



# Council Committees and Groups Register

2023–25



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# 1. 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:
  - a. 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.
  - b. Critically examine the audit and management reports provided by the external auditor and ensure that the local government appropriately implements any actions.
  - c. 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 –
  - a. To guide and assist the local government in respect to audits and other matters related to financial management.
  - b. To guide and assist the local government in relation to audits and reviews of systems and procedures.
  - c. 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.
  - 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.
    - ii. has stated it has taken or intends to take in an audit report.
    - iii. has accepted should be taken following receipt of an audit report).
    - 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. To monitor the risk exposure of the City by reviewing and making recommendations on the:
    - i. Risk Management Framework; and
    - ii. Strategic Risk Register.
  - i. To monitor emerging or significant risks identified through the risk management framework and review the actions to mitigate such risks.
  - j. To oversee the development and implementation of the City's fraud and corruption control arrangements.
  - k. 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 *the Local Government Act 1995 section 7.1A*:
  - a. The Mayor (ex-officio member); and
  - b. Four councillors as members; and
  - c. Two councillors as deputy members, who will deputise when a member is unable to attend and will also provide apology in accordance with the meeting procedures if they are unable to deputise; and
  - d. Up-to 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 up-to 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 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 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. Four 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.



## 2 .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 or other relevant matters.

#### 3. Membership

3.1 The member representatives are:

- a. Elected members (up to 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 advice on the delivery of 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 feedback and guidance on:
  - a. The overall strategic marketing approach, including different stages over the four-year period of the Destination Development Strategic Plan 2023-2027.
  - 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.

### **2. Outcome**

- 2.1. The group will provide advice and/or recommendations to council on the following:
  - a. The development of annual implementation plans based on the deliverables outlined in the Destination Development Strategic Plan 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 implementation 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 an allowance determined by the City's Chief Executive Officer.
  - b. Up to seven of the following, taking into account the advice of the presiding member:
    - 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.

3.2 Where a membership vacancy occurs for part 3.1, the Chief Executive Officer will appoint a member for the remainder of the membership term at his discretion, in accordance with the terms of reference.

**\*\*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. The group is to provide ongoing advice and recommendations to Council on matters related to destination marketing in line with the Destination Development Strategic Plan adopted by Council.
- 4.2. To provide advice to the lead City officer on grant and sponsorship applications in accordance with the Destination Development Strategic Plan.
- 4.3. 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).

#### **6. Administration**

- 6.1 City officers
  - 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, executive staff and elected members as required.
  - d. Prepare reports for council's consideration related to the group's advice, recommendations, or progress on the plan, as required.
  - e. Undertake destination marketing activities that support delivery of the overarching strategy, where it is most efficient and effective for City Officers to undertake that activity instead of an agency or contractor.
  - f. 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.
- 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 will be held.

### **9. Term of membership**

- 9.1 Working Group members hold a term of two years or until the next ordinary election of council, as required by the Act.

### **10. Key performance indicators (KPIs)**

#### 10.1 Primary KPI

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

#### 10.2 Secondary KPIs

- Improved awareness of the overall Fremantle offering to visitors measured annually.
- Improved perception of the overall Fremantle offering to visitors measured annually.



## Walyalup Reconciliation Action Plan 2024- 2027 Working Group

### 1. Purpose

- 1.1 The purpose of the Walyalup Reconciliation Action Plan Working Group is to:
  - a) Oversee, guide, and monitor the implementation of the Walyalup Reconciliation Action Plan (WRAP).
  - b) Upon invitation, provide advice to the City on issues relating to communities and people of an Aboriginal and Torres Strait Islander background.

*It should be noted that the Working Group is not a Traditional Owner or Reference Group, and Land and Heritage matters are referred to the South West Aboriginal Land and Sea Council or Whadjuk Aboriginal Corporation.*

### 2. Outcome

- 2.1 The delivery of objectives in accordance with the WRAP.
- 2.2 Annual reporting on the WRAP progress to Council and community.
- 2.3 Ongoing commitment to improved outcomes for Aboriginal peoples, as well as genuine progress towards reconciliation and closing the gap.

### 3. Membership

- 3.1 The Working Group is established by council resolution.
- 3.2 Members are to be appointed by the Council and include:
  - a. The Mayor (as ex-officio)
  - b. Four Councillors
  - c. Three City officers
  - d. Two nominated representatives elected by the Whadjuk Aboriginal Corporation.
  - e. Maximum of up to eight Aboriginal people of different family groups
  - f. Maximum of three representatives from relevant organisations seeking to support the City in Reconciliation
  - g. Maximum two Community Members.
- 3.3 Non-members may be invited by the group to attend meetings to provide information, share ideas and contribute to co-design.
- 3.4 Where a membership vacancy occurs for part 3.2 c to g, the Chief Executive Officer will appoint a member for the remainder of the membership term, in accordance with 3.2 requirements.

### 4. Role of the group

- 4.1 Provide feedback to the City on the Walyalup Reconciliation Action Plan.
- 4.2 Receive information and updates from the City on the status of the actions and deliverables from the WRAP.
- 4.3 Participate at external National Reconciliation Week events and NAIDOC Week events.
- 4.4 Participate as required in structured cultural learning.
- 4.5 Work in accordance with any related Council policies.



### **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.

### **6. Administration**

- 6.1. City officers:
  - a. provide an agenda to the members before each meeting,
  - b. keep concise meeting notes and registers them in the City's record keeping system,
  - c. send the meeting notes to the working group members, executive staff and elected members as required.
  - d. provide a report to Council on the progress of the outcomes listed in part 2 on an annual basis, or 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.
- 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. Meet at least four times per year.

### **9. Term of membership**

- 9.1. The working group disbands upon completion of the plan/strategy or project.
- 9.2. Working group participants may be invited to convert to a working group to develop a new or complete a major review of an existing plan or strategy.
- 9.3. The term of membership for Elected Members will be until the next ordinary local government elections.

### **10. Sitting Fees**

- 10.1. Those members appointed to the group who are representing the Aboriginal community (and not attending as a representative of an organisation or community member) will be paid for their time involved in participating at this Working Group meeting.
- 10.2. The payment schedule is in line with the Nyoongar Standard Heritage Agreement of the South West Settlement.
- 10.3. Sub Working Group Meetings members representing the Aboriginal community will be paid \$100 for the first meeting. Thereafter attendance on sub groups is voluntary.



## Hilton Park Precinct Project Working Group

### 1. Introduction

- 1.1. Project Working Groups (**Working Group**) are comprised of City of Fremantle (**The City**) Officers, elected members, and key stakeholders and are related to accomplishing, facilitating and supporting the coordination of a single project or task.
- 1.2. This Terms of Reference has been developed using The City's template to outline the roles, responsibilities, terms and conditions for the Hilton Park Precinct (**HPP**) Master Planning Project (**The Project**) Working Group.

### 2. Project Definition

- 2.1. The Project has emerged through engagement with sporting clubs and the community on needs and desired use, that highlighted issues with facilities, infrastructure and access to suit current and future sporting requirements.
- 2.2. The City asset renewal information, facility assessment, and Long Term Financial Planning highlight the need for a redevelopment of the reserve to better cater for the communities' current and future use for both active and passive recreation and other community use.

### 3. Purpose

- 3.1. The purpose of the Hilton Park Precinct Working Group (**The Working Group**) is to work with the City and Project consultants to:
  - a. Collaboratively to develop the Project.
  - b. Ensure the community and key stakeholders are appropriately engaged in the development and delivery of Project.
  - c. Act as conduits between the Project Control Group and the community and stakeholder groups by providing Project information and sharing feedback.

### 4. Outcome

- 4.1. The key outcome of the project will be the delivery of a community and stakeholder supported, publicly available Document Library, including the following:
  - a. Literature Review Report.
  - b. Site Investigations Analysis Report.
  - c. Site Capabilities and Future Needs Analysis Report.
  - d. Engagement Report.
  - e. Place Plan Report (with Actions Schedule).
  - f. Master Plan Report (with Cost Estimate).
  - g. Delivery and Staging Plan.
  - h. Finalised Business Case and Stylised Executive Summary.
  - i. Implementation Plan.

### 5. Membership

- 5.1. The Working Group is forecast to be made up of the following Members:
  - a. Elected Members (up to 5).
  - b. City Officers (up to 6),
  - c. Community Members including representatives invited from the following:
    - i. Former Beaconsfield and Hilton Precinct Groups (2).
    - ii. Access and Inclusion Representative (1).
    - iii. Whadjuk Advisory Corporation (1).
    - iv. ChangeMakers (1).
    - v. Fremantle City Dockers Junior Football Club (1).



- vi. Fremantle City Football Club (1).
  - vii. Hilton Park Bowling & Recreation Club Inc (1).
  - viii. Hilton Bicton Cricket Club and Hilton Park Junior Cricket Club (2).
  - ix. Fremantle Men's Community Shed (1).
  - x. Other interested parties (up to 4).
- 5.2. A publicly available Expressions of Interest process will be undertaken by The City seeking Membership for the Working Group.
- 5.3. Members of the Project Control Group, Cross Functional Team, Project consultants or other stakeholders who are not Working Group members may be invited to meetings as subject matter experts, for presentation of works and participate in meetings as Observers.
- 5.4. Members may delegate a proxy to attend providing the Chairperson is advised in writing or by email prior to the meeting(s) in question.
- 5.5. Where a membership vacancy occurs for part 5.1 b and c, the Chief Executive Officer will appoint a member for the remainder of the membership term.

### 6. Presiding Member

- 6.1. The presiding member (or Chairperson) will be an appropriate City Officer appointed by the CEO at the first meeting.
- 6.2. The responsibility of this role will be to:
  - a. Facilitate Working Group meetings.
  - b. Ensure Agendas are distributed, and Minutes kept of meeting proceedings.

### 7. Role of the Group

- 7.1. Provide advice and information to City Officers and Project consultants to assist site analysis, content creation and design development of the Project.
- 7.2. Make recommendations to the Project Control Group on key Project gateways and deliverables.

### 8. Administration

- 8.1. Secretariat functions will be provided by City Officers, including:
  - a. Circulate meeting Agendas (one week prior to meeting) and Minutes (five working days following meeting) to Working Group and Project Control Group Members.
  - b. Register Agendas and Minutes including appendices within the City's record keeping system.
  - c. Report to Council on project milestones.

### Decision Making

- 8.2. The Working Group has no decision-making authority.
- 8.3. A quorum of at least 50% of the Working Group (including one City of Fremantle Councillor) is required to submit recommendations to the Project Control Group.
- 8.4. Group consensus is required to progress recommendations to the Working Group.

### 9. Meetings

- 9.1. Working Group meetings to occur bi-monthly at WCC with Teams links provided on an as needs basis.



- 9.2. Meeting frequency to vary dependent upon Project needs.
- 9.3. Working Group Members expected to attend the following Working Group Workshops:
  - Workshop 1 - Influences Workshop
  - Workshop 2 - Site Planning Workshop
  - Workshop 3 – Draft Place Plan Feedback Workshop
  - Workshop 4 – Feedback Update Workshop
  - Workshop 5 – Feedback Update Workshop

**10. Terms of the Working Group**

- 10.1. The Working Group will be established for the duration of the Project.
- 10.2. Council can extend or amend the term of the Working Group to enable or assist the Working Group to achieve its purpose.



## **Fremantle Oval Project Working Group**

### **1. Purpose**

- 1.1 The purpose of the Fremantle Oval PWG is to:
- a) Provide high-level project direction and coordination between partners.
  - b) Identify advocacy and funding opportunities.
  - c) Monitor progress and activities.
  - d) Identify how and when community engagement should occur.

### **2. Outcome**

- 2.1 To assist with the planning and advocacy of the oval project to a point where government funding of the project has been secured. (It is noted that the long-term governance of the project will require review and a transition from a Working Group to a future management committee.)

### **3. Membership**

- 3.1 Members are to be appointed by the Council and include:
- a. The Mayor (as ex-officio)
  - b. Three Councillors
  - c. Chief Executive Officer, City of Fremantle
  - d. Strategic Planning Officer, City of Fremantle
  - e. Chief Executive Officer, South Fremantle Football Club
  - f. Executive Manager Facilities, WA Football Commission
  - g. Executive General Manager Operations, Fremantle Football Club

### **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 Fremantle Oval PWG will appoint its presiding member at its first meeting.
- 5.2 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 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.
  - d. Report to Council on project milestones, or other matters 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 The Fremantle Oval PWG will determine frequency of meetings at its first meeting.
- 8.2 A minimum of four meetings a year must be held.





**9. Term of membership**

- 9.1 Council will determine the term of the working group at the formation of the group. This working group has a term of 24 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 The working group will disband upon completion of the project planning or adoption of the strategy/plan.



## City Plan Engagement Working Group

### 1.0 Membership:

- Mayor (ex-officio) – Mayor Hannah Fitzhardinge
- Elected Member – Cr Ben Lawver
- Elected Member – Cr Jenny Archibald
- Elected Member – Cr Fedele Camarda
- Elected Member - TBA
- Director Planning, Place and Urban Development
- Manager Strategic Planning and City Design
- Principal Urban Designer
- Community Engagement Partner

To be confirmed by CEO

The Chief Executive Officer may invite external members to a Working Group, to bring specific expertise or community representation to the discussion. This can be initiated by a recommendation from the Group to the CEO.

### 2.0 Purpose / Key Focus:

Following the completion of base-mapping work, the Working Group needs to discuss how best to engage with the community at this early stage of the project. It is considered important to share information broadly to keep the community informed as well as to target specific stakeholders and experts to review work completed to date, and to assist with setting a clear roadmap for future engagements / external inputs. The Working Group will also 'test' and refine survey tools around values and visioning. It is envisaged that the Working Group will then review various results of the engagement process prior to this important stage of the City Plan being reported back to Council.

### 3.0 Link to Corporate Plan / Strategic Community Plan:

Development of the City Plan to guide future strategies, planning and projects for the City is considered to respond to all aspects of the Strategic Community Plan:

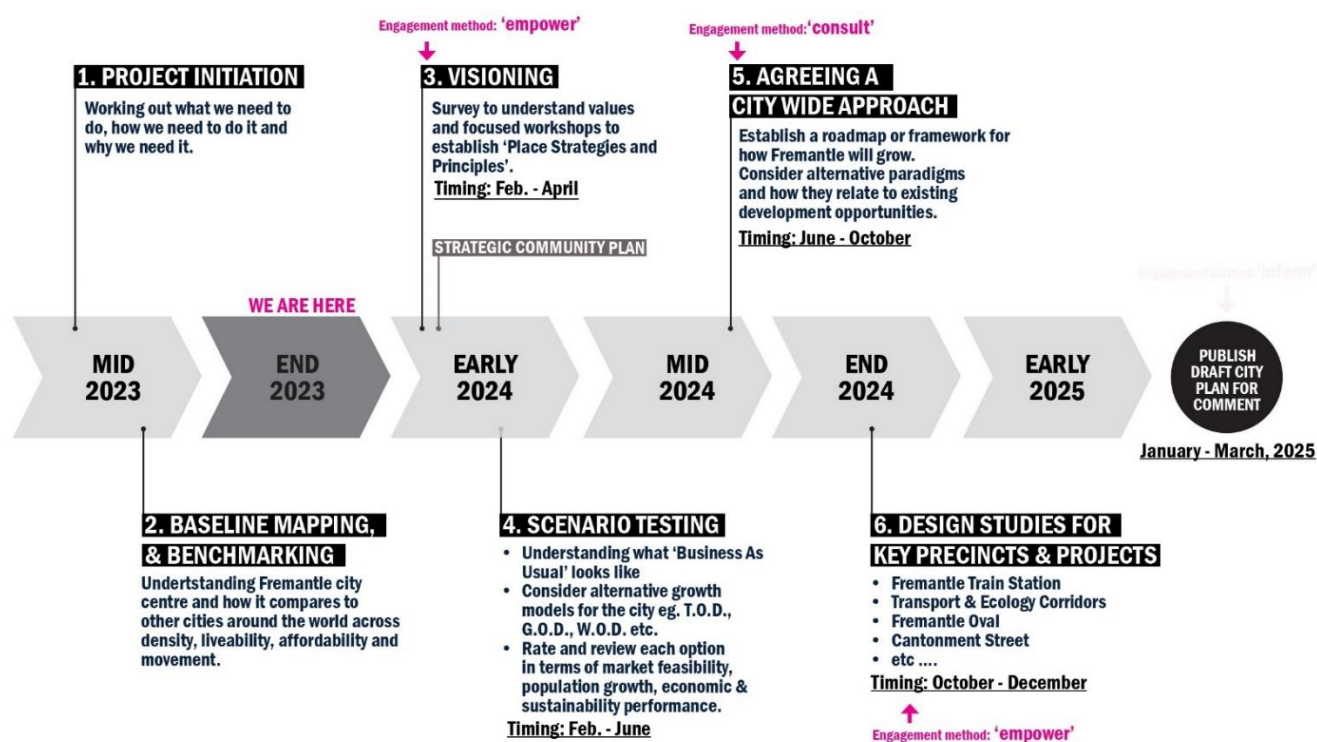
Economic development	Environmental responsibility	Transport and connectivity	Character, culture and heritage	Places for people	Health and happiness	Capability
Diversify and strengthen Fremantle's economic capacity.	Work with the community to develop environmentally sustainable solutions for the benefit of current and future generations.	Enhance the connectivity throughout the city of Fremantle and other strategic economic hubs and population centres.	Sustain and grow arts and culture and preserve and promote the importance of our social capital, built heritage and history (both pre- and post-European settlement).	Create great spaces for people through innovative urban and suburban design.	Creating a physical and social environment where it is easy for people to lead safe, happy and healthy lives.	An innovative, responsive, influential local government which leads the way in delivering services and projects through good governance, effective communication, responsible management and excellence in delivery.



## 4.0 Deliverable(s):

1. Endorsement of over-arching engagement framework for the City Plan project.
2. Identification of specific groups and individuals who will be invited to participate in the early stages of engagement, and/or who might assist the Working Group in refining the over-arching framework.
3. Testing of survey tools around understanding values and development of the City Plan Vision.
4. Monitor / review / adjust process and feedback from the engagement stage, prior to reporting back to Council.

Following the engagement stage of the City Plan, it is envisaged that the Terms of Reference will be reviewed to assist with advancing the next stage of the City Plan, in line with the following project timeline:



## 5.0 Duration / Term:

This first stage of work on the City Plan by the Working Group should be completed within 2 months.

## 6.0 Frequency of Meetings:

As determined by the group, but no more frequent than weekly, or longer than monthly.

## 7.0 Chairperson:

The group will decide on the Chairperson at its first meeting. It is encouraged that an elected member takes on this role. At the conclusion of the groups work, it is anticipated that the Chairperson will introduce the Report / results to an Ordinary Meeting of Council.



### **8.0 Resources:**

Appropriate senior staff will be allocated to the Working Group by the Chief Executive Officer to assist with strategic direction and focus; professional / technical inputs; guiding and undertaking agreed tasks; assist with arranging meetings and preparing meeting notes; and reporting on progress and documenting final outcomes.

### **9.0 Decision-Making:**

The group has no decision-making authority. Majority team consensus is required for suggestions and proposed actions of the group, and ultimately the deliverables / recommendations that are reported back to Council.

### **10.0 Background Reading:**

The following documents may help the Working Group understand the background to the subject, or assist with framing the tasks, etc:

- A. Project Process / Time Chart.
- B. Link to Base-Mapping Documents.



## Economic Development Strategy 2024 Working Group

### 1.0 Membership:

- Mayor (ex-officio) – Mayor Hannah Fitzhardinge
- Elected Member - Cr Ingrid van Dorssen
- Elected Member - Cr Frank Mofflin
- Elected Member - Cr Jenny Archibald
- Elected Member - Cr Andrew Sullivan
- Chief Executive Officer
- Director City Business
- Manager Economy & Commercial
- Team Leader Strategic Planning

To be confirmed by CEO

The Chief Executive Officer may invite external members to a Working Group, to bring specific expertise or community representation to the discussion. This can be initiated by a decision from the Group to the CEO.

### 2.0 Purpose / Key Focus:

The purpose of the group is to inform the framing of the key strategic components of the new Economic Development Strategy 2024-2029. The Working Group will:

- receive advice and information from officers and other professionals relevant to the development of the City's economic development strategy.
- Provide input and feedback on the development and content of the economic development strategy.

### 3.0 Link to Corporate Plan / Strategic Community Plan:

Development of the Economic Development Strategy is considered to respond to all aspects of the Strategic Community Plan:

Economic development	Environmental responsibility	Transport and connectivity	Character, culture and heritage	Places for people	Health and happiness	Capability
Diversify and strengthen Fremantle's economic capacity.	Work with the community to develop environmentally sustainable solutions for the benefit of current and future generations.	Enhance the connectivity throughout the city of Fremantle and other strategic economic hubs and population centres.	Sustain and grow arts and culture and preserve and promote the importance of our social capital, built heritage and history (both pre- and post-European settlement).	Create great spaces for people through innovative urban and suburban design.	Creating a physical and social environment where it is easy for people to lead safe, happy and healthy lives.	An innovative, responsive, influential local government which leads the way in delivering services and projects through good governance, effective communication, responsible management and excellence in delivery.

### 4.0 Deliverable(s):

5. Assist with developing the overarching framework for the ED Strategy to develop.
6. The framework to be presented back to Council as an update report.

### 5.0 Duration / Term:

This first stage of work on the City Plan by a Working Group should be completed within 3 months of commencement. The role of the Working Group might be reviewed at the point whereby the over-arching framework is presented back to Council.



### **6.0 Frequency of Meetings:**

As determined by the group, but no more frequent than fortnightly, or longer than monthly.

### **7.0 Chairperson:**

The group will decide on the Chairperson at its first meeting. It is encouraged that an elected member takes on this role. At the conclusion of the groups work, it is anticipated that the Chairperson will introduce the Report / results to an Ordinary Meeting of Council.

### **8.0 Resources:**

Appropriate senior staff will be allocated to the Working Group by the Chief Executive Officer to assist with strategic direction and focus; professional / technical inputs; guiding and undertaking agreed tasks; assist with arranging meetings and meeting notes; and reporting on progress and documenting final outcomes.

### **9.0 Decision-Making:**

The group has no decision-making authority. Majority team consensus is required for suggestions and proposed actions of the group, and ultimately the deliverables / recommendations that are reported back to Council.

### **10.0 Background Reading:**

The following documents may help Working Group members understand the background to the subject, or assist with framing the tasks, etc:

- C. City's previous ED Strategy, 2015-2020
- D. City's Strategic Community Plan 2015-25



## Towards 2029 Working Group

### 1.0 Membership:

- Mayor (ex-officio) – Mayor Hannah Fitzhardinge
- Elected Member - Cr Ben Lawver
- Elected Member – Cr Jenny Archibald
- Elected Member – Cr Fedele Camarda
- Elected Member - TBA
- Chief Executive Officer
- Director Creative Arts and Community
- Director Planning, Place and Urban Development
- Director City Business

To be confirmed by CEO

The Chief Executive Officer may to invite external members to a Working Group, to bring specific expertise or community representation to the discussion. This can be initiated by a decision from the Group to the CEO.

### 2.0 Purpose / Key Focus:

There are potentially many strategic aspects that the 2029 Working Group will discuss. The initial focus will be to map the various components that relate to this subject and discuss the inter-relationships, inter-dependencies, risks and timing, including:

- Long-term vision and strategic plan for Roundhouse and Arthur Head Reserve.
- Advocacy, stakeholder engagement, project planning and funding opportunities.
- How the truth-telling component of 2029 needs to be led by the WRAP Working Group, and how this might interface with other projects and initiatives.

### 3.0 Link to Corporate Plan / Strategic Community Plan:

Development of projects, initiatives and/or programs under the broad banner of 2029, will respond to most aspects of the Strategic Community Plan:

Economic development	Environmental responsibility	Transport and connectivity	Character, culture and heritage	Places for people	Health and happiness	Capability
Diversify and strengthen Fremantle's economic capacity.	Work with the community to develop environmentally sustainable solutions for the benefit of current and future generations.	Enhance the connectivity throughout the city of Fremantle and other strategic economic hubs and population centres.	Sustain and grow arts and culture and preserve and promote the importance of our social capital, built heritage and history (both pre- and post-European settlement).	Create great spaces for people through innovative urban and suburban design.	Creating a physical and social environment where it is easy for people to lead safe, happy and healthy lives.	An innovative, responsive, influential local government which leads the way in delivering services and projects through good governance, effective communication, responsible management and excellence in delivery.

### 4.0 Deliverable(s):

1. Preparation of a project scope(s) to better define what actions, planning, advocacy will be needed over the next year or so.
2. A process or structure that recognises how the WRAP will lead the truth-telling component of 2029 and potentially interface with other planning activities.



### **5.0 Duration / Term:**

This first stage of work by the 2029 Working Group as described in 4.0 above should be completed within 2-3 months.

### **6.0 Frequency of Meetings:**

As determined by the group, but no more frequent than weekly, or longer than monthly.

### **7.0 Chairperson:**

The group will decide on the Chairperson at its first meeting. It is encouraged that an elected member takes on this role. At the conclusion of the groups work, it is anticipated that the Chairperson will introduce the Report / results to an Ordinary Meeting of Council.

### **8.0 Resources:**

Appropriate senior staff will be allocated to the Working Group by the Chief Executive Officer to assist with strategic direction and focus; professional / technical inputs; guiding and undertaking agreed tasks; assist with arranging meetings and meeting notes; and reporting on progress and documenting final outcomes.

### **9.0 Decision-Making:**

The group has no decision-making authority. Majority team consensus is required for suggestions and proposed actions of the group, and ultimately the deliverables / recommendations that are reported back to Council.

### **10.0 Background Reading:**

The following documents may help the Working Group understand the background to the subject, or assist with framing the tasks, etc:

- A. City's latest WRAP
- B. Arthur Head Reserve – Draft Advocacy Discussion, August 2021.





### **3. 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.

If the appointed member differs from previous appointment, the City of Fremantle is to provide written notice to the CEO of the group.

#### **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.

#### **Perth South West Metropolitan Alliance**

The Perth South West Metropolitan Alliance 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 Perth South West Metropolitan Alliance is made up by the Mayor and Chief Executive Officer from each of the member councils.

#### **South West Corridor Development Foundation and South West Environmental Forum**

##### **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 Environmental Forum**

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.

If the appointed member differs from previous appointment, the City of Fremantle is to provide written notice to the CEO of the group.

### **South West Metropolitan Regional Road Group**

The South West Metropolitan Regional Road Group (SWMRRG) is a sub group of the Metropolitan Regional Road Group (MRRG). The Metropolitan Regional Road Group manages and administers State allocated funding for Road Projects and Black Spot Programs on the local road network within the policies and guidelines established by the State Road Funds to Local Government Advisory Committee. The Metropolitan Regional Road Sub Groups such as the SWMRRG were established to assist the MRRG with the management and consideration of local roads issues and funding.

The Metropolitan Local Governments are divided into six Sub Groups with membership being an Elected Member and Technical Representative from each Local Government. Each Sub Group then appoints one representative Elected Member and Technical representative to the MRRG Technical and Elected Members Meetings. The City of Fremantle is part of the South West Group comprising the Cities of Cockburn, Fremantle, Kwinana, Rockingham, Melville and the Town of East Fremantle.



## 4. Current Membership by Committee/Group

Council Committees				
Name	Acronym	Member Type	Members	Deputy Members
Audit and Risk Management Committee	ARMC	Ex officio	Mayor, Hannah Fitzhardinge	N/A
		Independent	Hayley Manser	N/A
			---	N/A
		1.	Cr Frank Mofflin	Cr Andrew Sullivan
		2.	Cr Ingrid van Dorssen	Cr Doug Thompson
		3.	Cr Jenny Archibald	-
		4.	Cr Fedeale Camarda	-
CEO – Recruitment, Selection and Performance Review bodies				
Name	Acronym	Ward	Members	
CEO Performance Review Committee	CEOPRC	N/A	Mayor, Hannah Fitzhardinge	---
			Cr Geoff Graham	Cr Ben Lawver
			Cr Jenny Archibald	Cr Andrew Sullivan



Working Groups			
Name	Acronym	Members	
International Relations Working Group	IRWG	A <b>maximum</b> of 4 Elected Members	
		Manager Governance	---
		Mayor, Hannah Fitzhardinge	Cr Geoff Graham
		Cr Ingrid van Dorssen	Cr Fedele Camarda
Destination Marketing Working Group	DMWG	1. Independent Chair	Linda Wayman – Owner Wayman Advisory
		2. One representative from the Fremantle Chamber of Commerce	Chrissie Maus – CEO Fremantle Chamber of Commerce
		3. One representative from Fremantle's arts and culture business	Paula Nelson – Director Fremantle Prison, Department of Planning, Lands and Heritage
		4. One representative from Fremantle's hospitality business sector	Reiniera de Vos van Steenwijk – Marketing and Community Engagement Gage Roads
		5. One representative from the Indigenous business sector	(Vacant)
		6. One representative from Fremantle's retail business sector	Kate Hullett – Owner Kate & Abel
		7. One representative from Fremantle's tourism business sector	Tim Buckton – Director Warders Hotel
		8. One representative from Fremantle's professional service business sector	Andrew Lane – Group General Manager Growth & Innovation Kelsian
		Note: There are no Elected Member representatives on this working group. Qualification of members within the above categories is to be determined to the satisfaction of the CEO.	



Walyalup Reconciliation Action Plan Working Group	WRAPWG	Mayor, Hannah Fitzhardinge	Cr Ben Lawver
		Cr Jemima Williamson-Wong	Cr Jenny Archibald
		Cr Andrew Sullivan	---
		Whadjuk Aboriginal Corporation Nominated Representative (2): 1. Calvin Garlett 2. Dulce Donaldson	Maximum of 8 Aboriginal people of different family groups: 1. Gerrard Shaw 2. Sharon Calgaret 3. Freda Ogilvie 4. Clive Morrison 5. Sharyn Egan 6. Rebecca Blurton 7. Geoffrey Addison Tenika Calgaret
		Maximum of three representatives from relevant organisations seeking to support the City in Reconciliation: 1. Levi Islam – South Metro Tafe 2. Traci Cascioli – St Pats 3. Andrew Canion – PCYC	Maximum of two community members: 1. Catherine Atoms 2. Susie Waller
Hilton Park Precinct Project Working Group	HPPPWG	A maximum of 5 Elected Members	
		Cr Frank Mofflin	Cr Ben Lawver
		Cr Geoff Graham	Cr Andrew Sullivan
		Cr Fedele Camarda	---
		The following members are appointed by the CEO	
		Maximum of six City Officers	---
		i. Former Beaconsfield and Hilton Precinct Groups (2)	vi. Fremantle City Football Club (1)



		ii. Access and Inclusion Working Group Representative (1)	vii. Hilton Park Bowling & Recreation Club Inc (1)
		iii. Whadjuk Advisory Corporation (1)	viii. Hilton Bicton Cricket Club and Hilton Park Junior Cricket Club (2)
		iv. ChangeMakers (1)	ix. Fremantle Men’s Community Shed (1)
		v. Fremantle City Dockers Junior Football Club (1)	x. Other Interested Parties (up to 4)
Fremantle Oval Project Working Group	FOPWG	Mayor, Hannah Fitzhardinge	Cr Frank Mofflin
		Cr Andrew Sullivan	Cr Fedele Camarda
		---	Chief Executive Officer, City of Fremantle
		Strategic Planning Officer, City of Fremantle	Chief Executive Officer, South Fremantle Football Club
		Executive Manager Facilities, WA Football Commission	Executive General Manager Operations, Fremantle Football Club
Economic Development Strategy 2024	EDS	Mayor, Hannah Fitzhardinge	Cr Ingrid van Dorssen
		Cr Frank Mofflin	Cr Jenny Archibald
		Cr Andrew Sullivan	---
City Plan Engagement	CPE	Mayor, Hannah Fitzhardinge	Cr Ingrid van Dorssen
		Cr Fedele Camarda	Cr Jenny Archibald
		VACANT	---
Towards 2029		Mayor, Hannah Fitzhardinge	Cr Ben Lawver



	<b>Towards 2029</b>	<b>Cr Fedele Camarda</b>	<b>Cr Jenny Archibald</b>
		VACANT	---

External Groups					
Name	Acronym	Term	Member		Deputy Member
Metro Inner-South Joint Development Assessment Panel	JDAP	2022-2024			
		Membership for this group runs for two years from 27 January 2022 to 26 January 2024*.  *New members will be appointed until 26 January 2024, subject to Minister’s approval.	1	Cr Andrew Sullivan	* Cr Jemima Williamson-Wong
			2	* Cr Ingrid van Dorssen	Cr Ben Lawver
		2024-2026			
		Membership for this group runs for two years from 27 January 2024 to 26 January 2026*  *New members are subject to approval by the Minister.	1	* Cr Ingrid van Dorssen	* Cr Ben Lawver
			2	* Cr Andrew Sullivan	* Cr Jemima Williamson-Wong
Name	Acronym	Term	Members		Deputy Members
South West Environmental Forum	SWEF	2023-2025	Cr Adin Lang		Cr Ben Lawver
South West corridor development foundation	SWCDF				



Name	Acronym	Term	Members	
Resource Recovery Group	RRG	2023-2025* *Second member subject to approval by the Minister.	1	Mayor, Hannah Fitzhardinge
			2	* Cr Jenny Archibald
Western Australian Local Government Association South Metropolitan Zone	WALGA Zone	2023-2025	Cr Geoff Graham	
			Cr Doug Thompson	
			Cr Ingrid van Dorssen	
Perth South West Metropolitan Alliance	PSWMA	Mayors and CEOs of member local governments are ex-officio members.	Mayor, Hannah Fitzhardinge	
			Chief Executive Officer	
Local Emergency Management Committee	LEMC	2023-2025	Cr Ingrid van Dorssen	
			Cr Jemima Williamson-Wong	
South West Metropolitan Regional Road Group	SWMRRG	2023-2025	Cr Ben Lawver	





## 6. Table of amendments/review

Location	Adoption/Amendment Details	Date
Council Decision: Doc ID 5901655	COUNCIL DECISION ITEM C2311-10 New member appointments following the 2023 Ordinary Local Government Elections.	8 November 2023
20 December 2023 OCM Minutes: Doc ID 522002	Council appoint Hayley Manser as the independent member of the Audit and Risk Management Committee, for a term of two years until the next Local Government Ordinary Election in 2025.	5 January 2024
14 February 2024 OCM Minute: Doc ID 5949872	COUNCIL DECISION ITEM C2402-12 Addition of: Economic Development Strategy 2024 WG City Plan Engagement WG Towards 2029 WG Adoption of Terms of Reference, Establishment of WG, and Nomination and endorsement of Elected Member Representation.	26 February 2024

Responsibility and review information	
<b>Responsible officer:</b>	Manager Governance
<b>Document adoption/approval details</b>	Doc ID 5901655 – 8 November 2023
<b>Document amendment details</b>	See table above for details of amendments
<b>Next review date</b>	Next appropriate Ordinary Meeting of Council held after the 2025 Local Government Elections.