



Shire of Harvey

**ORDINARY COUNCIL
MEETING
ATTACHMENTS**

8th October 2019

SHIRE OF HARVEY
ORDINARY COUNCIL MEETING
ATTACHMENTS

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Council Policy 3.2.3

Council Policy	International Relations Policy		
Responsible Officer	Chief Executive Officer		
Responsible Team	Governance		
Responsible Division	Governance		
Council Adoption Date	08/10/2019	Version Number	1.1
Amendment Dates		Next Review Date	08/10/2021

1. Policy Purpose

The purpose of this policy is to:

1. Facilitate the development and maintenance of effective international relations that promote and facilitate economic, social and cultural objectives for the Shire of Harvey
2. Outline the assessment criteria and process for entering into new international relationships and provide Council with guidelines for initiating and accepting requests.
3. Outline the assessment and process for terminating an existing international relationship

2. Policy Scope

This policy applies to all Councillors and Staff of the Shire of Harvey.

This policy addresses all international relationship agreements regardless of how they are initiated.

3. Policy Requirements

The Shire of Harvey is committed to establishing and maintaining effective relationships with international cities to facilitate economic, social and cultural objectives. International relationships can foster international peace and goodwill, encourage a wider understanding of other nations, promote the Shire and assist in developing tourism and trade relations.

All international relationships should contribute to the strategic objectives in the Shire's Strategic Community Plan.

The Chief Executive Officer shall coordinate and lead the assessment of all international relationship initiatives.



Council Policy 3.2.3

International Relationship Models

Model	Purpose	Duration
Sister City	A sister city relationship is a formal, long term relationship based on diverse linkages between the two cities including cultural, educational, tourism and economic links. Sister Cities often have similar demographic and other characteristics; however, this is not a mandatory requirement. This relationship requires a high degree of commitment on both sides.	Generally an enduring, long term commitment
Friendship City	A Friendly City relationship is less formal than a Sister City relationship and it generally has a lower profile. It is likely to be a long term relationship, but the level of required community support and involvement is not as high as for a Sister City relationship. For example the purpose may be for only a particular sporting event held on an annual basis.	Generally enduring but can be set for a specific term
Memorandum of Understanding (MoU)	An MoU is a legal document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action, and may not imply a legal commitment. It is a more formal alternative to a Statement of Intent, but in some cases, depending on the exact wording, lacks the binding power of a contract.	Generally entered into for a specific term
Statement of Intent	A less formal agreement than a Sister City Relationship or Memorandum of Understanding and is developed around a specific project and timeline.	Generally reviewed annually; can be dissolved by mutual agreement.
Cooperative Agreement	Cooperative Agreements are generally 3-5 year program, based on the pursuit of specific objectives and opportunities between two cities.	Generally 3-5 years



Council Policy 3.2.3

Strategic City Alliance	A Strategic City Alliance aims to deliver increased benefits of business and cultural ties between two cities, providing businesses in both cities with an opportunity to explore and develop business ventures and partnerships.	Generally 3 years followed by a review.
Partnership City	A partnership city relationship is generally a short term relationship based on a specific project or initiative that two cities share eg an environmental or school project of mutual benefit.	Generally 1-3 years short term partnership
Historical City	A historical city relationship is one based on past or ceremonial links eg links between a group of members in relation to a military unit or conflict./	Generally enduring.

Source: City of Mandurah

Criteria

The following criteria will be considered in considering or reviewing and International Relationship:

General

- Population and demographics
- Geographic location
- Relevance to local community
- History of diplomatic relationships
- Existing regional or state based international relationships

Economic

- Comparison of key industries
- Trade and investment opportunities
- Tourism opportunities

Social/Cultural

- Similar social infrastructure and issues
- Opportunity for social or sporting activity
- Community interest, energy and commitment

Educational

- Existing or opportunity for school exchange programs
- Linkages between TAFE/Universities



Council Policy 3.2.3

Procedure

Any requests to establish an International Relationship are to be forwarded to the Chief Executive Officer, and a report prepared for consideration by Council. Discretion rests exclusively with Council to approve or reject a request.

Assessment of requests will be on the basis of the objectives of the Shire of Harvey's Strategic Community Plan, and the selection criteria as set out in this policy.

Any proposed outgoing delegations must be presented to Council for consideration. A request for an incoming delegation will be considered by the Shire President and the Chief Executive Officer and will be cognisant of the number of delegates, length of time in the Shire and the costs involved in hosting the delegation.

The Shire should maintain an on-going operational level of funding to maintain regular communications, promotions, travel and sundry costs for any international relationship that has been established. Funding will be requested through the annual budget process to cater for any proposed outgoing or incoming delegations.

International Relationships can be dissolved upon mutual agreement between the two cities or if the review as provided by this policy indicates that the relationship has ceased to meet the goals and objectives.

Review

Existing international relationships will be reviewed six months prior to their expiry date (or if no expiry date, then every four years) by Council based on the criteria listed in this policy to ensure relevance and that the original objectives and alignment is still appropriate.

International Relationships will also be assessed against:

- Level of communication between cities in the relationship
- Outcomes and benefits achieved
- Current and proposed projects

4. Definitions

International Relations: Used to describe any formal agreement between cities to foster mutual exchange. There are various terms that are used to describe this agreement including Sister City, Friendship City and Memorandum of Understanding, among others.

5. Legislation

Nil

6. Other Relevant Procedures/ Key Documents

1.1.3 Civic Receptions

Assessment of International Relationship Requests

Western Australia has had ongoing engagement with Asia with the State having the highest share of Australia’s merchandise exports to China, Japan and the Association of South East Asian Nations (ASEAN). The Western Australian State Government is actively pursuing a strategy to develop long term relationships with Asia that gain the trust of Asian countries and develop the relationship from a transactional base. The Asian Engagement Strategy 2019-2030 has recently been completed with the Strategy identifying the following Key Themes:

1. Maximising Investment and Trade Opportunities
2. Supporting Asia Literacy and Capability
3. Enhancing People-to-People Links
4. Supporting Business Networks and Communities

The Strategy particularly relates to local government under the Key Theme: Enhancing People to People Links through the following action:

Leverage cultural exchange and engagement programs supported by the Commonwealth, State and local governments, diplomatic sector and business groups.

There are however, many other actions that have synergies with an international relations program.

In acknowledging the State Government’s pursuit of establishing relationships with Asia, both Xiuxhou District and Moka City have strong synergies in the General Criteria assessment in addition to the following:

Xiuxhou District, Jiaxing City, China	
General	<p>Xiuzhou is one of the major districts of Jiaxing City and is situated in Zhejiang Province with which the State of Western Australia has a Sister State relationship.</p> <p>The Shires of Augusta Margaret River, Collie and Manjimup and the City of Bunbury all have existing international relationships with Zhejiang Province, China (combination of Sister Cities and Friendship Cities).</p> <p>The district has a population of 380,000, covers 542 square kilometres, and is located approximately 100kms from Shanghai.</p>
Economic	<p>Xiuzhou is known for its grain and aquatic products and has evolved from a purely agricultural economy into one with advanced manufacturing with the District located in the centre of the Shanghai Economic Circle. Xiuzhou also focuses on innovation through new energy industries such and has a nationally known photovoltaic industrial base, and there can be seen to be synergies between this industry cluster and that of the Kemerton industrial area.</p>

Social/Cultural	The Shire of Harvey hosted an art exhibition of Xiuzhou Modern Folk Paintings during the month of August 2019. The travelling exhibition which was coordinated by the City of Bunbury consisted of twenty paintings in total and was displayed at the Harvey Art Gallery and then at the Australind Library. The exhibition sought to promote the art of the District of Xiuzhou, with the City of Bunbury seeking grant funding for a reciprocal exhibition of Australian Indigenous Art from those Shires that participated in hosting the exhibition.
Educational	There is the ability to promote exchanges through educational facilities in the Shire.

Moka City, Japan	
General	<p>The State of Western Australia has four Sister State relationship, with one located in Japan (Hyogo Prefecture).</p> <p>The City of Busselton has an established sister city relationship with Sugito, Saitoma, Japan which is located approx. 60km south of Moka City.</p> <p>Moka City is located in Tochigi Prefecture in Japan and is located approximately 100 kilometres north of Tokyo and has a population of approximately 79,660 (2017).</p>
Economic	<p>ANA direct flights between Perth and Tokyo commenced in September 2019, with a predicted boost to WA tourism of 76,000 new visitors and \$175M to the state economy over 3 years (The West Australian, 2 September 2019). There is the potential for the Shire through an international relationship to build the profile of the Shire of Harvey and attract visitors to the Shire from Japan.</p> <p>Moka City has a mix of industrial and farming areas and is known for its strawberry production. The large industrial area has a focus on automotive component manufacturing and also aluminium and is similar to the Shire of Harvey, with agricultural production and an industrial base including the alumina refinery located in the north of the Shire.</p>
Social/Cultural	<p>Moka City is known for the Moka Railway which operates steam locomotives and has links to the railway infrastructure that is present in the Shire.</p> <p>Many former students and families of Australind Senior High School would have established relationships through former exchange activities with Moka Junior High School.</p>
Educational	Australind Senior High School has an established international relationship which has been in place for over fifteen years. The Western Australia College of Agricultural – Harvey Campus has also established exchanges with Japan, having previously been involved with a successful teacher exchange with a Japanese head teacher from Hokkaido in 2015.



SHIRE OF HARVEY

ALL COMMUNICATIONS TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER

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Our Reference: AR:DB
Our file:
Enquiries: Ms Annie Riordan

Dear Distinguished Governor Mrs Wu Yan,

INTERNATIONAL RELATIONSHIP WITH THE SHIRE OF HARVEY

Thank you for expressing an interest in establishing a sister city relationship with the Shire of Harvey. We appreciate the kind intention from Xiuzhou District, and on behalf of the Shire of Harvey, I would like to cordially invite your representatives (please find attached name list) to visit us in the second half of 2019 to further discuss this opportunity.

As the ties between Western Australia and Zhejiang Province, China continually strengthen, it generates tremendous opportunities for the local governments of Jiaying and Bunbury Geographe to further develop friendly communications and close cooperation. It would be a worthwhile opportunity for us to bring more tangible benefits to the community, by working together on further exploring common interests and expanding bilateral exchanges.

Since June, the Modern Folk Paintings from Xiuzhou have been displayed at Harvey Art Gallery and currently at the Australind Library which not only showcase the land, life and beauty of Xiuzhou but also generate interest among local artists and the community.

We look forward to your visit and the opportunity to continue exploring potential collaborations in the fields of trade, education and culture.

Yours sincerely,

ANNIE RIORDAN
CHIEF EXECUTIVE OFFICER

16 July 2019



Terms of Reference

Name	Advisory Groups		
Responsible Division	As indicated		
Administrative Support	As indicated		
Council Adoption Date	08/10/2019	Version Number	Draft 1.0
Amendment Dates		Next Review Date	01/10/2020

1. General Terms for all Groups

- 1.1. Advisory groups are not formal Committees of Council created under s5.8 of the *Local Government Act 1995*.
- 1.2. Advisory Groups have no delegated authority to make decisions on behalf of Council.
- 1.3. Advisory group meetings will be held four times per year or as often as necessary to perform the objectives of the group.
- 1.4. The Council will appoint Councillor members to the Advisory Groups.
- 1.5. The CEO will determine other members in accordance with the specific terms for each Advisory Group.
- 1.6. Councillor members of advisory groups are to represent the policy position and strategic views of Council, when participating as a member appointed by the Council.
- 1.7. The Chairperson of each Advisory Group will be the Councillor member.
- 1.8. The quorum for the Advisory Group will be one more than 50% of the membership.
- 1.9. Strategic and policy recommendations of an Advisory Group will be reported to Council for decision.
- 1.10. Management and operational recommendations of an Advisory Group will be reported to the CEO for decision.
- 1.11. The Shire of Harvey will provide an appropriate venue for Advisory Group meetings.

2. Specific Terms

3. Award, Honours and Prizes Advisory Group

3.1. Role of the Group

- (1) To recommend recipients of awards, honours and prizes to the Shire of Harvey for approval.

3.2. Objectives of the Group

- (1) Select recipients of awards, honours and prizes by applying policies, processes and criteria to all applications in a fair and unbiased manner.
- (2) Review and recommend policies, processes and criteria for selecting recipients of all awards, honours and prizes.
- (3) Promote and raise the profile of all awards, honours and prizes available to people in the Shire of Harvey.
- (4) Maintain confidentiality of applicants' information and the deliberations of the Advisory Group.

3.3. Membership of the Group

- (1) Voting:
 - (a) Four Shire of Harvey Councillors.



Terms of Reference

(b) The Shire of Harvey CEO or their nominee.

3.4. Responsible Division

(1) Community and Economic Development.

3.5. Administrative Support

(1) Community and Economic Development.

4. Brunswick Junction Place Advisory Group

4.1. Role of the Group

(1) To advise the Shire of Harvey on strategies and policies for the Brunswick Junction community.

4.2. Objectives of the Group

- (1) Assist the Shire of Harvey to engage the community about priority projects, services and facilities.
- (2) Assist the Shire of Harvey to prioritise the Strategic Community Plan strategies and projects.
- (3) Assist the Shire of Harvey to identify opportunities for community development through creative utilisation of existing resources and assets.
- (4) Assist the Shire of Harvey by collectively identifying, supporting and working towards projects that serve to build community pride and capacity.

4.3. Membership of the Group

- (1) One Shire of Harvey Councillor.
- (2) The Shire of Harvey CEO or their nominee.
- (3) One representative from each community, recreation and sporting group.
- (4) One representative from the business community.
- (5) One representative from any other major stakeholder in the community as determined by the CEO.

4.4. Responsible Division

(1) Community and Economic Development.

4.5. Administrative Support

(1) Community and Economic Development.

5. Community Safety and Crime Prevention Advisory Group

5.1. Role of the Group

(1) To advise the Shire of Harvey on the review and implementation of the Community Safety and Crime Prevention Plan (the Plan).

5.2. Objectives of the Group

- (1) Advise the Shire of Harvey on the development of strategies, actions, projects and activities to improve community safety, road safety and crime prevention.
- (2) Provide recommendations to relating to community safety and crime prevention priorities for the Shire of Harvey.
- (3) Provide recommendations to relating to the Shire of Harvey road safety priorities.
- (4) Monitor the implementation of the Plan.

5.3. Membership of the Group

(1) One Shire of Harvey Councillor.



Terms of Reference

- (2) One representative from Australind Police.
- (3) One representative from Harvey Police.
- (4) One representative from Yarloop Police.
- (5) Three community members.
- (6) The Shire of Harvey Manager Community and Economic Development.
- (7) The Shire of Harvey Executive Manager Technical Services or their delegate.
- (8) The Regional Roadwise Officer.

5.4. Responsible Division

- (1) Community and Economic Development.

5.5. Administrative Support

- (1) Community and Economic Development.

6. Community Sail Training Trust Advisory Group

6.1. Role of the Group

- (1) To advise the Shire of Harvey on the implementation of the Community Sail Training Program (the Program).

6.2. Objectives of the Group

- (1) Promote the Program to young people in the community.
- (2) Encourage young people to apply to participate in the Program.
- (3) Encourage local service clubs and other appropriate organisations to sponsor the Program.
- (4) Review applications for participation and sponsorship form young people.
- (5) Recommend successful applicants.

6.3. Membership of the Group

- (1) Two Shire of Harvey Councillors.
- (2) One representative from each service club.
- (3) One community representative.
- (4) The Shire of Harvey CEO or their nominee.

6.4. Responsible Division

- (1) Community Development.

6.5. Administrative Support

- (1) Community Development.

7. Disability Access and Inclusion Advisory Group

7.1. Role of the Group

- (1) To advise the Shire of Harvey on the review and implementation of the Disability Access and Inclusion Plan (the Plan).

7.2. Objectives of the Group

- (1) To advise the Shire of Harvey on community engagement activities relating to access and inclusion.
- (2) To advise the Shire of Harvey about promoting and building accessible and inclusive communities.



Terms of Reference

- (3) To advise the Shire of Harvey regarding on the development of accessible and inclusive services, buildings and facilities.

7.3. Membership of the Group

- (1) Two Shire of Harvey Councillors.
- (2) The Shire of Harvey Executive Manager Technical Services.
- (3) The Shire of Harvey Manager Community and Economic Development.
- (4) The Shire of Harvey Principal Building Surveyor.
- (5) One representative from Harvey Home and Community Care.
- (6) One representative from the Disability Services Commission.
- (7) Four community representatives.

7.4. Responsible Division

- (1) Community and Economic Development.

7.5. Administrative Support

- (1) Community and Economic Development.

8. Harvey Place Advisory Group

8.1. Role of the Group

- (1) To advise the Shire of Harvey on strategies and policies for the Harvey community.

8.2. Objectives of the Group

- (1) Assist the Shire of Harvey to engage the community about priority projects, services and facilities.
- (2) Assist the Shire of Harvey to prioritise the Strategic Community Plan strategies and projects.
- (3) Assist the Shire of Harvey to review its services to ensure that they continue to provide value to the community.
- (4) Assist the Shire of Harvey to identify opportunities for community development through creative utilisation of existing resources and assets.

8.3. Membership of the Group

- (1) One Shire of Harvey Councillor.
- (2) The Shire of Harvey CEO or their nominee.
- (3) One representative from each community, recreation and sporting group.
- (4) One representative from the business community.
- (5) One representative from any other major stakeholder in the community as determined by the CEO.

8.4. Responsible Division

- (1) Community and Economic Development.

8.5. Administrative Support

- (1) Community and Economic Development.

9. Heritage Advisory Group

9.1. Role of the Group

- (1) To advise the Shire of Harvey on all strategic and policy matters relating to the heritage of the district.



Terms of Reference

9.2. Objectives of the Group

- (1) To advise the Shire of Harvey on all strategic and policy matters relating to the heritage of the district.
- (2) To advise the Shire of Harvey about strategies and actions to promote and celebrate cultural heritage awareness.
- (3) To advise the Shire of Harvey about the annual review of the Shire's Municipal Inventory (MI).
- (4) To identify places of cultural heritage significance that may be added to the MI.
- (5) To identify places on the MI for inclusion on the adopted Heritage List under Part 3 – Heritage Protection of Schedule 2 Deemed Provisions of District Planning Scheme No. 1.
- (6) To advise the Shire of Harvey on the review of the Local Planning Framework regarding heritage matters.
- (7) To advise the Shire of Harvey on the review of the Local Planning Policies regarding heritage matters.
- (8) To advise the Shire of Harvey on the development and implementation of incentive schemes for owners of properties listed on the MI.
- (9) To advise the Shire of Harvey on the selection process for Heritage Consultants as required.
- (10) To assist the Shire of Harvey with the assessment of cultural heritage impacts of development applications as required.
- (11) To invite guests to the Advisory Group meetings as required.

9.3. Membership of the Group

- (1) Two Shire of Harvey Councillors.
- (2) The Shire of Harvey Manager Planning Services.
- (3) The Shire of Harvey Manager Community and Economic Development.
- (4) The Shire of Harvey Principal Building Surveyor.
- (5) Two representatives from the Noongar community that hold cultural authority.
- (6) Four community representatives.

9.4. Responsible Division

- (1) Planning Services.

9.5. Administrative Support

- (1) Planning Services.

10. Leschenault Leisure Centre Advisory Group

10.1. Role of the Group

- (1) To advise the Shire of Harvey on strategic and policy matters regarding the Leschenault Leisure Centre (the Centre).

10.2. Objectives of the Group

- (1) To advise the Shire of Harvey on policy matters and the strategic direction of the Centre.
- (2) To advise the Shire of Harvey on priorities for infrastructure improvements and major maintenance of the Centre.
- (3) Provide suggestions to the Shire of Harvey on the operations and maintenance of the Centre.

10.3. Membership of the Group

- (1) Two Shire of Harvey Councillors.



Terms of Reference

- (2) Four community representatives.
- (3) The Shire of Harvey CEO or their nominee.

10.4. Responsible Division

- (1) Community Development.

10.5. Administrative Support

- (1) Community Development.

11. Sports and Recreation Advisory Group

11.1. Role of the Group

- (1) To advise the Shire of Harvey on the provision of equitable, sustainable and fit for purpose sports and recreation facilities and services.

11.2. Objectives of the Group

- (1) To advise the Shire of Harvey on the development and review of a Community Infrastructure Plan.
- (2) To advise the Shire of Harvey on the development of equitable policies to determine funding support for sporting and recreation groups.
- (3) To advise the Shire of Harvey on the development of equitable policies to determine the fees charged to sporting and recreation groups for the use of facilities.
- (4) To advise the Shire of Harvey on the development of equitable policies to encourage colocation of clubs, minimise the duplication of facilities and minimise the annual service costs of facilities.
- (5) To advise the Shire of Harvey on the reviews of sport and recreation services to ensure that they continue to provide value to the community.
- (6) To invite guests to the Advisory Group meetings as required.

11.3. Membership of the Group

- (1) Two Shire of Harvey Councillors.
- (2) Up to twenty community representatives from sporting and recreational groups.
- (3) The Shire of Harvey CEO or their nominee.

11.4. Responsible Division

- (1) Community Development.

11.5. Administrative Support

- (1) Community Development.

12. Yarloop Place Advisory Group

12.1. Role of the Group

- (1) To advise the Shire of Harvey on strategies and policies for the Yarloop community.

12.2. Objectives of the Group

- (1) Assist the Shire of Harvey to engage the community about priority projects, services and facilities.
- (2) Assist the Shire of Harvey to prioritise the Strategic Community Plan strategies and projects.
- (3) Assist the Shire of Harvey to identify opportunities for community development through creative utilisation of existing resources and assets.
- (4) Assist the Shire of Harvey by collectively identifying, supporting and working towards projects that serve to build community pride and capacity.



Terms of Reference

12.3. Membership of the Group

- (1) One Shire of Harvey Councillor.
- (2) The Shire of Harvey CEO or their nominee.
- (3) One representative from each community, recreation and sporting group.
- (4) One representative from the business community.
- (5) One representative from any other major stakeholder in the community as determined by the CEO.

12.4. Responsible Division

- (1) Community and Economic Development.

12.5. Administrative Support

- (1) Community and Economic Development.



Terms of Reference

Name	Audit Committee		
Responsible Division	Corporate Services		
Administrative Support	Manager of Finance		
Council Adoption Date	27/09/2019	Version Number	Draft 1.0
Amendment Dates	01/10/2019	Next Review Date	01/10/2021

1. Role of the Committee

1.1. The *Local Government Act 1995* requires that all local governments establish an Audit Committee (“the Committee”). The Committee plays a key role in assisting the Shire of Harvey to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and audit functions.

2. Objectives of the Committee

2.1. The primary objective of the audit committee is to accept responsibility for the annual audit and liaise with the local government’s auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

2.2. The Audit Committee is to guide and assist the Shire of Harvey in determining:

- (1) The credibility and objectivity of financial reporting;
- (2) The effective management of financial and other risks and protect Council assets;
- (3) Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance; and
- (4) The provision of an effective means of communication between the auditor, the CEO and Council.

3. Powers of the Committee

3.1. The committee is a formally appointed committee of council and is responsible to that body. 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. The committee does not have any management functions and cannot involve itself in management processes or procedures.

3.2. The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3.3. The Committee has the authority to:

- (1) Review the auditor’s annual audit plans and the outcomes/results of all audits undertaken;
- (2) Request the CEO to seek information or advice in relation to matters considered by the Committee;
- (3) Formally meet with the auditors as necessary;
- (4) Seek resolution on any disagreements between management and the external auditors on financial reporting; and
- (5) Make recommendations to Council with regards to matters within its scope of responsibility.



Terms of Reference

4. Membership of the Committee

- 4.1. The committee will consist of six (6) elected members.
- 4.2. All members shall have full voting rights.

5. Meetings of the Committee

- 5.1. The committee shall meet at least annually.
- 5.2. Additional meetings shall be convened at the discretion of the Chairperson or at the request of the CEO.
- 5.3. The Committee meetings will not open to the public.
- 5.4. Elected Members may attend each Committee meeting.

6. Reporting of the Committee

- 6.1. Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

7. Duties and Responsibilities

- 7.1. In addition to the functions listed in the *Local Government Act 1995 (Local Government (Audit) Regulations 1996, section 16)*, Role and Responsibilities of the Committee include:

- (1) **External Audits** (the Auditor General will be responsible for conducting external audits)
 - (a) Provide guidance and assistance to Council as to the carrying out of the functions of the Shire in relation to audits.
 - (b) Meet with the auditors to discuss any matters that the Committee or the auditors believe should be discussed.
 - (c) Meet with the auditor annually to receive the audit report and make a recommendation to Council with respect to that report.
 - (d) Examine the reports of the auditor after receiving a report from the CEO on the matters to:
 - (i) Determine if any matters raised require action to be taken by the Shire; and
 - (ii) Ensure that appropriate action is taken in respect of those matters.
 - (e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption.
 - (f) Consider and recommend adoption of the Annual Report to Council.
 - (g) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference.
 - (h) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that is within the parameters of the Committee's terms of reference.
- (2) **Other**
 - (a) Review the annual Compliance Audit Return and report to the Council the results of that review - *Local Government Act 1995 section 7.13 (1)(i)*.
 - (b) Consider the CEO's Biennial Reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to the Council the results of those reviews - *Local Government (Audit) Regulations 1996 reg.17*.



Terms of Reference

- (c) Consider the financial management systems and procedures as per - s.5(2) *Local Government (Financial Management) Regulations 1996* - within the statutory timeframe and report to the Council the results of the reviews.
- (3) **Risk Management**
 - (a) Ensure that management has in place a current and comprehensive enterprise Risk Management Framework and associated procedures for effective identification and management of Shire's business and financial risks.
 - (b) Determine whether a sound and effective approach has been followed in managing Shire's major risks including those associated with individual projects, program implementation, and activities.
 - (c) Ensure that the Shire identifies, reviews and regularly updates the strategic and operational risk profiles.
 - (d) Understand and endorse the Shire's risk appetite.
 - (e) Oversee the periodic review of the Risk Management Framework.

8. Legislation

8.1. The *Local Government Act 1995, Part 7, Division 1A* provides for the appointment of Audit Committees.

9. Relevant Council Policy

9.1. Council Policy – 2.1.3 Risk Management.

10. Other Relevant Procedures/ Key Documents

10.1. There are no other procedures or documents relevant to this terms of reference.



Terms of Reference

Name	CEO Employment Committee		
Responsible Division	Chief Executive Officer		
Administrative Support	Chief Executive Officer		
Council Adoption Date	27/09/2019	Version Number	Draft 1.0
Amendment Dates	01/10/2019	Next Review Date	01/10/2021

1. Role of the Committee

1.1. The role of the CEO Employment Committee is to:

- (1) Undertake reviews of the CEO's performance and make recommendations to Council;
- (2) Undertake reviews of the CEO's remuneration and make recommendations to Council; and
- (3) Undertake the CEO recruitment process when required and make recommendations to Council regarding the appointment of a new CEO.

2. Objectives of the Committee

2.1. Performance review

- (1) The CEO Employment Committee will:
 - (a) In consultation with the CEO, facilitate the review of the CEO's performance (the review);
 - (b) Conduct the review in accordance with the provisions of the CEO's contract of employment and key performance indicators;
 - (c) Conduct a briefing session of all Councillors to inform them of their roles and responsibilities within the review process;
 - (d) Seek feedback from all Councillors about the CEO's performance in regard to the key performance indicators;
 - (e) In consultation with the CEO, develop and recommend to Council, key performance indicators in order to achieve the key priorities of the Corporate Business Plan, and any other means that will be used to assess the CEO's future performance in order to meet the expectation of Council;
 - (f) Review the CEO's employment contract and position description and make recommendations to Council as and when necessary; and
 - (g) Make recommendations to Council on the outcome of the review.

2.2. Remuneration review

- (1) The CEO Employment Committee will:
 - (a) Facilitate the review of the CEO's remuneration;
 - (b) Review the CEO's remuneration package annually in accordance with the CEO's contract of employment, having consideration to the CEO's performance, the current level of remuneration, and the **Salaries and Allowances Determination**; and
 - (c) Make recommendations to Council on the outcome of the remuneration review.

2.3. CEO recruitment

- (1) The CEO Employment Committee will:



Terms of Reference

- (a) Facilitate the recruitment of a CEO;
- (b) Establish appropriate selection criteria, including the attributes, knowledge and skills the CEO will need to possess, in order to attain the most suitable candidate for the position of CEO.
- (c) Establish clear terms and conditions for the CEO's employment contract;
- (d) Make a recommendation to Council on the preferred candidate for the position of CEO.

3. Meetings of the Committee

- 3.1. The Committee will meet at least once a year to facilitate an annual review of the CEO's performance.
- 3.2. The Shire's Standing Orders Local Law 2017 will apply to all meetings of the Committee.
- 3.3. An ordinary or a special meeting of the Committee is to be held if called for by the Shire President in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- 3.4. The Committee shall meet with the CEO on such dates and at such times as the Committee determines to receive and discuss an update on the progress of key performance indicators or other matters.
- 3.5. Minutes of Committee meetings will be kept in accordance with section 5.22 of the *Local Government Act 1995*.
- 3.6. The Committee may close the meeting to members of the public if the meeting deals with any of the matters listed in section 5.23(2)(a).

4. Powers of the Committee

- 4.1. The Committee is a formally appointed Committee of Council and is responsible to that body.
- 4.2. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility.
- 4.3. The Committee does not have any delegated authority.
- 4.4. The Committee recommendations must be adopted by Council before implementation.

5. Membership of the Committee

- 5.1. The Committee shall consist of the Shire President and four elected members.
- 5.2. A deputy member shall be appointed to cover the absence of any of the elected members.
- 5.3. Appointment to the Committee shall be determined by the Council following ordinary local government elections, for a term to expire on the date of the subsequent ordinary local government elections.
- 5.4. If a member of the Committee resigns prior to an ordinary local government election, the Council will appoint a replacement.

6. Definitions

- 6.1. **Salaries and Allowances Determination:** means the determination provided by the Salaries and Allowances Tribunal under Section 7A of the *Salaries and Allowances Act 1975*.

7. Legislation

- 7.1. *Local Government Act 1995*, section 5.38 Annual review of employee's performance.
- 7.2. *Local Government Act 1995*, section 5.36(1)(a) A local government is to employ a person to be the CEO of the local government.



Terms of Reference

Name	Shire of Harvey Bush Fire Advisory Committee		
Responsible Division	Corporate Services		
Administrative Support	Corporate Services		
Council Adoption Date	08/10/2019	Version Number	Draft 1.0
Amendment Dates		Next Review Date	01/10/2020

1. Role of the Committee

1.1. To advise Council on policy matters relating to bush fire preparedness, prevention, response and recovery.

2. Objectives of the Committee

1.2. To advise Council on all matters relating to the operations of the *Bush Fires Act 1954* including:

- (1) Specifically, Section 67 of the *Bush Fires Act 1954* sets the purpose of the Committee as “advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of firebreaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection”; and
- (2) The most effective and efficient allocation of fire control resources in the district.

3. Membership of the Committee

3.1. Voting members of the Committee will be:

- (1) One Shire of Harvey Councillor;
- (2) One delegate from each Bush Fire Brigade (8 Brigades); and
- (3) The Chief Bush Fire Control Officer (CBFCO) (casting vote only).

3.2. Non-voting members of the Committee will be:

- (1) The Chief Executive Officer (or nominee);
- (2) The Training Coordinator;
- (3) The Community Emergency Services Manager (CESM);
- (4) The Deputy CBFCOs;
- (5) A representative from;
 - (a) The Department of Fire and Emergency Services (DFES),
 - (b) The Department of Biodiversity Conservation and Attractions (Parks and Wildlife Service) (DBCA), and
 - (c) The State Emergency Service (SES).

3.3. The Committee will in August each year recommend the appointment of the CBFCO, the two Deputy CBFCO’s and the Bush Fire Brigade delegates to the Council.

3.4. The Council will appoint members to the Committee every two years following the local government elections.



Terms of Reference

- 3.5. Members of the Committee will not speak publicly on behalf of the Committee or Council.
- 3.6. Members of the Committee will not issue any form of written material that purports to speak on behalf of the Committee or Council.

4. Meetings

- 4.1. The Presiding Member of the Committee will be the CBFCO.
- 4.2. The Presiding Member will not vote, however, they will exercise a casting vote where a vote is tied.
- 4.3. Meetings of the Committee will be held on the third Monday of February, May, August and November each year.
- 4.4. The time and venue for the meeting will be determined by the Presiding Member, or the CEO, having regard to the convenience of Committee members.
- 4.5. The business of the meeting will be conducted in accordance with the *Shire of Harvey Standing Orders Local Law 2017*.
- 4.6. The quorum for the Committee shall be at least 50% of the voting members inclusive of the Shire of Harvey Council delegate.
- 4.7. Meetings will be conducted under the following agenda format:
 - (1) Attendance
 - (2) Apologies
 - (3) Confirmation of Previous Minutes
 - (4) Presentations / Deputations
 - (5) Reports;
 - (a) CBFCO
 - (b) CESM
 - (c) Training Coordinator
 - (d) DFES
 - (e) DBCA
 - (f) SES
 - (6) General Business (at the discretion of the Presiding Member)
 - (7) Next Meeting
 - (8) Closure

5. Delegated Power

- 5.1. The Committee is an advisory Committee and therefore has no delegated authority.
- 5.2. Recommendations of the Committee will be presented to Council, under advice from the CEO, as soon as practicable.
- 5.3. The Committee cannot expend Shire funds.

6. Definitions

- 6.1. **Council** – means the Council of the Shire of Harvey.
- 6.2. **Committee** – means the Bush Fire Advisory Committee.
- 6.3. **Tied** – means that the votes for and against a motion are equal.



Terms of Reference

7. Legislation

- 7.1. *Bush Fires Act 1954.*
- 7.2. *Local Government Act 1995.*
- 7.3. *Shire of Harvey Bush Fire Brigades Local Law 2017.*
- 7.4. *Shire of Harvey Standing Orders Local Law 2017.*

8. Relevant Council Policy

- 8.1. There is no Council Policy relevant to this Committee.



Terms of Reference

Name	Shire of Harvey Local Emergency Management Committee (LEMC)		
Responsible Division	Corporate Services		
Administrative Support	Corporate Services		
Council Adoption Date	08/10/2019	Version Number	Draft 1.0
Amendment Dates		Next Review Date	01/10/2020

1. Role of the Committee

- 1.1. To ensure that effective local emergency management arrangements are prepared and maintained for the Shire of Harvey and perform any other emergency requirements as specified under the *Emergency Management Act 1995*.

2. Objectives of the Committee

- 1.1. To advise and assist the Shire of Harvey in ensuring that Local Emergency Management Arrangements are established for its district
- 1.2. To liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Plans
- 1.3. To assist with the preparation and approval of the Harvey Local Emergency Management Arrangements and submit such plans to the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC) for approval.
- 1.4. To revise at least annually the Harvey Local Emergency Management Plan with a total review of the Local Emergency Management Plan every five years
- 1.5. To assist in the preparation of emergency management operating procedures for application in the Shire of Harvey
- 1.6. To ensure appropriate testing and exercising of the Local Emergency Management Arrangements
- 1.7. To prepare an annual report of the activities of the Committee for submission to SEMC
- 1.8. To provide assistance to the Local Emergency Coordinators and Lead Combat Authorities during emergency management operations
- 1.9. To carry out such other emergency management functions as directed by SEMC or prescribed by the Emergency Management Regulations 2006.

3. Membership of the Committee

- 3.1. The Council appoints to the Committee those representatives whose titles appear below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Shire's local government elections are held, after which time the Council may appoint members for a further term.
- 3.2. Voting members of the Committee will be:
 - (1) The President of the Shire of Harvey, or Deputy Shire President if the Shire President decides not to take up the position;
 - (2) The Shire's Chief Bush Fire Control Officer;
 - (3) The Community Emergency Services Manager (CESM);
 - (4) The most senior officer of the Western Australian Police Force in the district or their delegate;



Terms of Reference

- (5) The most senior officer of the Department of Fire and Emergency Services (DFES) in the district or their delegate;
- (6) The most senior officer of the Volunteer Fire and Rescue Service in the district or their delegate;
- (7) The most senior officer of the Department of Biodiversity Conservation and Attractions in the district or their delegate;
- (8) The most senior officer of the State Emergency Service (SES) in the district or their delegate,
- (9) The most senior officer of the St John Ambulance in the district or their delegate; **and**
- (10) A representative the Department of Community Services.

3.3. Non-voting members of the Committee will be:

- (1) A representative the Department of Health;
- (2) A representative from Water Corporation WA; **and**
- (3) A representative of Department of Primary Industries and Regional Development.

3.4. Representatives from other agencies and major stakeholders (Main Roads WA, Western Power for example) may be invited to provide information relevant to the objectives of the Committee.

3.5. Members of the Committee will not speak publicly on behalf of the Committee or Council.

3.6. Members of the Committee will not issue any form of written material that purports to speak on behalf of the Committee or Council.

4. Meetings

4.1. The Presiding Member of the Committee will be the Shire President.

4.2. Meetings of the Committee will be held on the second Monday of March, June, September and December each year.

4.3. The time and venue for the meeting will be determined by the Presiding Member, or the CEO, having regard to the convenience of Committee members.

4.4. The business of the meeting will be conducted in accordance with the requirements of the *Emergency Management Act 1995*.

4.5. The Presiding Member will exercise a casting vote where a vote is tied.

4.6. The quorum for the Committee shall be at least 50% of the voting members inclusive of the Shire of Harvey Council delegate.

4.7. Meetings will be conducted under the following agenda format:

- (1) Attendance
- (2) Apologies
- (3) Confirmation of Previous Minutes
- (4) Presentations / Deputations
- (5) Business in accordance with the requirements of the *Emergency Management Act 1995*.
- (6) Next Meeting
- (7) Closure

5. Delegated Power

5.1. The Committee is authorised to carry out various management functions under the *Emergency Management Act 2005*.

5.2. The Committee is an advisory committee and therefore has no delegated authority under the *Local Government Act 1995*.



Terms of Reference

5.3. Recommendations of the Committee will be presented to Council, under advice from the CEO, as soon as practicable.

5.4. The Committee cannot expend Shire funds.

6. Definitions

6.1. **Council** – means the Council of the Shire of Harvey.

6.2. **Committee** – means the Shire of Harvey Local Emergency Management Committee.

6.3. **Tied** – means that the votes for and against a motion are equal.

7. Legislation

7.1. *Emergency Management Act 2005.*

7.2. *Local Government Act 1995.*

8. Relevant Council Policy

8.1. There is no Council Policy relevant to this Committee.