

## Internal groups

### Policy scope

This policy provides guidance for the categorisation and organisation of groups that are controlled by the City of Fremantle.

### Policy statement

1. Before the formation of an internal group the following framework must be considered to establish the category of the group and the necessary organisational requirements.

Internal Group Framework					
This framework does <i>not</i> include internal advisory committees or external groups not controlled by the City.					
Category	Purpose	Outcomes	Duration	Membership	Facilitation
<b>Working group</b>	Work collaboratively with council to develop a council strategy/plan or to develop a specific project.	Determined by the group once the purpose is defined.	Disbands on adoption of the strategy/plan or project plan. May convert to a reference group once the planning is complete.	Elected members, community members and/or groups, external professionals in a relevant field, or from a relevant organisation, City officers.	Chaired by a member appointed by the group.
<b>Reference group</b>	Provide feedback to and receive updates and progress from council on a project or council plan/strategy that is in progress.	No specific outcome – Information sharing forum related to a specific project or plan/strategy.	Disbands once the plan or project is complete. If plan or strategy, may act as a working group to develop or renew plan.	Elected members, community members and/or groups, external professionals in a relevant field, or from a relevant organisation, City officers.	Facilitated by an appropriate City officer selected by CEO/Director.
<b>Liaison group</b>	Engage in general dialogue with the council on subjects that are relevant to the group or general business of the Council.	No specific outcome – Information sharing forum.	Ongoing	Elected members, community members and/or groups, City officers.	Facilitated by an appropriate City officer selected by CEO/Director.

2. The formation of a Working Group will require a resolution of council and must be established in accordance with the model terms of reference as shown below.
3. Working groups will be required to be conscious of budgetary limitations in the development of plans and/or strategies for recommendation to council.
4. A reference or liaison group must be formed with the approval of the Chief Executive Officer and in accordance with administration policy.

5. Working Group - Model terms of reference

[Insert name] Working Group - Terms of Reference

Working groups work collaboratively with council to develop a council strategy or plan, or to develop a specific project.

**1. Purpose**

- 1.1 The purpose of the [insert name] Working Group is to:
- a.

**2. Outcome**

- 2.1 [Insert the outcomes as determined by council]

**3. Membership**

1. Working groups are to be established by council resolution.
2. Members are to be appointed by council.
3. Council will determine the frequency and style of reporting required by the group at formation of the group. If council does not determine the conditions for reporting it will be determined by the Chief Executive Officer.  
[insert requirements here]

**4. Role of the group**

- 4.1 Receive advice and information from officers and other professionals to assist development of the content of the strategy/plan, or project.
- 4.2 Provide input to council through officers, on the content of the strategy/plan or project.

**5. Presiding Member**

1. The Chairperson will be appointed by Council or the Chief Executive Officer or as determined at formation. [insert appointing body here]
2. The chairperson facilitates the meeting.

**6. Administration**

- 6.1 City officers
- provide an agenda to the members before each meeting,
  - keep concise notes and registers them in the City's record keeping system,
  - send the notes to the working group members, executive staff and elected members.

**7. Decision making**

- 7.1 The working group has no decision making authority.
- 7.2 A quorum of at least 50% of the group is required to submit recommendations to council.

**8. Frequency of meetings**

- 8.1 A minimum of four meetings a year must be held.

**9. Term of membership**

- 9.1 Council will determine the term of the working group at the formation of the group. This working group has a term of [insert term here].
- 9.2 The Chief Executive Officer can extend or amend the term of the working group, for reasonable periods, to enable or assist the group to achieve its purpose.
- 9.3 The working group will disband upon completion of the project planning or adoption of the strategy/plan.

## Definitions and abbreviations

Nil.

<b>Responsibility and review information</b>	
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