ATTACHMENT 3

PERTH SOUTH WEST
Metropolitan Alliance

ROLE STATEMENTS 2025

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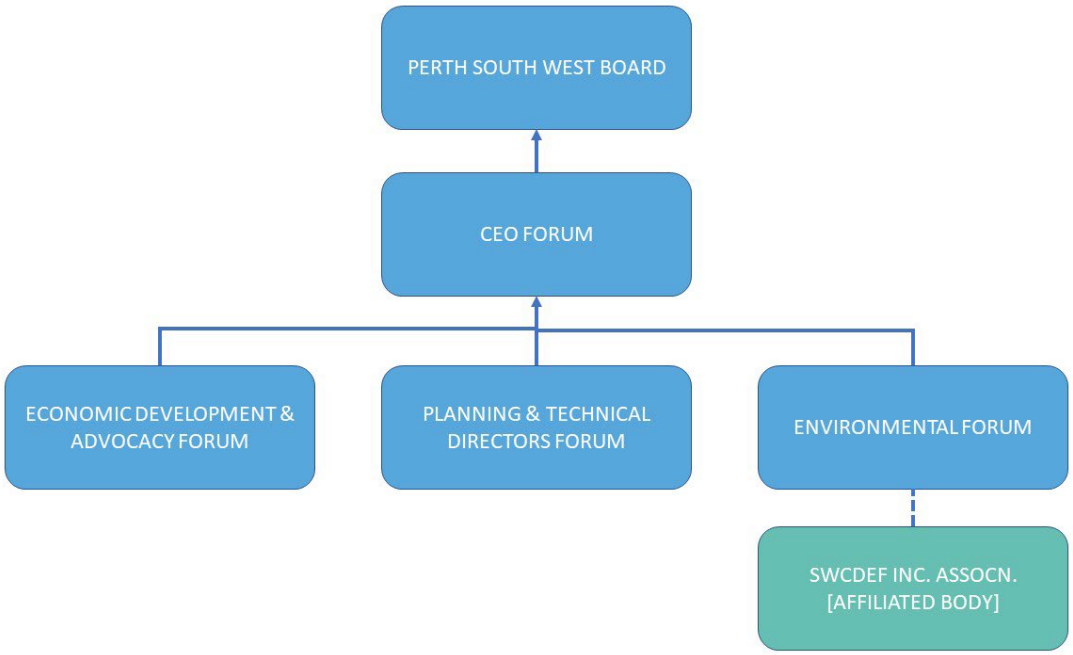
1. GOVERNANCE STRUCTURE

1.1. Overview

From January 2022 onwards, the Committees of the Perth South West Metropolitan Alliance (hereafter Perth South West) currently include:

1) Board
2) CEO Forum
3) Planning and Technical Directors Forum
4) Economic Development and Advocacy Forum
5) Environmental Reference Forum (affiliated with SWCDEF)



The operations of affiliate organisation South West Corridor Development Foundation Inc. (SWCDEF) are detailed in that organisation's constitution.

2. ROLE STATEMENTS

2.1. BOARD

Membership	• Mayors and CEOs of six member Local Governments (ex officio) • Chair of SWCDEF attends Board meetings as a non-voting observer
Chair	• On a rotation basis as per clause 2.5 of the Governance Charter
Proxies	• Mayors and CEOs may nominate deputies meeting by meeting where they are unable to attend that meeting
Meeting Frequency	• Four to six times per year
Quorum	• Seven members
Reporting	• Written agenda papers for each Board meeting including budget reports • Annual Report • Audited Financial Statement
Role	• To chart the strategic direction of the Perth South West Metropolitan Alliance • To prioritise and oversight the activities and projects of the Perth South West Metropolitan Alliance • To consider opportunities for efficiency and improved service delivery through cooperation between member Local Governments • To consider reports and other formal documents of the Perth South West Metropolitan Alliance • To consider advice from committees and groups as required
Media Contact	• Contact with the media on Perth South West Metropolitan Alliance issues is the responsibility of the Chair and can be delegated to the Director or to an alternative arrangement as agreed by the Board.
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.
Additional information	• Refer sections (2), (3) and (4) of Governance Charter for additional information.

2.2. CEO FORUM

Membership	• CEOs of each of six member Local Governments (ex officio)
Chair	• On a rotation basis as per clause 2.5 of the Governance Charter
Proxies	• CEOs may nominate deputies meeting by meeting where they are unable to attend that meeting
Meeting Frequency	• Four to six times per year generally preceding the Perth South West Board Meeting • Executive support provided to the Forum by the Director Perth South West and staff
Quorum	• No quorum, however a majority of four members is preferred in dealing with decisions of significance with implications for Perth South West Board and the member Councils
Reporting	• No formal reporting. However, the CEO Forum is expected to determine the agenda for the following Board meeting.
Role	• To consider future agenda items for the Perth South West Board • To consider future project activity, policies and procedures for the Oversight the employment and activities of the Director • To provide a forum to progress and resolve complex or controversial regional issues • To provide advice on finances of the Perth South West
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 Perth South West Board.
Additional information	• Director Employment Contract • Director Work Plan and Key Performance Indicators

2.3. PLANNING & TECHNICAL DIRECTORS' FORUM

Membership	• Planning and/or Technical/Engineering Directors of each of the six member Local Governments
Chair	• Perth South West Director
Proxies	• Directors may nominate deputies meeting by meeting where they are unable to attend that meeting
Meeting Frequency	• Four to six times per year generally preceding the CEOs Forum Meeting • Executive support provided to the Committee by the Director Perth South West and staff
Quorum	• No quorum
Reporting	• Reporting to the CEOs Forum and the Board
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 Perth South West 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 Perth South West
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 Perth South West Board.
Additional information	• n/a

2.4. ECONOMIC DEVELOPMENT AND ADVOCACY FORUM

Membership	• Economic Development Managers or Senior Advocacy / Communications Officers from each of the six member Local Governments
Chair	• Perth South West Director
Proxies	• Officers may nominate deputies meeting by meeting where they are unable to attend that meeting
Meeting Frequency	• Four to six times per year generally preceding the CEOs Forum Meeting • Executive support provided to the Committee by the Director Perth South West and staff
Quorum	• No quorum
Reporting	• Reporting to the CEOs Forum and the Board
Role	• To provide technical advice on economic development matters affecting the South West Metropolitan Region • To provide technical advice on advocacy matters affecting the South West Metropolitan Region • To provide a forum to discuss regional economic development and advocacy issues and opportunities for regional collaboration • To provide input into submissions prepared by Perth South West in response to economic development strategies, plans and policies • To put forward economic development and advocacy issues likely to be of interest to the CEOs Forum and Board, and to provide input into draft Board items
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 Perth South West Board.
Additional information	• n/a

2.5. ENVIRONMENTAL FORUM

Membership	• Councillor delegate and deputy nominated by each member Local Government for a two-year period coinciding with Local Government elections. • Nominated environmental officers of each of the six member Local Governments • 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.
Chair	• Based on nominations and votes from Councillors.
Proxies	• Members may nominate deputies meeting by meeting where they are unable to attend that meeting
Meeting Frequency	• Four to six times per year generally preceding the CEOs Forum Meeting • Executive support provided to the Committee by the Perth South West Natural Resource Management Facilitator
Quorum	• Half of the group membership
Reporting	• Reporting to the CEOs Forum and the Board
Role	• To oversee the implementation of the Regional Natural Resources Management (NRM) Strategy development by Perth South West • 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 Perth South West member Councils and stakeholder organisations
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 Perth South West Board
Additional information	• n/a