

COUNCIL COMMITTEES AND GROUPS REGISTER

2019 to 2021

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1. Delegated Committees of Council Terms of Reference

Finance, Policy, Operations and Legislation Committee

The finance, policy, operations and legislation committee makes decisions on a range of matters including initiating policy, advertising strategies and plans, transport, parking, compliance issues, traffic management, tenders, council property and more.

Planning Committee

The planning committee makes decisions and recommendations to council on matters relating to planning, including planning applications and responses to the State Administrative Tribunal and the Western Australian Planning Commission.

Strategic Planning and Transport Committee

The strategic planning and transport committee makes decisions and recommendations to council in relation to strategic land use, planning, urban design and transportation matters.

1. Objectives

- 1.1 The primary objective of the delegated committees of council listed above is to:
- a. make decisions on matters arising from council's functions under all powers delegable to the local government on behalf of council and in accordance with those Acts, subject to the limitations listed in the City's Delegated Authority Register.
 - b. make recommendations to council on matters arising from council's functions under all powers delegable to the local government where the committee does not have delegation to make a decision.

2. Powers of the Committees

- 2.1 Powers and limitations are in accordance with:
- a. the City's Meeting Procedures Policy
 - b. the City's current Delegated Authority Register

3. Membership

- 3.1 Delegated committees of council will be made up of a minimum of the following members:
- a. Mayor (ex-officio member), and
 - b. six councillors, one from each Ward.
- 3.2 The Chief Executive Officer or nominee is to attend committee meetings to provide advice and guidance.
- 3.3 Membership tenure is dealt with in accordance with the City's Meeting Procedures Policy.

4. Presiding member

- 4.1 The election of presiding members and deputy presiding members is dealt with in accordance with the City's Meeting Procedures Policy.

5. Meetings

- 5.1 Meetings shall be held in accordance with the City's Meeting Procedures Policy

6. Quorum and reduction of

- 6.1 Quorums and the reduction of quorums, is dealt with in accordance with the City's Meeting Procedures Policy.

7. Suspension of committee

- 7.1 Suspension and termination is dealt with in accordance with the City's Meeting Procedures Policy.

2. Non - delegated Committees of Council Terms of Reference

Audit and Risk Management Committee

Audit committees are established by the local government in accordance with the section 7.1A of the Local Government Act 1995 to provide an independent oversight of the City's financial systems, financial reporting and audit and risk management responsibilities.

1. Objectives

1.1 The primary objective of the Audit and Risk Management Committee is to:

- a. Support council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems internal and external audit functions and ethical accountability.
- b. Critically examine the audit and management reports provided by the external auditor and ensure that local governments appropriately implement any actions.
- c. Receive and authorise the audit report prepared by the CEO to be provided to the Minister.

2. Functions

2.1 An audit committee has the following functions –

- a. to guide and assist the local government in carrying its functions relating to audits and other matters related to financial management;
- b. to guide and assist the local government in carrying out the local government's functions in relation to other audits and reviews of systems and procedures;
- c. to review a report given to it by the CEO relating to a review of the certain systems and procedures and to give a copy of the report of the review to council.
- d. to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
 - i. Local Government (Audit) Regulations 1996 regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- e. to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- f. to oversee the implementation of any action that the local government –
 - i. is required to take in an audit report and
 - ii. has stated it has taken or intends to take in an audit report; and
 - iii. has accepted should be taken following receipt of an audit report); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- g. to perform any other function conferred on the audit committee by the Local Government (Audit) Regulations 1996 or another written law.
- h. monitor the risk exposure of the City by reviewing and making recommendations on the:
 - i. Risk Management Framework, and
 - ii. Strategic Risk Register.
- i. monitor emerging or significant risks identified through the risk management framework and review the actions to mitigate such risks.
- j. oversee the development and implementation of the City's fraud and corruption control arrangements.
- k. assist in ensuring the appropriate processes and systems are in place to detect, capture and efficiently respond to fraud and corruption.
- l. monitor the progress of any major lawsuits facing the local government.
- m. monitor the progress of self-supporting loans.
- n. meet with the external auditor as required at least once in each year.

Audit and Risk Management Committee

3. Powers of the Audit and Risk Management Committee

- 3.1 This committee does not have any decision making authority and therefore may only make recommendations to council for consideration.
- 3.2 The committee is to report to council and provide appropriate advice and recommendations on matters relevant to its functions.
- 3.3 The committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislative responsibility and does not have any delegated financial responsibility.
- 3.4 The committee does not have any management functions and cannot involve itself in management processes or procedures.

4. Membership

- 4.1 The committee will be made up of a minimum of the following members and in accordance with *Local Government (Audit) Regulations 1996 regulation 17(1)*:
 - a. Mayor (ex-officio member), and
 - b. three councillors
 - c. external independent member

5. Tenure

- 5.1 Membership tenure is dealt with in the Act.

6. External Independent Members

- 6.1 The committee may appoint one external independent member.
- 6.2 External independent member will be selected based on the following criteria:
 - a. demonstrated high level of expertise and knowledge in financial management, or reporting, or governance, or auditing, or risk, and
 - b. relevant skills and experience in providing independent expert advice.
- 6.3 Any external independent member:
 - a. must have no operating responsibilities with the City of Fremantle, and
 - b. must not provide any paid services to the City either directly or indirectly.
- 6.4 Appointments of any external independent member will be made following a public advertisement period and the evaluation of potential members will be approved by council.
- 6.6 An external member will be entitled to receive reimbursement of reasonable expenses to a maximum of \$250 per meeting.

7. Presiding member

- 7.1 The election of presiding members and deputy presiding members is dealt with in accordance with the City's Meeting Procedures Policy.

8. Meetings

- 8.1 The committee shall meet quarterly, on specific dates to be advised and more regularly as required at the discretion of the presiding member.
- 8.2 Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the council.

9. Quorum and reduction of

- 9.1 Quorums and the reduction of quorums, is dealt with in accordance with the City's Meeting Procedures Policy.

10. Terms of reference review

- 10.1 This Terms of Reference will be reviewed at least once every two years, in line with local government ordinary elections.

CEO Performance Review Committee

The Council of the City of Fremantle (the "Council") establishes this committee under the powers given in Section 5.8 of the Local Government Act 1995 and the committee will be known as the Chief Executive Officer Performance Review Committee.

1. Objectives

The purpose of the Committee is to coordinate and undertake the performance review of the CEO on behalf of Council, and report findings and recommendations to Council for consideration in accordance with the Local Government Act 1995.

2. Functions

- 2.1 The Committee is to provide advice and recommendations to Council in relation to the following matters;
- a. Appointment of an independent facilitator to assist the committee to undertake the CEO performance review.
 - b. Develop and review Key Performance Indicators to be achieved by the CEO.
 - c. Undertake an annual review of the CEO's performance in accordance with the CEO's Key Performance Indicators.
 - d. Perform quarterly informal reviews of the CEO's performance in accordance with the CEO's Key Performance Indicators.
 - e. Reviewing the CEO's remuneration package.

3. Powers of the CEO Performance Review Committee

- 3.1 This committee does not have any decision making authority and therefore may only make recommendations to council for consideration.
- 3.2 The committee is to report to council and provide appropriate advice and recommendations on matters relevant to its functions.
- 3.3 The committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislative responsibility and does not have any delegated financial responsibility.

4. Membership

- 4.1 The committee shall be made up of the following members:
- a. Mayor (as ex-officio)
 - b. 3 Councillors

5. Tenure

- 5.1 Membership tenure is dealt with in accordance with the City's Meeting Procedures Policy.

6. Presiding member

- 6.1 The election of presiding members and deputy presiding members is dealt with in accordance with the City's Meeting Procedures Policy.

7. Meetings

- 7.1 The committee shall meet quarterly, on specific dates to be advised and more regularly as required at the discretion of the presiding member.
- 7.2 Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the council.

8. Quorum and reduction of

- 8.1 Quorums and the reduction of quorums, is dealt with in accordance with the City's Meeting Procedures Policy.

9. Suspension of committee

- 9.1 Suspension and termination is dealt with in accordance with the City's Meeting Procedures Policy

3. Working Groups of Council Terms of reference

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

International Relations Working Group

1. Purpose

1.1 The purpose of the International Relations Working Group is to:

- a. Develop documents that guide and support the City's international relationships.
- b. Conduct a review of existing international relationships to establish the City's focus and aim of each relationship.

2. Outcome

2.1. Inform the preparation the following documents to be considered by the Council:

- a. A policy to guide elected members and City officers on conducting relationships with sister cities and other international dignitaries and visitors,
- b. Long term engagement strategy.

2.2. Inform a report to council on benefits and aims of the City's existing International Relationships.

3. Membership

3.1 The member representatives are:

- a. Elected members (maximum of 6)
- b. City officers:
 - Manager Governance
 - Senior Governance Officer

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

5.1 The election of presiding members and deputy presiding members is dealt with in accordance with the City's Meeting Procedures Policy.

6. Administration

6.1. City officers

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

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. The term of membership will be until the next ordinary local government elections.

Destination Marketing Working Group

1. Purpose

- 1.1. The purpose of the Destination Marketing Working Group is to develop, for council's consideration, a destination marketing plan that supports all business-to-customer industries in Fremantle. For the avoidance of doubt, this includes (but is not limited to) retail, hospitality, professional services and traditional tourism attractions.
- 1.2. The Group is expected to provide advice and/or recommendations to council on:
 - a. The overall strategic marketing approach, including different stages over next four years
 - b. The 'brand values' and 'unique selling points' of Fremantle within the context of global customer trends, disruptions to major industries such as retail, and the economic development aspirations of Fremantle
 - c. How to achieve ongoing business community engagement in marketing activities
 - d. Appointment of a marketing agency and/or marketing contractors (via a normal City procurement process) to deliver destination marketing services, and
 - e. Sponsorship of existing and new private events and grass roots business activation projects.

Key performance indicators (KPIs)

Primary KPI

Increased visitation to Fremantle to provide opportunities for local businesses to capture expenditure (benchmarked against the City's 'visitor tracker' as shown in the Attachment) measured quarterly.

Secondary KPI

Improved awareness and perception of the overall Fremantle offering to visitors (benchmarked against those provided in FPOL1706-5) measured annually.

2. Outcome

- 2.1. The group will provide advice and/or recommendations to council on the following:
 - a. Development of a destination marketing plan for Fremantle that accounts for changing dynamics in the Fremantle market cycle such as the completion of major redevelopments.
 - b. High-level allocation of the destination marketing budget into major programs (e.g. marketing agency/contractors, event sponsorship, grassroots activation grants etc.).
 - c. Appointment of a marketing agency and/or marketing contractors to deliver part of an overarching destination marketing plan through a normal council procurement process.
 - d. Ways to effectively encourage businesses to be involved in destination marketing activities.
 - e. Development of a policy for consideration of sponsorship applications for private events or festival funding
 - f. Development of a policy for consideration of sponsorship applications for activation proposals from the Fremantle business community.
 - g. Effectively working with major private developers and property owners to market their new developments as part of a coordinated plan.
 - h. Presenting to the local business community (e.g. via open forums held quarterly) on the work overseen by the Group and opportunities for business involvement in future marketing activities.

Destination Marketing Working Group

3. Membership

3.1. Members are appointed by council and include:

- a. One independent chairperson with suitable qualifications and/or experience in marketing. This person will be eligible to receive reasonable reimbursement as determined by the City's Chief Executive Officer.
- b. Up to five of the following, taking into account the advice of the Chairperson:
 - i. One representative from the Fremantle Chamber of Commerce: must be a current board member or the Chief Executive Officer.
 - ii. One representative from Fremantle's arts and culture business sector with suitable qualifications and/or experience in marketing.
 - iii. One representative from Fremantle's hospitality business sector with suitable qualifications and/or experience in marketing.
 - iv. One representative from the Indigenous business sector with suitable qualifications and/or experience in marketing.
 - v. One representative from Fremantle's retail business sector with suitable qualifications and/or experience in marketing.
 - vi. One representative from Fremantle's tourism business sector with suitable qualifications and/or experience in marketing.
 - vii. One representative from Fremantle's professional service business sector (e.g. beauticians, banking, dentists) with suitable qualifications and/or experience in marketing.

****A *suitable qualification*** in marketing is considered to be a tertiary qualification. Suitable experience in marketing is considered to be at least five years' experience in a role primarily focused on marketing.

4. Role of the group

- 4.1. To develop and recommend a marketing plan (including updated sponsorship policies) for the coming year for council consideration as part of the normal budget process, which will typically be April / May each year.
- 4.2. The group is to provide ongoing advice and recommendations to council on matters related to destination marketing.
- 4.3. To provide advice to the lead City officer on grant and sponsorship applications in accordance with the overarching marketing plan.
- 4.4. The City's annual destination marketing budget is made up of the City Centre Differential Rate and additional municipal allocation being considered as part of the annual budget process. The differential rate allocation is benchmarked the 2018/19 financial year level plus inflation each subsequent year.
- 4.5. The group cannot provide direction to City Officers.

5. Presiding Member

- 5.1 The election of presiding members and deputy presiding members is dealt with in accordance with the City's Meeting Procedures Policy.
- 5.2 The Presiding Member must be a recognised leader within the marketing industry with the following:
 - a. Qualifications in marketing or communications or commerce.
 - b. Minimum 5 years industry experience.
 - c. Company Directors Certificate or at least 5 years board experience.
 - d. Knowledge of retail (desirable).
 - a. maintain and distribute good records).

Destination Marketing Working Group

6. Administration

6.1 City officers

- a. Ensure responsible financial management, good governance and monitoring of key performance indicators.
- b. Prepare reports for council's consideration related to the group's advice or recommendations.
- c. Take into account the group's advice and recommendations to exercise delegated authority as per the City's delegated authority register.
- d. Undertake destination marketing activities that support delivery of the overarching destination marketing plan, where it is most efficient and effective for City Officers to undertake that activity instead of an agency or contractor.
- e. Provide secretariat support to the group (e.g. prepare and distribute meeting agendas, and maintain and distribute good records).

7. Decision making

- 7.1 The working group has no decision making authority. The group provides advice and recommendation to council on matters related to destination marketing.
- 7.2 A quorum of at least 50% of the group is required to submit recommendations to council.
- 7.3 In the event of an equal number of votes from group members on a matter, the Chairperson holds the casting vote.

8. Frequency of meetings

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

9. Term of membership

- 9.1 The term of membership will be until the next ordinary local government elections.

Heart of Beaconsfield Working Group

The Heart of Beaconsfield (previously known as Beaconsfield West) Working Group was formed and first met in August 2016. The group was formed by agreement between the City and the other major landowners and stakeholders based on the need for coordinated planning in the area.

1. Purpose

1.1 The purpose of the Heart of Beaconsfield Working Group is to jointly enable the coordinated planning and redevelopment of the Heart of Beaconsfield (HOB) area

2. Outcome

2.1 The HOB Working Group members have agreed the Working Group will support this purpose by using its best endeavours to:

- a. Oversee and agree
 - i. project objectives
 - ii. project boundaries
 - iii. opportunities and constraints
- b. Participate in and support the consultation process to develop the project vision
- c. Champion sustainability and innovation
- d. Engage and inform relevant stakeholders
- e. keep the project on schedule by:
 - i. undertaking or facilitating action on allocated tasks in accordance with agreed/minuted deadlines and individual stakeholder requirements
 - ii. facilitating approvals
- f. Ensure consistent communication messages
- g. Guide progress to enable development across the sites
- h. Advocate for the Project

3. Membership

- 3.1 The member representatives are:
- a. Elected members (maximum of 6)
 - b. Major landowners and stakeholders in the area as determined by the group.

4. Role of the group

- 4.1. Receive advice and information from officers and other professionals, and oversee community engagement, to assist development of the Heart of Beaconsfield Master Plan.
- 4.2. Provide input to council through officers, on the form and content of the masterplan.

5. Presiding Member

5.1 Meetings are scheduled, chaired and minuted by the City of Fremantle's Senior Strategic Project's Officer.

6. Administration

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

7. Decision making

- 7.1. The working group has no decision making authority.
- 7.2. The group is required to submit recommendations to council at the request of the members or the council.

8. Frequency of meetings

8.1 Meetings are held monthly or as agreed at venues to be advised.

9. Term of membership

9.1 The term of membership will be until the next ordinary local government elections.

Access and Inclusion Working Group

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

1. Purpose

- 1.1 The Access and Inclusion Working Group works with the City of Fremantle staff to consult on matters concerning access and inclusion along with diversity in the area. Members receive updates on City of Fremantle projects and have the opportunity to raise any issues to be followed up.

The City's Access and Inclusion Plan was adopted in 2016 and builds upon the work already achieved in improving physical access, raising awareness through training and events, developing specific programs for people with disabilities, encouraging inclusive programs, and increased communications with people with disabilities within the City. It is also a legislative requirement under the WA Disability Services Act (1993) that each Local Government has an Access and Inclusion Plan (formerly known as a Disability Services Plan). The City constantly works to improve access and inclusion for people with disabilities through implementing actions in the Access and Inclusion Plan.

2. Outcome

- 2.1 The Access and Inclusion Plan (AIP) provide a means of ensuring that people with disabilities have the same opportunities as other people to access services, community events, building and facilities, information, consultative and complaint resolution process.

3. Membership

- 3.1 Participants are selected by the Chief Executive Officer (CEO), in consultation with the Director and/or Manager may decide the makeup of the group and each group may include:
- a. Two elected members.
 - b. Three City officers from Community Development team.
 - c. Up to three residents of the City of Fremantle, who have a disability and/or are a parent, carer, advocate of a person with a disability.
 - d. Up to three people whom work in the disability field in a voluntary or paid capacity within the wider region of Fremantle, Western Australia.

4. Role of the group

- 4.1 To provide feedback to the City on the Access and Inclusion Plan 2016 - 2020 review;
- 4.2 To receive information and updates from the City on the status progress of the revised Access and Inclusion Plan;
- 4.3 To contribute and provide advice to the development of the City of Fremantle Access and Inclusion Plan 2020-2024;
- 4.4 Engage with and communicate views of people with a disability to inform the City of Fremantle on issues relating to people with a disability.

5. Presiding Member

- 5.1 The Presiding Member will be appointed at the first Working Group meeting. The Presiding member facilitates the meeting.

6. Administration

- 6.1 City Officers:
- a. Provide an agenda to the members before each meeting;
 - b. Keep concise minutes and registers the minutes into the City's record keeping system;
 - c. Send the minutes to the working group members, executive staff and elected members.

Access and Inclusion Working Group

7. Decision making

- 7.1 The Working Group has no decision making authority.
- 7.2 A majority group consensus is required for suggestions to be progressed on behalf of the group.

8. Frequency of meetings

- 8.1 It is anticipated that meetings will commence in early 2020 on a monthly basis until the Access and Inclusion Plan has been reviewed and endorsed by Council.

9. Term of membership

- 9.1 The Working Group disbands upon completion of the Access and Inclusion Plan.
- 9.2 Working Group participants may be invited to convert to a Reference Group to monitor, develop a new plan or complete a major review of an existing plan or strategy.

Booyeembara Mountain Bike Trail Working Group

Working groups work collaboratively with council to provide information, support and feedback to assist officers to develop a council strategy or plan, or to develop a specific project.

1. Purpose

1.1. The purpose of the Booyeembara Park Mountain Bike Trail Working Group is to work with the City of Fremantle and Consultants to:

- a. Provide a diverse range of stakeholder and community views that will help and inform officers in their development of a concept plan and associated trail management documentation referencing the Western Australian Mountain Bike Management Guidelines.
- b. Engage with and communicate the draft and final Mountain Bike Trail concept plan and trail management model with the community and stakeholder groups.

2. Outcome

2.1. Following collaboration with the Booyeembara Park Mountain Bike Trail Working Group, the City of Fremantle and its Consultants will develop:

- a. A Mountain Bike Trail concept plan
- b. A Trail management model.

3. Membership

3.1. The member representatives shall comprise of:

- a. Elected Members (minimum of two, maximum of six)
- b. City Officers
 - Manager Parks and Landscape
 - Senior Landscape Architect
- c. Fremantle Mountain Bike Collective (maximum of three members)
- d. Booyeembara Park Reference Group / White Gum Valley Precinct Group (minimum of one)
- e. Fremantle Youth Network (minimum of one)

3.2. With approval of the City and when relevant, specialist consultants or other stakeholders who are not members of the working group may be invited to attend meetings on behalf of or in addition to a member.

4. Role of the group

- 4.1. Members are to participate in meetings with a view to achieving the purpose of the working group.
- 4.2. Receive advice and information from officers and consultant/s and provide information and feedback to assist officers with their development of the concept plan and the trail management requirements for the Booyeembara Park Mountain Bike Trail concept.
- 4.3. Provide local, site specific knowledge to the Consultants to assist them with the trail concept planning, design and management.
- 4.4. Provide input to Council through officers, on the content of the Booyeembara Park Mountain Bike Trail project.

5. Presiding member

- 5.1. The presiding member will be appointed at the first working group meeting.
- 5.2. The presiding member facilitates the meeting.
- 5.3. A minimum of three meetings will be held over the first 6 months of 2020. No meetings will occur in school holidays.

Booyeembara Mountain Bike Trail Working Group

6. Administration

6.1. City officers will:

- a. Provide an agenda to the members before each meeting
- b. Keep concise notes and register them in the City's record keeping system
- c. Send the notes to the working group members and relevant stakeholders.

7. Decision making

- 7.1. The working group has no decision making authority.
- 7.2. A majority group consensus is required for suggestions to be progressed on behalf of the group.

8. Frequency of meetings

- 8.1. A minimum of three meetings will be held over the first 6 months of 2020. No meetings will occur in school holidays.

9. Term of membership

- 9.1. The term of membership will be until completion of the Booyeembara Park Mountain Bike Trail Concept Plan and trail management model.
- 9.2. Working Group participants may be invited to convert to a Reference Group to monitor the progress of the project beyond the concept plan stage.

Kings Square Place Development Working Group

Working groups work collaboratively with council to provide information, support and feedback to assist officers to develop a council strategy or plan, or to develop a specific project.

1. Purpose

- 1.1. The purpose of the Kings Square Place Development Working Group is to provide a mechanism for the City to engage with and seek feedback from key stakeholders on an initial 12-18 month approach to establishing Kings Square as a key attractor and catalyst for the revitalisation of Fremantle's City Centre.
- 1.2. Based on the advice and feedback sought from the group Officers will develop, for council's consideration, an implementation plan that outlines a coordinated approach to maximising the opportunity associated with the completion of the revitalised precinct over the immediate term.

Key performance indicators (KPIs)

Primary KPI:

Completion of a short – medium term implementation plan for the precinct that has the support of working group members, reflects feedback from the community and is endorsed by Council prior to the end of the 2020 calendar year.

2. Outcome

- 2.1. The group will provide advice and/or recommendations to council on the following:
 - a. Short to medium term priorities and approaches to activating the square to drive visitation to Fremantle's CBD.
 - b. Development and delivery of brand, marketing and communications strategies including the establishment of a brand narrative for the precinct to drive external awareness.
 - c. Engagement and collaboration with adjacent and surrounding businesses.
 - d. Enabling access to, engagement with and community ownership of the space for the broader community.
 - e. Enabling the private sector, major existing stakeholders and other partners to contribute to and participate in the initial activation of the precinct.
- 2.2. Engagement with the local business community (e.g. via open forums held quarterly) on the advice provided by the Group and opportunities for business and community involvement in initial activities.
- 2.3. Officers will develop for council's consideration, an implementation plan that outlines an approach to the abovementioned considerations.

3. Membership

- 3.1. Members to be appointed by council:
 - a. Three elected members from the City of Fremantle, one being chairperson and two ordinary members.
 - b. Representatives from the following key stakeholders, to be nominated by the organisation:
 - i. One representative from the Fremantle Chamber of Commerce, must be a current board member or the Chief Executive Officer.
 - ii. One representative from St. Johns Anglican Church.
 - iii. One representative from the City of Fremantle Destination Marketing Working Group.
 - iv. One representative from the Department of Communities.
 - c. Up to ten (10) representatives with suitable qualifications and/or experience from key business sectors including hospitality, retail, professional services, arts/culture and indigenous businesses. Representatives are to be determined through an open process and appointed by the Chief Executive Officer.

Kings Square Place Development Working Group

4. Role of the group

- 4.1. Provide ongoing advice and recommendations to council on matters related to those outlined in section 2.1.
- 4.2. Participate in business and community engagement activities outlined in section 2.2.
- 4.3. Provide ongoing advice and feedback in relation to the Place Management Plan that is to be developed by officers as per section 2.3.

5. Presiding member

- 5.1. The Chairperson is to be an elected member representative of the City of Fremantle.

6. Administration

- 6.1. City officers are to:
 - a. Prepare reports for council's consideration related to the group's advice or recommendations.
 - b. Take into account the Group's advice and recommendations to exercise delegated authority as per the City's delegated authority register.
 - c. Provide secretariat support to the group (e.g. prepare and distribute meeting agendas and maintain and distribute good records).
 - d. Appropriate delegates determined by the Chief Executive Officer to attend working group meetings and contribute as and when required.

7. Decision making

- 7.1. The working group has no decision-making authority. The group provides advice and recommendations to council on matters related to those outlined in section 2.1.
- 7.2. A quorum of at least 50% of the group is required to submit recommendations to council.
- 7.3. In the event of an equal number of votes from group members on a matter, the Chairperson holds the casting vote.

8. Frequency of meetings

- 8.1. A minimum of four meetings a year must be held. It is expected that more frequent meetings will be required in the first six months of the group's operation.

9. Term of membership

- 9.1. A minimum of four meetings a year must be held. It is expected that more frequent meetings will be required in the first six months of the group's operation.

4. External Groups – Members appointed by Council

Metropolitan South West Joint Development Assessment Panel

Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

The Metropolitan South West Joint Development Assessment Panel members are nominated by council for approval by the Minister for Planning and the term of membership for this group runs for two years from January to January.

South Metropolitan Regional Council

The Southern Metropolitan Regional Council (SMRC) is a statutory Local Government authority, representing local councils located in the southern part of metropolitan Perth, Western Australia. The SMRC is comprised of four local governments in Perth's south west metropolitan region: East Fremantle, Fremantle, Kwinana and Melville and spans 340 square kilometres.

The South Metropolitan Regional Council has one member appointed by council after each local government ordinary election.

Western Australian Local Government Association (WALGA) South Metropolitan Zone

Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters. The South Metropolitan Zone is comprised of, City of Fremantle, City of Cockburn, City of Kwinana, City of Rockingham, City of Melville, and the Town of East Fremantle.

The Western Australian Local Government Association South Metropolitan Zone has three members appointed by council after each local government ordinary election.

South West Group Board

The South West Group Board comprises the Mayors and CEOs of the six member Councils and meets four to six times per year to consider regional issues, projects and priorities.

The South West Group Board is made up by the Mayor and Chief Executive Officer from each of the member councils.

South West Reference Group

The South West Group Board is supported by a Committee structure that provides input into business activities and technical advice in specialist areas where specific expertise is required (planning, engineering, financial, environmental, economic and community development). The current Committee structure includes the South West Reference Group.

The South West Reference Group has one member appointed by council after each local government ordinary election.

South West corridor development foundation

The South West Group Board is supported by a Committee structure that provides input into business activities and technical advice in specialist areas where specific expertise is required (planning, engineering, financial, environmental, economic and community development).

The current Committee structure includes the South West corridor development foundation.

The South West corridor development foundation has one member appointed by council after each local government ordinary election.

5. Current Membership – by Committee/Group

Council Committees				
Name	Acronym	Ward	Member	Deputy Member
Finance, Policy, Operations and Legislation Committee	FPOL	Ex officio	Mayor	---
		North	Cr Doug Thompson	Cr Bryn Jones
		South	Deputy Mayor Cr Andrew Sullivan	Cr Marija Vujcic
		Hilton	Cr Sam Wainwright	Cr Frank Mofflin
		Beaconsfield	*Cr Hannah Fitzhardinge	Cr Geoff Graham
		East	Cr Jenny Archibald	Cr Su Groome
		City	Cr Adin Lang	Cr Rachel Pemberton
Planning Committee	Planning	Ex officio	Mayor	---
		North	*Cr Bryn Jones	Cr Doug Thompson
		South	Deputy Mayor Cr Andrew Sullivan	Cr Marija Vujcic
		Hilton	Cr Frank Mofflin	Cr Sam Wainwright
		Beaconsfield	Cr Geoff Graham	Cr Hannah Fitzhardinge
		East	Cr Su Groome	Cr Jenny Archibald
		City	Cr Rachel Pemberton	Cr Adin Lang
Strategic Planning and Transport Committee	SPT	Ex officio	Mayor	---
		North	Cr Bryn Jones	Cr Doug Thompson
		South	Cr Marija Vujcic	Deputy Mayor Cr Andrew Sullivan
		Hilton	*Cr Sam Wainwright	Cr Frank Mofflin
		Beaconsfield	Cr Geoff Graham	Cr Hannah Fitzhardinge
		East	Cr Su Groome	Cr Jenny Archibald
		City	Cr Adin Lang	Cr Rachel Pemberton

*Indicates Presiding Member

Council Committees				
Name	Acronym	Ward	Members	
Audit and Risk Management Committee	ARMC	N/A	Mayor	
			Mr Phil Draber - Independent Member	Cr Hannah Fitzhardinge
			Cr Frank Mofflin	*Cr Adin Lang
			Cr Doug Thompson	Cr Su Groome
			Cr Jenny Archibald	Cr Marija Vujcic
CEO Performance Committee	CEOPC	N/A	Mayor	Cr Geoff Graham
			Cr Jenny Archibald	*Cr Hannah Fitzhardinge

*Indicates Presiding Member

Working Groups			
Name	Acronym	Members	
International Relations Working Group	IRWG	A maximum of 4 Elected Members	
		Deputy Mayor Cr Andrew Sullivan	Cr Bryn Jones
		Cr Doug Thompson	Cr Jenny Archibald
Destination Marketing Working Group	DMWG	There are no Elected Member representatives on this working group. Qualification of members within the following categories is to be determined to the satisfaction of the Director City Business.	
		1. One independent chairperson with suitable qualifications and/or experience in marketing	5. One representative from the Fremantle Chamber of Commerce: must be a current board member or the Chief Executive Officer.
		2. One representative from Fremantle's arts and culture business sector with suitable qualifications and/or experience in marketing.	6. One representative from Fremantle's hospitality business sector with suitable qualifications and/or experience in marketing.
		3. One representative from the Indigenous business sector with suitable qualifications and/or experience in marketing.	7. One representative from Fremantle's retail business sector with suitable qualifications and/or experience in marketing.
		4. One representative from Fremantle's tourism business sector with suitable qualifications and/or experience in marketing.	8. One representative from Fremantle's professional service business sector (e.g. beauticians, banking, dentists) with suitable qualifications and/or experience in marketing.
Heart of Beaconsfield Working Group	HOBWG	A maximum of 6 Elected Members	
		Deputy Mayor Cr Andrew Sullivan	Cr Jenny Archibald
		Cr Su Groome	Cr Hannah Fitzhardinge
		Cr Marija Vujcic	Cr Geoff Graham

External Groups – Members appointed by Council

Name	Acronym	Term	Member	Deputy Member
Metropolitan South West Joint Development Assessment Panel	JDAP	Current members will remain as Term expires on 26 January 2020. New members are subject to the short term remaining.	Deputy Mayor Cr Andrew Sullivan	Cr Jenny Archibald
			Cr Rachel Pemberton	Cr Bryn Jones
Name	Acronym	Term	Member	
South Metropolitan Regional Council	SMRC	2019-2021 – In alignment with local government elections.	Cr Doug Thompson	
Western Australian Local Government Association South Metropolitan Zone	WALGA Zone	2019-2021 – In alignment with local government elections.	Deputy Mayor Cr Andrew Sullivan	
			Cr Geoff Graham	
			Cr Doug Thompson	
South West Group Board	SWGB	Mayors and CEO's of member local governments are ex-officio members.	Mayor	
			Chief Executive Officer	
South West Reference Group	SWRG	2019-2021 – In alignment with local government elections.	Cr Adin Lang	
			Cr Su Groome	
South West corridor development foundation	SWCDF	2019-2021 – In alignment with local government elections.	Cr Doug Thompson	

6. Current Membership – by Individual Elected Member

Mayor	
City Membership	Date appointed
Finance, Policy, Operations and Legislation Committee	23/10/2019
Planning Committee	23/10/2019
Strategic Planning and Transport Committee	23/10/2019
Audit and Risk Management Committee	23/10/2019
CEO Performance Committee	23/10/2019
All working groups (ex-officio)	-

South Ward			
Deputy Mayor Cr Andrew Sullivan		Councillor Marija Vujcic	
Committees	Date appointed	Committees	Date appointed
Finance, Legislation, Operations and Legislation Committee (FPOL)	23/10/2019	Strategic Planning and Transport Committee	23/10/2019
Planning Committee	23/10/2019	Audit and Risk Management Committee (ARMC)	9/12/2020
Working Groups	Date appointed	Working Groups	Date appointed
International Relations Working Group	23/10/2019	Heart of Beaconsfield Working Group	23/10/2019
Heart of Beaconsfield Working Group	23/10/2019	Kings Square Place Development Working Group	24/03/2021
External Membership	Date appointed		
Metropolitan South West Joint Development Assessment Panel (JDAP)	23/10/2019		
Western Australian Local Government Association South Metropolitan Zone (WALGA Zone)	23/10/2019		

Hilton Ward			
Councillor Frank Mofflin		Councillor Sam Wainwright	
Committees	Date appointed	Committees	Date appointed
Planning Committee	23/10/2019	Finance, Legislation, Operations and Legislation Committee (FPOL)	23/10/2019
Audit and Risk Management Committee (ARMC)	23/10/2019	Strategic Planning and Transport Committee	23/10/2019
Working Groups	Date appointed	Working Groups	Date appointed
Booyeembara Park Mountain Bike Trail Working Group	22/01/2020	Access and Inclusion Working Group	11/12/2019

City Ward			
Rachel Pemberton		Councillor Adin Lang	
Committees	Date appointed	Committees	Date appointed
Planning Committee	23/10/2019	Finance, Legislation, Operations and Legislation Committee (FPOL)	23/10/2019
Working Groups	Date appointed	Strategic Planning and Transport Committee	23/10/2019
Kings Square Place Development Working Group	24/03/2021	Audit and Risk Management Committee (ARMC)	23/10/2019
External Membership	Date appointed	External Membership	Date appointed
Metropolitan South West Joint Development Assessment Panel (JDAP)	23/10/2019	South West Reference Group (SWRG)	23/10/2019

North Ward			
Councillor Bryn Jones		Councillor Doug Thompson	
Committees	Date appointed	Committees	Date appointed
Planning Committee	23/10/2019	Finance, Legislation, Operations and Legislation Committee (FPOL)	23/10/2019
Strategic Planning and Transport Committee	23/10/2019	Audit and Risk Management Committee	27/11/2019
Working Groups	Date appointed	Working Groups	Date appointed
International Relations Working Group	23/10/2019	International Relations Working Group	23/10/2019
External Membership	Date appointed	External Membership	Date appointed
Metropolitan South West Joint Development Assessment Panel (JDAP)	23/10/2019	South Metropolitan Regional Council (SMRC)	23/10/2019
		Western Australian Local Government Association South Metropolitan Zone (WALGA Zone)	23/10/2019
		South West corridor development foundation (SWCDF)	
East Ward			
Councillor Jenny Archibald		Councillor Su Groome	
Committees	Date appointed	Committees	Date appointed
Finance, Legislation, Operations and Legislation Committee (FPOL)	23/10/2019	Planning Committee	23/10/2019
CEO Performance Committee	23/10/2019	Strategic Planning and Transport Committee	23/10/2019
Audit and Risk Management Committee (ARMC)	9/12/2020	Audit and Risk Management Committee (ARMC)	9/12/2020
Working Groups	Date appointed	Working Groups	Date appointed
International Relations Working Group	23/10/2019	Heart of Beaconsfield Working Group	23/10/2019
Heart of Beaconsfield Working Group	23/10/2019	Access and Inclusion Working Group	11/12/2019
Booyeembara Park Mountain Bike Trail Working Group	22/01/2020		
External Membership	Date appointed	External Membership	Date appointed
Metropolitan South West Joint Development Assessment Panel (JDAP)	23/10/2019	South West Reference Group (SWRG)	23/10/2019

Beaconsfield Ward			
Councillor Geoff Graham		Councillor Hannah Fitzhardinge	
Committees	Date appointed	Committees	Date appointed
Planning Committee	23/10/2019	Finance, Legislation, Operations and Legislation Committee (FPOL)	23/10/2019
Strategic Planning and Transport Committee	23/10/2019	Audit and Risk Management Committee (ARMC)	23/10/2019
CEO Performance Committee	23/10/2019	CEO Performance Committee	23/10/2019
Working Groups	Date appointed	Working Groups	Date appointed
Heart of Beaconsfield Working Group	23/10/2019	Heart of Beaconsfield Working Group	23/10/2019
		Kings Square Place Development Working Group	24/03/2021
External Membership	Date appointed		
Western Australian Local Government Association South Metropolitan Zone (WALGA Zone)	23/10/2019		

7. Table of Amendments

Name of Committee/ Group	Adoption/Amendment Details	Date
Audit and Risk Management Committee	Appointment of Cr Doug Thompson Ordinary Meeting of Council	27 November 2019
Access and Inclusion Working Group	Working group established and Cr Su Groome and Cr Sam Wainwright appointed to the group Ordinary Meeting of Council	11 December 2019
FPOL, PC, SPT, ARMC, CEO Performance	Added an * to indicate Presiding Member at Council Committees.	03 February 2020
Booyeembara Park Mountain Bike Trail Working Group	Working group established and added to the terms of reference, current membership by Committee/Group and by individual elected member sections.	03 February 2020
Economic Recovery Working Group	Established in response to recovery stage of the COVID-19 Pandemic	29 April 2020
Community Recovery Working Group	Established in response to recovery stage of the COVID-19 Pandemic	29 April 2020
Infrastructure Recovery Working Group	Established in response to recovery stage of the COVID-19 Pandemic	29 April 2020
Economic Recovery Working Group	Working group closed on 30 June 2020, as per the adopted terms of reference. Terms of reference removed from this register, and membership information removed where required.	30 June 2020
Community Recovery Working Group	Working group closed on 30 June 2020, as per the adopted terms of reference. Terms of reference removed from this register, and membership information removed where required.	30 June 2020
Infrastructure Recovery Working Group	Working group closed on 30 June 2020, as per the adopted terms of reference. Terms of reference removed from this register, and membership information removed where required.	30 June 2020
Audit and Risk Management Committee	The terms of reference were amended at the Ordinary Meeting of Council – ARMC2011-1.	25 November 2020
Audit and Risk Management Committee	Appointment of Cr Su Groome, Cr Jennifer Archibald and Cr Marija Vujcic. Ordinary Meeting of Council – C2012-5	9 December 2020
Kings Square Place Development Working Group	Working group established and Cr Rachel Pemberton, Cr Marija Vujcic and Cr Hannah Fitzhardinge appointed to the group. Ordinary Meeting of Council	24 March 2021

Responsibility and review information	
Responsible officer:	Manager Governance
Document adoption/approval details	23 October 2019 OCM – C1910-5
Document amendment details	See table of amendments above for details of amendments.