Agenda Briefing Sessions - Council & Committee or Working Group Meeting.

## ROLES & RESPONSIBILITIES

---

### Chairperson

The Chairperson or presiding member is responsible for ensuring all meeting procedures are adhered to according to the relevant legislation and regulations.

### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that all meeting procedures are adhered to according to the relevant legislation and regulations, and that Council, Committee or Working Group Members are adequately informed about the correct process and their respective roles within these functions.

## CONTENT

---

### 1. Ordinary Meetings of Council

Ordinary meetings of the Regional Council are scheduled in advance for each calendar year as approved by the Regional Council. Meetings shall not be more than three months apart pursuant to the LGA 1995 Section 5.3(2).

Where, due to special circumstances, it is impracticable for the Ordinary Regional Council Meeting to be held on its advertised date, it shall be held on some other day determined by the Chairperson.

### 2. Special Council Meetings

The Chairperson (or one third of Council s5.4 LGA) may call a special council meeting to discuss and make decisions on matters as required.

Issued: November 2020	Review Date: November 2022	Title: CORPORATE POLICY NO 1.6 COUNCIL MEETING STRUCTURES	Version 7
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 1 of 3
Printed documents are not controlled. Check the electronic version for the latest version			



# CORPORATE POLICY NO 1.6 COUNCIL MEETING STRUCTURES

### 3. Information Briefings, Workshops and Forums

The CEO shall have the authority to convene Councillor Information Briefings, Forums or Workshops from time to time to discuss matters that affect the strategic direction of the Regional Council or the financial sustainability of the RRRC Project. The meetings are closed to the public.

### 4. Regional Committee Structures

#### 4.1. Standing Committees

The Regional Council has appointed the following Standing Committees of Council:

1. Audit & Risk Committee
2. Stakeholder Relations Committee
3. CEO Performance & Salary Review Committee
4. RRRC Project Committee

The Regional Council shall ensure that with the establishment of any committee, the following information is resolved:

- a. Committee Membership
- b. Appointment of Members to the Committee
- c. Remuneration of committee members who are not employees or regional councillors
- d. The Objectives and Terms of Reference of the committee
- e. Powers of the committee
- f. Reporting responsibilities

#### 4.2. Occasional Committees

Occasional committees are appointed to consider a specific task, and when the task is completed the committee is automatically disbanded.

##### Appointment of Committees

The appointments of occasional committees are by majority resolution of the regional council. Delegated Authorities, duration of committee and the names of members shall be recorded in the resolution.

### 5. Regional Working Group Structures

The Regional Council has appointed the following Standing Working Groups:

1. Regional Executive Group

The Regional Council shall ensure that with the establishment of any formal working group, the following information is resolved:

Issued: November 2020	Review Date: November 2022	Title: CORPORATE POLICY NO 1.6 COUNCIL MEETING STRUCTURES	Version 7
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 2 of 3
Printed documents are not controlled. Check the electronic version for the latest version			



## CORPORATE POLICY NO 1.6 COUNCIL MEETING STRUCTURES

- a. Group Membership
- b. Appointment of Members to the Group
- c. Remuneration of external working group members if required.
- d. The Objectives and Terms of Reference of the working group.
- e. Powers of the working group.
- f. Reporting responsibilities.

### REFERENCES & REVIEW

<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>▪ Local Government Act 1995</li> <li>▪ Local Government (Administration) amendment Regulation</li> <li>▪ Standing Orders Policy</li> </ul>	
<b>Organisational Compliance</b>		
<b>Next Revision Date</b>	November 2022	
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for Councillors</li> <li>• Code of Conduct for Committee/Advisory Group Members</li> </ul>	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate	Executive Manager Corporate Services	Biennial
<b>Risk Rating</b>	Risk Register – High	
<b>Location of document</b>	SMRC Website – Members Area Staff Intranet SMRC, 9 Aldous Place, Booragoon – Corporate Services RRRC, 350 Bannister Road, Canning Vale – staff room	

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2006	Original	1	MAF	MAF	
2008	Review	2	CO	MAF	07/2008
2013	Review	3	DCS	DCS	28/02/2013
2015	Review	4	DCS	DCS	26/02/2015
2017	Review	5	EMCS	EMCS	23/02/2017
2018	Review	6	EMCS	CEO	18/10/2018
2020	Review	7	EMCS	CEO	27/11/2020

Issued: November 2020	Review Date: November 2022	Title: CORPORATE POLICY NO 1.6 COUNCIL MEETING STRUCTURES	Version 7
Prepared: EMCS	Reviewed by: EMCS	Approved: CEO	Page 3 of 3
Printed documents are not controlled. Check the electronic version for the latest version			