



# Council Committees and Groups Register

2021-23



## Table of Contents

<b>1. Delegated Committees of Council Terms of Reference</b>	<b>3</b>
Finance, Policy, Operations and Legislation Committee	3
Planning Committee	3
<b>2. Non -delegated Committees of Council Terms of Reference</b>	<b>4</b>
Audit and Risk Management Committee	4
CEO Performance Review Committee	7
CEO Recruitment and Selection Panel	8
<b>3. Working Groups of Council Terms of Reference</b>	<b>10</b>
International Relations Working Group	10
Destination Marketing Working Group	12
Strategic Community Plan Review Working Group	15
<b>4. External Groups – Members appointed by Council</b>	<b>17</b>
Metro Inner-South Joint Development Assessment Panel	17
Resource Recovery Group	17
Western Australian Local Government Association (WALGA) South Metropolitan Zone	17
South West Group Board	17
South West Corridor Development Foundation and South West Reference Group Local	17
Emergency Management Committee	18
<b>5. Current Membership – by Committee/Group</b>	<b>19</b>
<b>6. Current Membership – by Individual Elected Member</b>	<b>24</b>
<b>7. Table of amendments/review</b>	<b>28</b>



# 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.

### 1. Objectives

- 1.1 The primary objectives of the delegated committees of Council listed above are 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. The Mayor (ex-officio member), and
  - b. Six councillors, one from each Ward, who will act as a member when their fellow Ward member is unable to attend and will also provide apology in accordance with the meeting procedures if they are unable to deputise.
- 3.2 The Chief Executive Officer or nominee is to attend committee meetings to provide advice and guidance.
- 3.3 Membership tenure will be in accordance with the City's Meeting Procedures Policy.

### 4. Presiding member

- 4.1 The election of a presiding member and deputy presiding member will be in accordance with the City's Meeting Procedures Policy.

### 5. Meetings

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

### 6. Quorum and reduction of

- 6.1 Quorums and the reduction of quorums will be in accordance with the City's Meeting Procedures Policy.

### 7. Suspension of committee

- 7.1 Suspension and termination will be 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 objectives of the Audit and Risk Management Committee are to:
- Support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, the internal control structure, risk management systems internal and external audit functions, and ethical accountability.
  - Critically examine the audit and management reports provided by the external auditor and ensure that the local government appropriately implements any actions.
  - Receive and authorise the audit report prepared by the Chief Executive Officer (CEO) to be provided to the Minister.

#### 2. Functions

- 2.1 The Audit and Risk Management Committee has the following functions –
- To guide and assist the local government in respect to audits and other matters related to financial management.
  - To guide and assist the local government in relation to audits and reviews of systems and procedures.
  - To receive reports prepared by the CEO in relation to audits, system and procedural reviews, and compliance audit returns, and review the findings before requesting they be forwarded to Council.
  - To monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
    - Local Government (Audit) Regulations 1996 regulation 17(1); and
    - the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c).
  - 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.
  - To oversee the implementation of any action that the local government –
    - is required to take in an audit report.
    - has stated it has taken or intends to take in an audit report.
    - has accepted should be taken following receipt of an audit report).
    - 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).
  - To perform any other function conferred on the audit committee by the Local Government (Audit) Regulations 1996 or another written law.
  - To monitor the risk exposure of the City by reviewing and making recommendations on the:
    - Risk Management Framework; and
    - Strategic Risk Register.
  - To monitor emerging or significant risks identified through the risk management framework and review the actions to mitigate such risks.
  - To oversee the development and implementation of the City's fraud and corruption control arrangements.
  - To assist in ensuring the appropriate processes and systems are in place to detect, capture and efficiently respond to fraud and corruption.



- l. To monitor the progress of any major lawsuits facing the local government.
- m. To monitor the progress and implications of any major projects being delivered by or affecting the local government.
- n. To monitor the progress of self-supporting loans.
- o. To meet with the external auditor as required at least once in each year.

**3. Powers of the Audit and Risk Management Committee**

- 3.1 The 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 or administrative 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. The Mayor (ex-officio member).
  - b. Four councillors as members, and
  - c. Four councillors as deputy members, who will act as a member when their fellow Ward member is unable to attend and will also provide apology in accordance with the meeting procedures if they are unable to deputise.
  - d. Two external independent members.

**5. Tenure**

- 5.1 Membership tenure will be in accordance with the Act.

**6. External Independent Members**

- 6.1 The committee may appoint two external independent members.
- 6.2 External independent members 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 External independent members:
  - 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 external independent members will be made following a public advertisement period and the evaluation and recommendation of a potential external member will be submitted for Council approval.
- 6.6 External members will be entitled to receive reimbursement of reasonable expenses to a maximum of \$250 per meeting.



**7. Presiding member**

7.1 The election of a presiding member and deputy presiding member will be in accordance with the City's Meeting Procedures Policy.

**8. Meetings**

8.1 The committee will meet bimonthly, 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 will be presented to the next ordinary meeting of the Council.

**9. Quorum and reduction of**

9.1 Quorums and the reduction of quorums will be 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**

- 1.1 The purpose of the Committee is to coordinate and undertake the performance review of the Chief Executive Officer (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. Development and review of Key Performance Indicators to be achieved by the CEO.
  - c. Annual review of the CEO's performance in accordance with the CEO's Key Performance Indicators.
  - d. Quarterly informal reviews of the CEO's performance in accordance with the CEO's Key Performance Indicators.
  - e. Review of 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 CEO has legislative responsibility and does not have any delegated financial responsibility.

### **4. Membership**

- 4.1 The committee will be made up of the following members:
  - a. The Mayor (as ex-officio); and
  - b. 4 Councillors.

### **5. Tenure**

- 5.1 Membership tenure will be in accordance with the City's Meeting Procedures Policy.

### **6. Presiding member**

- 6.1 The election of a presiding member and deputy presiding member will be in accordance with the City's Meeting Procedures Policy.

### **7. Meetings**

- 7.1 The committee will 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 will be presented to the next ordinary meeting of the Council.

### **8. Quorum and reduction of**

- 8.1 Quorums and the reduction of quorums will be in accordance with the City's Meeting Procedures Policy.

### **9. Suspension of committee**

- 9.1 Suspension and termination will be in accordance with the City's Meeting Procedures Policy.



## **CEO Recruitment and Selection Panel**

In accordance with model standards for CEO recruitment, performance and termination, local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members and must include at least one independent person.

### **1. Objectives**

- 1.1 The panel are responsible for assessing applicants for the position of CEO and making a recommendation to council regarding the most suitable applicant or applicants.

### **2. Functions**

- 2.1 The Panel is to:
  - a. Act in an impartial and transparent manner, in accordance with any confidentiality provisions and employment principles required under the relevant Council policy and legislation.
  - b. After any selection process is complete, advise Council in relation to the following manners:
    - Preferred candidates selected for interviews, with consideration of:
      - The outcome of appropriate reference checks to verify the applicant's character, work history, skills, performance and any other claims made by the applicant.
    - Outcome of applicant assessments, with consideration of:
      - Each applicant's knowledge, experience, qualifications, and skills being assessed against the selection criteria.
      - Verification of any academic, or other tertiary level, qualifications the applicant claims to hold.
  - c. Provide recommendations to Council in relation to the following matters:
    - Selection criteria and job description form.
    - Preferred candidate for appointment to the position.
      - If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend this to Council.
    - Contract of employment and remuneration package.
  - d. Participate in interviews of preferred candidates.

### **3. Powers of the CEO Recruitment and Selection Panel**

- 3.1 The Panel makes recommendations to Council for consideration on the appointment of the CEO.
- 3.2 The Panel is to report to Council and provide appropriate advice and recommendations on matters relevant to its functions.
- 3.3 The Panel does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

### **4. Membership**

- 4.1 The Panel will be made up of the following members:
  1. The Mayor (as ex-officio)
  2. 4 Councillors
  3. 1 Independent member





**5. Tenure**

- a. Membership tenure will be until the panel has fulfilled its purpose.

**6. Presiding member**

- a. The Mayor will preside.

**7. Meetings**

- a. The Panel will meet on specific dates to be advised and more regularly as required at the discretion of the presiding member.

**8. Quorum and reduction of**

- a. Quorums and the reduction of quorums will be in accordance with the City's Meeting Procedures Policy.

**9. Suspension of panel**

- a. This panel will be terminated when its purpose has been achieved.



## 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 4)
  - b. City officers:
    - Manager Governance

#### 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 a presiding member and deputy presiding member will be 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 provide external industry guidance and advice to officers to support the implementation of the City's Destination Marketing Strategic Plan, which 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.
  - e. Sponsorship of existing and new private events and grass roots business activation projects.
  - f. Updating and renewing the Destination Marketing Strategic Plan as required at the end of its specified term/s.

### 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. Effectively working with major private developers and property owners to market their new developments as part of a coordinated plan.
  - f. 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.



### **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 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 will be 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).
  - e. maintain and distribute good records).



**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.



## **Strategic Community Plan Review Working Group**

### **1. Purpose**

- 1.1 The purpose of the Strategic Community Plan Review Working Group is to:
- a. Provide advice and guidance on the design, delivery and outcomes of the engagement process to support the review of the Strategic Community Plan.
  - b. Support coordination of engagement, communications and promotion with the Future of Fremantle project.

### **2. Outcome**

- 2.1 The group will provide advice and/or recommendations to council on the following:
- a. The engagement process to support the review process for the Strategic Community Plan which:
    - i. Responds to the direction set by Council in its resolution of 24 March 2021 (FPOL 2103-9)
    - ii. Incorporates community input in accordance with the requirements of the *Local Government (Administration) Regulations 1996* and Council's 'Community Engagement' Policy.
    - iii. Maintains and develops the priority areas established through past engagement exercises, and establishes clear strategic direction taking into account subsequent engagement inputs and organisational capacity.
    - iv. Considers opportunities for collaboration, partnership and co-design.
    - v. Coordination with the Future of Fremantle project.
  - b. The outcomes of engagement and how this might be most effectively reflected in a revised Strategic Community Plan and informing strategies and plans.

### **3. Membership**

- 3.1 The Working Group is established by council resolution.
- 3.2 Members are to be appointed by council and include:
- a. Up to 5 elected members including a presiding member (see 5 below)
  - b. The Chief Executive Officer or their delegate
  - c. The Director Community Development
  - d. A representative of the Future of Fremantle project team.
- 3.3 Non-members may be invited by the group to attend meetings to provide information, share ideas and contribute to co-design, and may include representatives of:
- a. Residents, including young people and the aged
  - b. Business
  - c. Education
  - d. Heritage, Culture and the Arts
  - e. Aboriginal community and Nyoongar elders
  - f. Culturally and linguistically diverse communities
  - g. LGBTQIA+ communities
  - h. People with a disability



- i. Other stakeholders
- 3.4 The Strategic Community Plan Review Working Group will meet monthly or more frequently if required. Meetings may be replaced by the circulation of an update report where approved by the Presiding member taking into account the need (or otherwise) to receive information versus provide input.
- 4. Role of the group**
  - 4.1 Receive advice and information from officers and other professionals and representatives to assist design and delivery of the review process and associated engagement.
  - 4.2 Provide input to council through officers, on the design and delivery of the review process and associated engagement, including engagement objectives and planning, engagement methods, engagement themes and engaging a broad range of the community, including hard to reach groups.
- 5. Presiding Member**
  - 5.1 The presiding member will be appointed by the Council.
  - 5.2 The presiding member facilitates the meeting, with support from the City officers and / or the City's nominated engagement consultant.
- 6. Administration**
  - 6.1 City officers (or the City's nominated engagement consultant):
    - 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.
  - 7.3 In the event of an equal number of votes from group members on a matter, the presiding member holds the casting vote.
- 8. Frequency of meetings**
  - 8.1 A minimum of four meetings a year must be held.
- 9. Term of membership**
  - 9.1 This Working Group has a term of 12 months.
  - 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 Membership of the Group is for 12 months (or for the period of its operation if extended by the Chief Executive Officer under 9.2 above).
  - 9.4 The working group will disband upon completion of the project or adoption of the revised plan.





## 4. External Groups – Members appointed by Council

### Metro Inner-South 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 Metro Inner-South 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.

### Resource Recovery Group

The Resource Recovery Group (RRG) is a statutory Local Government authority, representing local councils located in the southern part of metropolitan Perth, Western Australia. The RRG 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 Resource Recovery Group 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 Corridor Development Foundation and South West Reference Group

#### 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.



### **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.

### **Local Emergency Management Committee**

The City of Fremantle shares Local Emergency Management Arrangements with the Town of East Fremantle. The Local Emergency Management Committee meets four times per year, and its functions are:

- a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.



## 5. Current Membership – by Committee/Group

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

\*Indicates Presiding Member



Council Committees				
Name	Acronym	Ward	Members	Deputy Member
Audit and Risk Management Committee	ARMC	Ex officio	Mayor Hannah Fitzhardinge	---
		Independent	Mr Ben Arnold	---
			<i>To be appointed soon</i>	---
		1.	Cr Andrew Sullivan	Cr Jenny Archibald
		2.	*Cr Su Groome	Cr Geoff Graham
		3.	Cr Fedele Camarda	Cr Marija Vujcic
		4.	Deputy Mayor Cr Frank Mofflin	Cr Adin Lang

CEO – Recruitment, Selection and Performance Review bodies				
Name	Acronym	Ward	Members	
CEO Performance Review Committee	CEOPRC	N/A	Mayor Hannah Fitzhardinge	---
			Cr Jenny Archibald	*Deputy Mayor Cr Frank Mofflin
			Cr Andrew Sullivan	Cr Geoff Graham
CEO Recruitment and Selection Panel	CEORS	N/A	Mayor Hannah Fitzhardinge	Cr Geoff Graham
			Rob McDonald - Independent Member	Deputy Mayor Cr Frank Mofflin
			Cr Jenny Archibald	Cr Doug Thompson

\*Indicates Presiding Member



Working Groups			
Name	Acronym	Members	
International Relations Working Group	IRWG	A maximum of 4 Elected Members	
		Cr Bryn Jones	Cr Doug Thompson
		Cr Fedele Camarda	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.



Name	Acronym	Members		
Strategic Community Plan Review Working Group	SCPRWG	A maximum of 5 Elected Members		
		Cr Su Groome		Cr Ben Lawver
		Cr Jenny Archibald		---
Name	Acronym	Term	Member	Deputy Member
Metro Inner-South 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.	Cr Andrew Sullivan	Cr Bryn Jones
			Cr Rachel Pemberton	Cr Ben Lawver
South West Reference Group	SWRG	2021-2023 – In alignment with local government elections.	Cr Adin Lang	Cr Ben Lawver
South West corridor development foundation	SWCDF			
Name	Acronym	Term	Member	
Resource Recovery Group	RRG	2019-2021 – In alignment with local government elections.	Cr Doug Thompson	
Western Australian Local Government Association South Metropolitan Zone	WALGA Zone	2021-2023 – In alignment with local government elections.	Cr Doug Thompson	
			Cr Geoff Graham	
			Deputy Mayor Cr Frank Mofflin	

**Council: Committees and Groups Register 2021-23**



Name	Acronym	Term	Member
South West Group Board	SWGB	Mayors and CEOs of member local governments are ex-officio members.	Mayor Hannah Fitzhardinge
			Chief Executive Officer
Local Emergency Management Committee	LEMC	2021-2023 – In alignment with local government elections.	Cr Su Groome
			Deputy Mayor Cr Frank Mofflin



## 6. Current Membership – by Individual Elected Member

<b>Mayor Hannah Fitzhardinge</b>	
City Membership	Date appointed
Finance, Policy, Operations and Legislation Committee	27/10/2021
Planning Committee	27/10/2021
Audit and Risk Management Committee	27/10/2021
CEO Performance Review Committee	27/10/2021
CEO Recruitment and Selection Panel	27/10/2021

<b>Beaconsfield Ward</b>			
<b>Councillor Geoff Graham</b>		<b>Councillor Fedele Camarda</b>	
Committees	Date appointed	Committees	Date appointed
Planning Committee	27/10/2021	Finance, Policy, Operations and Legislation Committee	27/10/2021
CEO Performance Review Committee	27/10/2021	Audit and Risk Management Committee	27/10/2021
CEO Recruitment and Selection Panel	27/10/2021	<b>Working Groups</b>	<b>Date appointed</b>
<b>External Membership</b>	<b>Date appointed</b>	International Relations Working Group	27/10/2021
Western Australian Local Government Association (WALGA) South Metropolitan Zone	27/10/2021		





<b>City Ward</b>			
<b>Councillor Rachel Pemberton</b>		<b>Councillor Adin Lang</b>	
Committees	Date appointed	Committees	Date appointed
Finance, Policy, Operations and Legislation Committee	27/10/2021	Planning Committee	27/10/2021
External Membership	Date appointed	External Membership	Date appointed
Metro Inner-South JDAP	24/11/2021	South West Reference Group and South West Corridor Development Foundation	27/10/2021

<b>East Ward</b>			
<b>Councillor Su Groome</b>		<b>Councillor Jenny Archibald</b>	
Committees	Date appointed	Committees	Date appointed
Planning Committee	27/10/2021	Finance, Policy, Operations and Legislation Committee	27/10/2021
Audit and Risk Management Committee	27/10/2021	CEO Performance Review Committee	27/10/2021
Working Groups	Date appointed	CEO Recruitment and Selection Panel	Date appointed
Strategic Community Plan Review Working Group	15/12/2021	Working Groups	Date appointed
External Membership	Date appointed	International Relations Working Group	27/10/2021
Local Emergency Management Committee	27/04/2022	Strategic Community Plan Review Working Group	15/12/2021



Hilton Ward			
Deputy Mayor Cr Frank Mofflin		Councillor Ben Lawver	
Committees	Date appointed	Committees	Date appointed
Finance, Policy, Operations and Legislation Committee	27/10/2021	Planning Committee	27/10/2021
Audit and Risk Management Committee	27/10/2021	Working Groups	Date appointed
CEO Performance Review Committee	27/10/2021	Strategic Community Plan Review Working Group	15/12/2021
CEO Recruitment and Selection Panel	27/10/2021	External Membership	Date appointed
External Membership	Date appointed	Metro Inner-South JDAP	24/11/2021
Western Australian Local Government Association (WALGA) South Metropolitan Zone	27/10/2021		
Local Emergency Management Committee	27/04/2022		

North Ward			
Councillor Bryn Jones		Councillor Doug Thompson	
Committees	Date appointed	Committees	Date appointed
Planning Committee	27/10/2021	Finance, Policy, Operations and Legislation Committee	27/10/2021
Working Groups	Date appointed	CEO Recruitment and Selection Panel	27/10/2021
International Relations Working Group	27/10/2021	Working Groups	Date appointed
External Membership	Date appointed	International Relations Working Group	27/10/2021
Metro Inner-South JDAP	24/11/2021	External Membership	Date appointed
		Resource Recovery Group	27/10/2021
		Western Australian Local Government Association (WALGA) South Metropolitan Zone	27/10/2021



South Ward			
Councillor Marija Vujcic		Cr Andrew Sullivan	
Committees	Date appointed	Committees	Date appointed
Finance, Policy, Operations and Legislation Committee	27/10/2021	Planning Committee	27/10/2021
		Strategic Planning and Transport Committee	27/10/2021
		Audit and Risk Management Committee	27/10/2021
		CEO Performance Review Committee	27/10/2021
		External Membership	Date appointed
		Metro Inner-South JDAP	24/11/2021



## 7. Table of amendments/review

Name of Committee/ Group	Adoption/Amendment Details	Date
Planning Committee	Added an "*" to indicate Cr Bryn Jones as Presiding Member.	3 November 2021
Finance, Policy, Operations and Legislation Committee	Added an "*" to indicate Cr Jenny Archibald as Presiding Member.	10 November 2021
Audit and Risk Management Committee	Added an "*" to indicate Cr Su Groome as Presiding Member.	17 November 2021
Metro Inner-South JDAP	Updated members and deputy members for the period 2022-2024	24 November 2021
Audit and Risk Management Committee	Terms of reference updated to allow for two independent members as per Council resolution ARMC2111-1.	24 November 2021
CEO Performance Review Committee	Added an "*" to indicate Cr Frank Mofflin as Presiding Member.	1 December 2021
CEO Recruitment and Selection Panel	Amended as per Council resolution C2112-2	15 December 2021
Strategic Community Plan Review Working Group	Terms of reference and membership as per Council resolution FPOL2112-7	15 December 2021
Audit and Risk Management Committee	Included Ben Arnold as the Independent Member as per Council resolution ARMC2202-1	23 February 2022
Local Emergency Management Committee	Added members Cr Su Groome and Cr Frank Mofflin, as per Council resolution ARMC2204-1.	27 April 2022



Responsibility and review information	
<b>Responsible officer:</b>	Manager Governance
<b>Document adoption/approval details</b>	27 October 2021 - C2110-9
<b>Document amendment details</b>	See table of amendments above for details of amendments
<b>Next review date</b>	October 2023