



Council Policy

Internal Groups



Internal Groups

Policy scope

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

Policy statement

1. Formation

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

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



				officers.	
Liaison group	Engage in general dialogue with the council on subjects that are relevant to the group or general business of the Council.	No specific outcome – Information sharing forum.	Ongoing	Elected members, community members and/or groups, City officers.	Facilitated by an appropriate City officer selected by CEO/Director.

- 1.2 The formation of a Working Group requires a resolution of Council and must be established in accordance with the model terms of reference as shown in Appendix 1..
- 1.3 If the Working Group membership consists of external members, Council must determine the criteria in which candidates are to be assessed against before being formally appointed to the group, through adopting the terms of reference. The criteria can include skills, education or experience relevant to the set purpose and objective of the group.
- 1.4 Working Groups are required to be conscious of budgetary limitations in the development of plans and/or strategies for recommendation to Council.
- 1.5 Working groups are to provide regular information reports to Council.
- 1.6 An advisory group, reference group, or liaison group may be formed with the approval of the Chief Executive Officer and in accordance with the model terms of reference show in Appendix 1. The Chief Executive Officer may refer appointment of members to Council for a decision, where appropriate.

2. Remuneration and expenses

- 2.1 Members appointed to internal groups are not entitled to a sitting fee, or any such type of remuneration, unless otherwise considered and resolved by Council at the time of appointment or through the annual budget process.
- 2.2 Should Council resolve to provide remuneration to member of an internal group, the amount must be determined by Council and in line with the adopted budget.
- 2.3 Despite clause 2.1 and 2.2, the CEO may determine that a technical officer is to be remunerated to provide technical advice, provided the services are procured in accordance with the Procurement Council Policy.
- 2.4 Elected Members, the CEO, and staff are not entitled to be remunerated.



2.5 Administrative costs of an internal group are to be within budget and approved by the Chief Executive Officer prior to purchase.

Definitions and abbreviations

Nil.

Responsibility and review information	
Responsible officer:	Manager Governance
Document adoption/approval details	28 March 2018 – FPOL1803-8
Document amendment details	25 August 2021 – FPOL2108-10 25 March 2026 – C2603-22
Next review date	25 March 2030

Appendix 1 –Terms of Reference



[Insert name] [Working/Technical Advisory/Reference/Liaison] Group Terms of Reference

<input purpose as per table listed in 1.1 of the Internal Groups Council Policy>.

1. Purpose

- 1.1 The purpose of the {group name} is to:
- a. {input purpose}

2. Outcome

- 2.1 The {group name} will meet to discuss the following key matters {and provide recommendations to Council for consideration}, in accordance with the following schedule
{or provide more outcomes if a schedule is not appropriate}:

Actions	Completion date
<u>Terms of Reference</u> <ul style="list-style-type: none"> • Agree ToR and consider any amendments • Agree meeting schedule 	{date}
<u>{Action}</u> <ul style="list-style-type: none"> • {List actions, can be minimum expectations} 	{date}
<u>{Action}</u> <ul style="list-style-type: none"> • {List actions, can be minimum expectations} 	{date}

3. Membership

- 3.1 Members are to be appointed by Council {or CEO on behalf of Council} and include:
- a. The Mayor (as ex-officio)
 - b. {number of} Councillors
 - c. {title and/or one representative from organisation}{with suitable qualifications and/or experience in relevant field}



4. Role of the group

- 4.1 Receive advice and information from officers and other professionals to assist development of the content of {insert in accordance with the purpose}.
- 4.2
- 4.3 {any other role}

5. Presiding Member

- 5.1 The presiding member facilitates the meeting.
- 5.2 The presiding member will be appointed by Council or the Chief Executive Officer.
- 5.3 If required, the {relevant director} will act as deputy presiding member of the group meeting, in the absence of the presiding member, if the meeting cannot be rescheduled.

6. Administration

- 6.1 City officers
 - a. provide an agenda to the members before each meeting;
 - b. take minutes and registers them in the City's record keeping system;
 - c. send the minutes to the working group members, executive staff and elected members; and
 - d. prepare reports for council's consideration related to the group's advice, recommendations, or progress on the plan/s, as required.

7. Decision making

- 7.1 The {name of 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 As per agreed schedule {or set minimum if schedule is not appropriate}.
- 8.2 Ad hoc meetings can be arranged by City officers if required.

9. Term of membership

- 9.1 The term of the group will conclude with the commencement of caretaker provisions under the *Local Government Act 1995.9.2* Appointment of membership will be at the appropriate meeting following the relevant local government election.



Table of Changes to Terms of Reference	
Adoption/Amendment Details	Date of approval
Established (item number)	x
Amendments adopted (item number)	x