

SOUTH WEST SLOPES ZONE

SENIOR LEADERSHIP TEAM CHARTER

1. Purpose

- (a) The South West Slopes Zone (**SWSZ**) Senior Leadership Team (**SLT**) is a consultative body to assist the Zone Manager in the strategic and day-to-day leadership of the SWSZ, including health, safety and welfare consultation obligations.
- (b) This is achieved by the participation of members of the SLT in the SLT Corporate and Business Planning Work Group, the SLT Membership Services Work Group the SLT Operational Capability and Capacity Work Group, and the SLT Community Risk Work Group, with each group bringing forward business papers to the SLT for its consideration. The Health and Safety Representative (HSR) is entitled to attend and be heard at all work group meetings. On matters of shared interest SLT Work Groups shall interact laterally in developing business papers for consideration by the SLT.
- (c) Recognising the responsibility and accountability of the Zone Manager, decisions of the SLT are advisory in nature and do not bind the Zone Manager.

2. **Members:** The membership of the SLT comprises:

- (a) Zone Manager;
- (b) Operational Officers responsible for membership, capability, and community risk;
- (c) SWSZ Group Captains;
- (d) SWSZ Deputy Group Captains;
- (e) SWSZ Chaplain;
- (f) SWSZ HSR;
- (g) Chairperson - RSFA (SWS Branch);
- (h) Secretary - RFSA (SWS Branch);
- (i) Up to Six (6) female members selected through an EOI process;
- (j) Up to six (6) further members representing the diversity of volunteer membership within the Zone, including (but not limited to), Aboriginal and Young members (<25 years), as the Zone Manager may, from time to time choose to appoint; and
- (k) Such other persons as the SLT may, from time to time, co-opt.

3. **Chairperson:** The SLT Chairperson shall be a Group Captain or Deputy Group Captain, elected annually by the SLT at the first meeting occurring after 30 June in each year.

4. **SLT Meeting Procedures:**

- (a) **Frequency:** The SLT will meet at least once a quarter, however one of these meetings may be a Field and Group Officer's Forum. The Chairperson may call, or cause to be called, additional meetings if he or she consider it necessary.

- (b) **SLT Agenda:** SLT meetings will be conducted in accordance with the standing agenda set out at Attachment A.
- (c) **Meeting Minutes:** All meetings will have Minutes prepared and circulated to all members within two weeks of the date of the meeting. SLT Minutes will record decisions, not discussions.
- (d) **Quorum:** A quorum for SLT meetings shall be 11 members present at the meeting.
- (e) **Business papers:** Other than in exceptional cases of emergency, all business brought before the SLT is to be supported by a one-page business paper setting out the issue, its impact, proposed solution and the motion to be moved at the meeting.
- (f) **Entitlement to be heard:** All SLT members are entitled to be heard.
- (g) **Voting:**
 - i. Each member of the SLT has equal voting rights and shall have one vote.
 - ii. In the event of a tied vote, the Chairperson may exercise a casting vote.
 - iii. Voting will generally be conducted “on the voices” or by “a show of hands”, however it is open to the SLT to move that the vote be by secret ballot.
- (h) **Motions:**
 - i. Other than where the vote relates to a motion seeking to rescind a previously carried motion, motions shall be deemed carried by a simple majority of the voting members present.
 - ii. Where the vote relates to a motion seeking to rescind a previously carried motion, the motion shall be deemed carried if 2/3rds of the voting members present vote in favour of the motion to rescind.
- (i) **Discussion:** An issue shall not be open for discussion at an SLT meeting unless there is first a motion moved and seconded.
- (j) **Meeting Protocol:** Where not inconsistent with this Charter, normal meeting protocol will be observed.

5. SLT Work Groups

- (a) **Comprise the SLT:**
 - i. Corporate and Business Planning Work Group;
 - ii. Membership Services Work Group;
 - iii. Operational Capability and Capacity Work Group;
 - iv. Community Risk Work Group; and
 - v. Such other Work Groups as the SLT may, from time to time, create.
- (b) **Membership:** The members of each Work Group shall be:
 - i. The Operational Officer having functional responsibility for the functional area that is the focus of the Work Group;
 - ii. At least one Group Captain or Deputy Captain from each Group;
 - iii. Any other members of the SLT that may wish to be involved in the Work Group; and
 - iv. Such other persons as may be co-opted from time to time by the Work Group.

- (c) **Chairperson:** Each Work Group shall annually elect a Chairperson at their first meeting after 30 June in each year.
- (d) **Work Group Meeting Procedures:**
- i. **Frequency:** Each Work Group shall meet as necessary, having regard to the SLT meeting schedule.
 - ii. **Agenda:** Each Work Group shall circulate an agenda to its members and the HSR at least 7 days prior to a meeting of the Work Group.
 - iii. **Minutes:** All meetings will have Minutes prepared and circulated to all members and the HSR within two weeks of the date of the meeting. Work Group Minutes will record decisions, not discussions.
 - iv. **Quorum:** A quorum for a Work Group meeting shall be 3 voting members.
 - v. **Entitlement to be Heard:** All members of a Work Group are entitled to be heard.
 - vi. **Work Group Voting:**
 - 1) Each member of the Work Group shall have one vote.
 - 2) In the event of a tied vote, the Chairperson may exercise a casting vote.
 - 3) Voting will generally be conducted “on the voices” or by “a show of hands”, however it is open to the Work Group to move that the vote be by secret ballot.
 - vii. **Work Group Meeting Protocols:** Each Work Group may determine its own meeting protocols if they are not inconsistent with this Charter.

References

- Service Standard 1.4.1 – Organisational Communication
- Service Standard 2.1.4 – Appointment of Field and Group Officers
- Service Standard 2.1.15 – District and Area Volunteer Engagement
- SWSZ Group Officer Duty Statement

Attachments

- Attachment A – SLT Standing Agenda
- Attachment B – SLT Organisation Chart

SWSZ SLT STANDING AGENDA

- 1. Apologies**
- 2. Minutes of previous meeting**
- 3. Business arising from the Minutes**
- 4. Work, Health, and Safety**
- 5. Reports**
 - a. Corporate and Business Planning Work Group**
 - b. Community Risk Work Group**
 - c. Membership Services Workgroup**
 - d. Operational Capability and Capacity Work Group**
- 6. Business on Notice** (i.e. business in relation to which a paper has been prepared and circulated at least 2 weeks prior to the meeting.)
- 7. Motions of Urgency**
- 8. Chaplin's Update**
- 9. RFSA update**
- 10. Next Meeting**

