

Accepting New Members Policy

1. Scope:

All applications for new membership of the SCCG.

2. Application:

The SCCG Secretariat, Executive Committee and General Managers (GM) Forum.

3. Purpose:

To prescribe the requirements and application process for prospective new members of the SCCG.

4. Introduction:

The SCCG constitution provides for new members to join the SCCG. The process of application for SCCG membership is to be prescribed by the Executive Committee (cl. 6.1). Applications for membership must be made to the Executive Committee who must also consult with the GM Forum.

This policy gives effect to clause 6.1 of the SCCG constitution and sets out the process for membership, endorsed by the Executive Committee. It includes requirements under the SCCG constitution and additional requirements, determined by the Executive Committee, endorsed under this policy.

5. Constitutional Requirements

The SCCG constitution provides for new members to join the SCCG, as per Part B – Membership, sections 5 and 6.

Clause 5.1 states that membership must consist of councils and only those councils adjacent to marine and estuarine areas:

5.1. Membership of the Association shall consist of those Councils adjacent to marine and estuarine environments and their associated waterways that are admitted as Members in accordance with this Constitution.

The process of application for SCCG membership is to be prescribed by the Executive Committee, under clause 6.1:

6.1. An application for membership must be made by the applicant in the form and manner as may be from time to time prescribed by the Executive Committee.

Any applications for membership must be submitted to the Executive Committee or its delegate and the Exec Committee must consult with the General Managers (GM) Forum, as per clause 6.2:



6.2. The application for membership must be submitted to the Executive Committee or its delegate. The EC must consult with the GM Forum re new membership applications.

6. Policy Statements:

The following policy statements apply:

- i) SCCG membership is restricted to councils, adjacent to marine and estuarine environments and their associated waterways, as per the SCCG constitution (cl 5.1)
- ii) Councils eligible for membership will generally be those councils within the area defined in the Greater Sydney Region.
- iii) The **SCCG Membership Prospectus** describes the benefits for prospective members of the SCCG and will be provided to all prospective members.
- iv) Membership fees will be determined by the Executive Committee, as per the SCCG constitution (cl 11.1 & 11.2) and according to the **SCCG Membership Fee Schedule**.
- v) Prospective members must complete the **SCCG Membership Application Form** and submit to the SCCG Executive Officer for processing.
- vi) Prospective members must commit to a four year term.

6. Process for membership application

The membership application process will be conducted according to the following steps:

- i) Prospective member is sent a copy of the **SCCG Membership Application Form** and **SCCG Membership Prospectus**.
- ii) Membership fee that would apply to the particular council is advised, in accordance with the **SCCG Membership Fee Schedule**.
- iii) Prospective member submits a completed Membership Application Form to the SCCG Secretariat.
- iv) The SCCG Secretariat seeks endorsement of the new member application from the GM Forum.
- v) Subject to GM Forum endorsement, the Executive Committee considers the new member application for approval.

7. Responsibility For Implementation, Compliance Monitoring, Measuring and Continual Improvement:

- i) The SCCG Secretariat, Executive Committee and General Managers Forum are responsible for implementing and complying with this policy.
- ii) The Executive Officer is responsible for compliance monitoring, review and amendments.

8. Supporting And Related Materials:

SCCG Greater Sydney Region Map
SCCG Membership Prospectus
SCCG Membership Fee Schedule
SCCG Membership Application Form

9. Effective Date:

This Policy applies from the date of approval, as per latest revision date.



10. Review:

This Policy will be reviewed every 2 years unless amendments are required prior to that timeframe.

REVISION HISTORY

Edition	Date	Approved by:	Revision
1.	April 2024	Jacqui McLeod	Document creation