



SHIRE OF
HARVEY

A Breath of Fresh Air



Terms of Reference – Shire of Harvey Advisory Groups

Advisory Groups are a key component of the aspirations set out in the Shire's Community Engagement Policy. They bring key stakeholders together to advise the Shire on strategies and policies, and on communities need within the Shire of Harvey.

The below Terms of Reference consists of General Terms that apply to all groups and Specific Terms for each Advisory Group.

General Terms for all Advisory Groups:

- Advisory groups are not formal Committees of Council created under s5.8 of the *Local Government Act 1995*.
- Advisory Groups have no delegated authority to make decisions on behalf of Council.
- Advisory group meetings will be held four times per year or as often as necessary to perform the objectives of the group.
- The Council will appoint Councillor members to the Advisory Groups.
- Shire Officers will determine other members in accordance with the specific terms for each Advisory Group.
- 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.
- The Chairperson of each Advisory Group will be nominated by the members of the Advisory Group at the first meeting and can be either a Councillor or a community representative.
- The Deputy Chairperson of each Advisory Group may be either a Councillor or a community representative.
- The quorum for the Advisory Group will be one more than 50% of the membership.
- Strategic and policy recommendations of an Advisory Group will be reported to Council for decision.
- Management and operational recommendations of an Advisory Group will be reported to the CEO for decision.
- The Shire of Harvey will provide an appropriate venue for Advisory Group meetings.



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- That representative membership to all Advisory Groups, with the exception of the Sport and Recreation Advisory Group, be a maximum of 15 members.



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Specific Terms:

Access and Inclusion Advisory Group

Role of the Group

To advise the Shire of Harvey on the review and implementation of the Access and Inclusion Plan.

To advocate for Access and Inclusion in the community.

Objectives of the Group

To advise the Shire of Harvey on community engagement activities relating to access and inclusion.

To advise the Shire of Harvey about promoting and building accessible and inclusive communities.

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

Membership of the Group

- Two Shire of Harvey Councillors and one deputy.
- The Shire of Harvey CEO or nominee.
- Director Community and Lifestyle.
- Director Corporate Services.
- Director Infrastructure Services.
- Director Sustainable Development.
- Manager Community and Recreation.
- Four representatives from the disability services sector.
- Four community representatives.

Responsible Directorate

Community and Lifestyle.



Administrative Support

Community and Lifestyle.

Strategic Objective

This Terms of Reference aligns to the following strategic directions of the Shire of Harvey’s Strategic Community Plan:

	<p>Diversified economy A diversified economy creates a sustainable cycle of economic activity and leads to economic resilience in the face of external pressures.</p>
	<p>Connected communities A connected community is resilient. People have opportunities to come together and celebrate success and to support one another in creating a sense of safety, well –being and belonging.</p>
	<p>Protected natural environment Adopting a range of management practices to protect, conserve and rehabilitate the biodiversity of the natural environment.</p>
	<p>Sustainable built environment Encompassing everything human-made, a sustainable built environment is one that will meet current needs while considering the needs of future generations.</p>
	<p>Effective civic leadership Effective civic leadership is visionary and influential. It means listening to the community, balancing competing demands, making fair decisions and acting with integrity.</p>

Date endorsed by Ordinary Council: 31 October 2023