



CITY OF FREMANTLE CULTURAL DEVELOPMENT WORKING GROUP INSTRUMENT OF APPOINTMENT and PROJECT DELEGATION

1.0 INTRODUCTION

The Council of the City of Fremantle (the "Council") establishes this Working Group (WG) under the powers given in Section 5.8 of the Local Government Act 1995.

The Council appoints to the WG those persons whose names appear in Section 4.0 below. Membership of the WG shall, unless otherwise specified, be for a term ceasing on the completion of the project specified in the Instrument of Delegation OR on the third Saturday in October in the year the City's local government ordinary elections are held whichever is the sooner, after which time the Council may appoint members for a further term.

The WG shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the City of Fremantle and this Instrument.

2.0 NAME

The name of the WG is the **CULTURAL DEVELOPMENT WORKING GROUP**

3.0 OBJECTIVES

As detailed in the Project Delegation

4.0 MEMBERSHIP

If at a meeting of Council to make an appointment to a WG:-

(a) The Mayor of the City Of Fremantle indicates an intention to be a member of the WG under section 5.10 (4), then he/she will be a member.

(b) The CEO indicates an intention to be a member of the WG or nominate a representative/s of the CEO under section 5.10 (5), then he/she will be a member.

Membership of the Working Group shall be as follows:

- Two Elected Members
- Two representatives from performing arts, music sector and/or visual arts organisations
- One Representative from the Aboriginal arts/culture sector
- One representative from the multicultural arts/culture sector



- Two community representatives with skills, knowledge or experience in the culture and arts sector.

5.0 PRESIDING MEMBER

The WG shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that all members are given equal opportunity for their views to be expressed. Whilst it is expected that the working group will operate cooperatively, meetings are to be conducted generally in accordance with the City of Fremantle Standing Orders. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

6.0 MEETINGS

- 6.1 The WG shall determine the frequency of meetings to meet the specified timelines and outcomes.
- 6.2 Notice of meetings including an agenda shall be given to members at least 7 days prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the WG, they shall forfeit their position on such WG. The Council shall be informed, and the Council may appoint a replacement for the balance of the term of appointment.
- 6.4 The Presiding member shall ensure that minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the WG members and Council with a copy of such minutes. Minutes shall record all decisions and actions of the working group.
- 6.5 All members of the WG shall have one vote. If the votes of the members present are equally divided, the person presiding must cast a second vote.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the WG does not have effect unless it has been made by a simple majority.

(Note – Council may, at the request of the WG, agree to set the quorum at a lesser number. However in such circumstances any recommendation on expenditure of monies or on forming policy positions that is being made to Council or the CEO, the WG must have at least 50% of the members present to make a valid recommendation/s.)



8.0 DELEGATED POWERS

8.1 General Powers

The WG shall have the power to appoint working parties as required to examine specific issues and report back to the WG.

The WG has the power to co-opt persons to attend the WG meetings from time to time to assist the WG in its functions, but does not have the power to appoint members to the WG. Co-opted persons do not have voting rights.

8.2 Specific Powers

Pursuant to Section 5.8 and 5.16 of the Local Government Act 1995 the Council hereby delegates to the WG the following powers and duties for the purposes described in Section 5.17 of the Local Government Act 1995, but subject to the conditions as set out hereunder.

The WG shall have the powers set out in the Project Delegation

9.0 TERMINATION OF WORKING GROUP

Termination of the WG shall be:

- 9.1 in accordance with the Local Government Act 1995; or
- 9.2 at the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT

This document may be altered at any time by the Council on the recommendation of the WG, or after giving 14 days notice to the WG.

11.0 WORKING GROUP DECISIONS

WG decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

12.0 History of Council Resolutions

COUNCIL RESOLUTION NUMBER DATE.



CITY OF FREMANTLE CULTURAL DEVELOPMENT WORKING GROUP PROJECT DELEGATION PROJECT OBJECTIVE

This Working Group is established to deliver a Cultural Development Strategy that identifies short, medium and long term actions to develop and maintain Fremantle's vibrant, diverse and innovative character with a focus on activities and actions that keep Fremantle at the forefront of new and exciting cultural activities that increase participation and sense of inclusion in culture and arts in Fremantle.

The Strategy will be provided for consideration and adoption by Council.

PURPOSE AND BACKGROUND

The current Cultural Policy and Plan (Our Place) was adopted in 1999. It is viewed as a good detailed plan and many of the actions are still relevant for today however these actions need reviewing in light of the social and economic changes that have taken place in the Fremantle over this time period including:

- An increase in tourism activity.
- Increasing property values.
- Declining growth in arts funding
- A new state government that has recently launched a strategic plan for the Department of Culture and Arts for the next 5 years.
- A new Mayor and council with a desire to focus and build upon the culture and arts within the City.

These changes have a potential to impact on funding for the arts and the participation of artists to the culture of Fremantle. There is also the need to keep changing and offering new programmes and experiences in order that Fremantle maintain and grow it's "edgy" feel and vibrancy.

SUGGESTED METHODOLOGY

The Working Group will develop its own methodology to achieve the outcomes, but it is expected that the following will be essential parts of the project. It is also expected that the WG will use the council strategic plan and current cultural development plan in their process:

- Review the current Cultural Policy and Plan (Our Place).
- Undertake analysis of culture and arts programmes, funding and key planning documents across the state.
- Identify national and international programmes that may have relevance for Fremantle.



- Identify integrated short, medium and long term strategies.
- Develop a draft strategy, including costed priority actions for delivery in the short, medium and long term.
- Presentation to council of the draft strategy.
- Consult with the community on the draft strategy.
- Present final draft to council for adoption.

OUTCOMES/END STATE

The Council will adopt a new Cultural Development Strategy that will:

- Provide clear direction for the City for the next 5 – 10 years, including prioritisation of integrated short, medium and long term actions.
- Identify realistic, costed options to be delivered, including sources of external funding where possible.
- Focus on increasing creativity, participation and diversity of projects.
- Be consistent with the City's strategic plan.
- Meet the criteria of being clear, concise, realistic (achievable), costed and necessary.
- Fulfill statutory obligations.
- Eliminate contradiction and duplication.

MILESTONES/MONITORING

Methodology developed by June/July 2010

Research, analysis, industry engagement by October 2010

Draft strategy for discussion and review by November 2010

Draft strategy presented to council by end of December 2010

Consultation to be undertaken at relevant points throughout the project determined by project group.

Final strategy to be presented by February 2011.

AUTHORITIES

Project Leader – Director Fremantle Arts Centre

The project leader appointed for this project is the Director Fremantle Arts Centre.

It is expected that the Project leader will:

- Work collaboratively with the working group and its Presiding Member to achieve the outcomes.
- Decisions regarding the allocation of external resources is to be made by the working group, but decisions on the use of internal resources is at the sole discretion of the Project leader.
- Provide relevant documents and information to consider as part of its processes.
- Convene meetings and organise meeting agendas, minutes and/or action updates and circulate to members.



- Liaise with the Director Community Development regularly on the progress of the project.
- Prepare reports for the CEO and/or council
- At the conclusion of the project, prepare an appraisal report with the Presiding Member, on the performance of the working group. This report is to be presented to the CEO who will in turn report to council.
- Arrange for the attendance of appropriate staff and or external agency expertise to support the Working Group in their consideration.

Project mentor – Director Community Development

- Provides day to day guidance and support to the project leader.
- Seeks council concurrence for action outside these authorities.
- Produces end of project performance appraisal report for Council.

Working Group

- It is expected that the Working Group members will participate in presentations to Council.
- Working Group members will abide by the conflict of interest provisions of the Local Government Act and Council's Standing Orders Policy.
- Where training is provided on meeting conduct working group members are expected to attend.

RESOURCES

This project will have the following resources allocated to the project:

- Project Administration staff resource
- Internal resources to assist as determined by the Project Administration
- External facilitation or advice to be approved by Director Community Development, if required.