



Shire of Esperance

TERMS OF REFERENCES

Council Committees

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DOCUMENT REVIEW HISTORY

<u>Date Last Amended</u>	<u>Reasons for Amendment</u>	<u>Council Resolution</u>	<u>Amended by</u>
4 November 2015	Amend titles of Council officers due to organisational restructure		Shane Burge
16 November 2015	Arts Collection Advisory Committee disbanded. Off Road Vehicle Working Group and Ralph Bower Adventureland Park Working Group added. Quick reference added and formatting updated.	S1115-027 S1115-030	Sarah Fitzgerald
26 April 2016	Amendment to GSG Redevelopment Committee Amendment to Lake Monji Community Development Group Amendment to Museum Management Committee Amendment to Twin Towns Committee Amendment to Off Road Vehicle Working Party	O0416-031 O0416-029 O0416-027 O0416-025 O0416-038	Rod Hilton
1 October 2016	New Esperance Visitor Centre Management Committee	O0916-025	Sarah Fitzgerald
16 November 2016	New Jetty Replacement Working Group	S1116-039	Sarah Fitzgerald
6 December 2016	Jetty Replacement Working Group – Amendment to Community Representation	S1216-055	Sarah Fitzgerald
13 March 2016	Amendment to Lake Monji Community Development Group Amendment to Adventureland Park Working Group	O0217-023 O0217-024	Sarah Fitzgerald
3 July 2017	New Youth Advisory Council New New Landfill Community Reference Group	O0617-130 O0617-129	Sarah Fitzgerald
26 July 2017	CEO Review Group dissolved and removed	O0717-167	Sarah Fitzgerald
9 November 2017	Review of ToR to coincide with appointment of Elected Members. Changes have been outlines in a Special Council Meeting item.	S1117-272 S1117-277 S1117-281	Sarah Fitzgerald
1 March 2018	Removal on Esperance Museum Management Committee	O0218-045	Sarah Fitzgerald
28 March 2018	New Museum Management Reference Group Change to membership of New Landfill Community Reference Group	O0318-081 O0318-088	Sarah Fitzgerald
23 May 2018	Change to the membership of the South Coast Management Group.	O0518-099	Sarah Fitzgerald
5 July 2018	Minor changes to Ralph Bower Adventureland Park Working Group.	O0418-077	Alli McArthur
24 September 2019	New Reconciliation Action Plan Working Group	O0919-189	Sarah Moroney
29 October 2019	Appointment of Council Members to Audit Committee	O01019-221	Sarah Moroney
26 November 2019	Review of ToR to coincide with Ordinary Local Government Elections. Changes have been outlined in the Agenda from the November Ordinary Council Meeting.	O1119-249 O1119-250 O1119-251	Sarah Moroney
12 May 2020	New Local Recovery Committee, Economic Sub Committee and Community Support Sub Committee	S0520-128 S0520-129	Mary Bidstrup

26 May 2020	New Streetscape Advisory Committee, and Terms of Reference endorsed. Local Recovery Committee, Economic Sub Committee and Community Support Sub Committee Terms of Reference endorsed.	O0520-140 O0520-156 O0520-157 O0520-158	Mary Bidstrup
28 July 2020	Change to the membership of the Streetscape Advisory Committee	O0720-224	Mary Bidstrup
25 August 2020	Amendments to Reconciliation Action Plan Working Group, Local Recovery Committee, Economic Sub Committee and Community Support Sub Committees	O0820-278 O0820-274	Sarah Walsh

INTRODUCTION

Under the powers of the *Local Government Act 1995*, Council has the power to establish committees of three or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

The Esperance Shire Council has established both standing and advisory committees, which directly report to Council. In addition, there are also a number of external, non-Council committees with Council representation.

The objective of this document is to:

1. Provide a reference detailing Council standing and advisory committees, as well as those external committees with Council representation; and
2. Outline the adopted Terms of Reference for each of the committees.

Subdivision 2 of Division 2 of Part 5 of the *Local Government Act 1995* outlines the establishment of committees and the structure of their meetings. Council Committees are also subject to the Shire of Esperance *Standing Orders Local Law 2015* which is available on the Shire Website.

QUICK REFERENCE

<u>Committee</u>	<u>Members</u>	<u>Deputy</u>
Audit Committee	Cr McMullen Cr Obourne Cr Mickel Cr O'Donnell	
Bush Fire Advisory Committee	Cr Parker	Cr Graham
Esperance Roadwise Committee	Cr McMullen	Cr Chambers
Esperance Twin Town Committee	Cr McMullen	Cr Obourne
Greater Sports Ground Redevelopment Advisory Committee	Cr Piercey Cr O'Donnell	Cr Mickel
Scaddan Restoration Reference Group	Cr Parker Cr Graham	Cr Mickel
Esperance Visitor Centre Management Committee	Cr Piercey Cr Chambers	Cr O'Donnell
Youth Advisory Council (Ex-Officio)	Cr Obourne	Cr McMullen
New Landfill Community Reference Group	Cr Mickel Cr Piercey Cr Obourne	Cr O'Donnell
Museum Management Reference Group	Cr O'Donnell	Cr Mickel
Reconciliation Action Plan Working Group	Cr Mickel Cr Obourne Cr Piercey Cr Payne	Cr O'Donnell
Local Recovery Committee	Cr Mickel	
Economic Sub Committee	Cr McMullen Cr Parker Cr Payne	
Community Support Sub Committee	Cr Obourne Cr O'Donnell Cr Graham	
Streetscape Advisory Committee	Cr Payne Cr Obourne	Cr McMullen

PART 1

COUNCIL STANDING

COMMITTEES

AUDIT COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	10
<i>Document Controller</i>	Chief Executive Officer	<i>Res No</i>	O1019-221
<i>Last Reviewed</i>	29 October 2019		

Committee Type

Statutory Committee

Objectives of the Audit Committee

1. The primary objective of the audit committee is to accept responsibility for the annual external 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. Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government’s affairs, determining the local government’s policies and overseeing the allocation of the local government’s finances and resources. The committee will ensure openness in the local government’s financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government’s financial accounting systems and compliance with legislation.
3. The committee is to facilitate:
 - the enhancement of the credibility and objectivity of internal and external financial reporting;
 - effective management of financial and other risks and the protection of Council assets;
 - compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
 - the coordination of the internal audit function with the external audit; and
 - the provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

Powers of the Audit Committee

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.
2. The 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.

Membership

1. The committee will consist of five members with four elected and one external person. All members shall have full voting rights.
2. External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.
3. Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
4. The CEO and employees are not members of the committee.
5. The CEO or his/her nominee is to attend all meetings to provide advice and guidance to the committee.
6. The local government shall provide secretarial and administrative support to the committee.

Meeting Frequency

As required

Reporting

Reports and recommendations of each committee meeting shall be presented to the next Ordinary Council meeting.

Duties and Responsibilities

The duties and responsibilities of the committee will be:

1. Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
2. Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
3. Develop and recommend to Council:
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken;
4. Recommend to Council the person or persons to be appointed as auditor;
5. Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include:
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;

6. Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
7. Liaise with the CEO to ensure that the local government does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously;
8. Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters;
9. 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 prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
10. Review the scope of the audit plan and program and its effectiveness;
11. Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
12. Review the level of resources allocated to internal audit and the scope of its authority;
13. Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised;
14. Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
15. Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
16. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
17. Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
18. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council; and

Review the Statutory Compliance Return and make a recommendation on its adoption to Council.

PART 2

OTHER COUNCIL COMMITTEES

BUSH FIRE ADVISORY COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	11
<i>Document Controller</i>	Chief Executive Officer		
<i>Last Reviewed</i>	26 November 2019	<i>Res No</i>	O1119-249

Committee Type

Advisory Committee

Role

To provide advice and guidance to Bush Fire Brigades and the community in matters relating to the safe, efficient and effective fire prevention in the Shire of Esperance.

Membership

Committee Members (voting)

1 Elected Member and 1 Deputy Elected Member

Chief Bush Fire Control Officer

Deputy Chief Bush Fire Control Officer

1 Senior Bush Fire Control Officers and 1 Deputy for each Bush Fire Zone in the Shire of Esperance

1 Delegate as nominated by each Bush Fire Brigade in the Shire of Esperance

Ex-Officio Members (non-voting)

Community Emergency Services Coordinator

Area Officer for Department of Fire and Emergency Services

1 Representative as nominated by Department of Biodiversity, Conservation & Attractions

Executive Officer (non-voting)

Director External Services or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The Committee will meet at least 2 times per year being April and September

Quorum Requirements

A quorum is achieved by:

- a. Attendance by the nominated Elected Member or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers & Duties

To advise the Shire of Esperance on all matters relating to:

- the preventing, controlling and extinguishing of bush fires,
- the planning of the layout of fire-breaks in the district,
- 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.

Applicable Legislation or Council Policies

Bush Fires Act 1954 s.67

Local Government Act 1995

Responsible Officer

Director External Services

Reporting To

Ordinary Council

ESPERANCE ROADWISE COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	11
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Committee Type

Management Committee

Role

To contribute to a coordinated approach to reduce the amount of road deaths and serious injuries in the Shire of Esperance

Membership

Committee Members (voting)

- 1 Elected Member and 1 Deputy Elected Member
- 1 Representative and 1 Deputy as nominated by the Esperance Police
- 1 Representative and 1 Deputy as nominated by the Department of Education
- 1 Representative and 1 Deputy as nominated by Main Roads WA
- 1 Representative and 1 Deputy as nominated by St John Ambulance
- 1 Representative and 1 Deputy as nominated by Department of Transport
- 1 Representative and 1 Deputy as nominated by Department of Health
- Up to 2 Community Representatives (to be appointed following expressions of interest being called for).

Ex-Officio Members (non-voting)

- Asset Management Administration Officer
- WALGA Roadwise Officer

Executive Officer (non-voting)

- Director Asset Management or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The Committee will meet a minimum of 6 times per year.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by the nominated Elected Member or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers & Duties

1. To coordinate and/or develop programs and projects that addresses the cornerstones of the WA Road Safety Strategy.
2. To encourage safe use of the road network by motorists, pedestrians and cyclists
3. To raise community awareness of road safety issues in the Shire of Esperance.
4. To develop and/or promote the submission of funding applications for the road safety initiatives.
5. To improve road safety through education and behavioural change in the Shire of Esperance.

Applicable Legislation or Council Policies

Local Government Act 1995

Responsible Officer

Director Asset Management

Reporting To

Ordinary Council

ESPERANCE TWIN TOWNS COMMITTEE

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Committee Type

Advisory Committee

Role

To make recommendations to Council on developing and fostering the relationship with Ill de Re, France, through the promotion of social, cultural and educational links and a student exchange program so as to encourage an understanding of the French culture and the involvement of France in the early history of Esperance.

Membership

Committee Members (voting)

- 1 Elected Member and 1 Deputy Elected Member
- 1 Representative and 1 Deputy as nominated by Esperance Senior High School
- 1 Representative and 1 Deputy as nominated by Esperance Lions Club
- Up to 5 Community Representatives (to be appointed following expressions of interest being called for)

Ex-Officio Members (non-voting)

Community Development & Events Coordinator

Executive Officer (non-voting)

Chief Executive Officer or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The committee will meet as required.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by the nominated Elected Member or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers & Duties

The principal responsibilities of the Committee are to:

1. Coordinate the student exchange program in conjunction with the Lions Club of Esperance
2. Raise awareness in the Esperance community of the twin towns relationship through promotion, education and cultural events
3. Identify projects and make recommendations to council on activities and events that will enhance and develop the twin towns relationship
4. Make recommendations to Council and provide regular updates as to the progress of endorsed projects and the student exchange program.

Applicable Legislation or Council Policies

Local Government Act 1995

Responsible Officer

Chief Executive Officer

Reporting To

Ordinary Council

GREATER SPORTS GROUND REDEVELOPMENT COMMITTEE

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Committee Type

Advisory Committee

Role

To make recommendations to council for implementation of the Greater Sports Ground Redevelopment Plan.

Membership

Committee Members (voting)

2 Elected Members and 1 Deputy Elected Member

1 Representative and 1 Deputy as nominated by Esperance Districts Agricultural Society

1 Representative and 1 Deputy as nominated by Indoor Sports Stadium Management Committee

1 Representative and 1 Deputy as nominated by Esperance District Recreation Association

Up to 5 Community Representatives (to be appointed following expressions of interest being called for).

Ex-Officio Members (non-voting)

Community Development & Events Coordinator

Department of Sport & Recreation: Regional Manager or their nominee

Executive Officer (non-voting)

Chief Executive Officer or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The committee will meet as required.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by the nominated Elected Member or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers & Duties

1. To review the Greater Sports Ground Redevelopment implementation plan and make recommendations to Council for implementation of priority works required for the staged redevelopment of the Greater Sports Ground over the next 10 years.
2. To liaise with all Greater Sports Grounds user groups, as required.

Applicable Legislation or Council Policies

Local Government Act 1995

Responsible Officer

Chief Executive Officer

Reporting To

Ordinary Council

SCADDAN RESTORATION REFERENCE GROUP

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Committee Type

Reference Group

Role

The primary objective of the Scaddan Restoration Reference Group is to provide options and priorities for Council’s consideration in the restoration of the Scaddan townsite.

The group will represent their community members in providing guidance and advice to Council on the future infrastructure works required to restore the Scaddan townsite. The proposed works will need to include a bush fire brigade shed, post boxes and a potential replacement for the Scaddan Hall. The group will take into consideration the budget available, legislative constraints and the needs of the broader community.

Membership

Committee Members (voting)

- 2 Elected members and 1 Deputy Elected Member
- 1 Representative and 1 Deputy as nominated by Scaddan Bush Fire Brigade
- 1 Representative and 1 Deputy as nominated by Scaddan Golf Club
- 1 Representative and 1 Deputy as nominated by Scaddan Country Club
- 1 Representative and 1 Deputy as nominated by Scaddan Bowling Club
- 1 Representative and 1 Deputy as nominated by Scaddan Primary School Parents & Citizens
- Up to 6 Community Representatives (to be appointed following expressions of interest being called for)

Ex-Officio Members (non-voting)

- Chief Executive Officer
- Supervisor Asset Administration

Executive Officer (non-voting)

- Director Asset Management or their nominee

Term of Office

Membership of the Reference Group continues until the person no longer holds office by virtue of which the person became a member, the working group is disbanded, or restoration of the Scaddan townsite is deemed complete, which ever happens first..

Meeting Frequency

The Reference Group will meet at the times and on the dates designated by the Reference Group at each meeting.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by 2 Elected Members or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers and Duties

1. The working group will consider various options for the restoration of the Scaddan townsite. These options may include but not be limited to: Outline the type of building/s that would meet the community need
2. Potential location of building/s (limited to the identified land area under the control of the Shire of Esperance)
3. The inclusion of special features (i.e. a memorial)

Applicable Legislation or Council Policies

- Council Policy COR012 Reserve Funding for Community Halls
- *Local Government Act 1995*

Responsible Officer

Director Asset Management

Reporting To

Ordinary Council

ESPERANCE VISITOR CENTRE MANAGEMENT COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	3
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Committee Type

Management Committee

Role

To provide strategic direction for the management, development and operation of the Esperance Visitor Centre consistent with the policies, plans, and budgets endorsed by the Shire of Esperance.

Membership

Committee Members (voting)

2 Elected Members and 1 Deputy Elected Member

2 Representatives and 1 Deputy as nominated by Tourism Esperance

Up to 3 Community Representatives plus 1 deputy (to be appointed following expressions of interest being called for)

Ex-Officio Members (non-voting)

Manager Marketing & Communications

Manager Community & Economic Development

Executive Officer (non-voting)

Chief Executive Officer or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The committee will meet at the times and on the dates determined by the committee.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by the nominated Elected Member or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers and Duties

1. To prepare a Management Plan that provides guidance to staff for the efficient operation of the Esperance Visitor Centre, focussing on the provision of:
 - a. A shop front for tourism information
 - b. An online presence for tourism information
 - c. Promotion of visitation to the district; and
 - d. Provision of booking services for visitors
2. To assist Council in pursuing grants and/or subsidies from all sources to assist with implementation of the Esperance Visitor Centre Management Plan.
3. To foster and promote community and industry involvement in development of tourism product and visitor services.

Applicable Legislation or Council Policies

Local Government Act 1995

Responsible Officer

Chief Executive Officer

Reporting To

Ordinary Council

YOUTH ADVISORY COUNCIL

<i>Document Status</i>	Current	<i>Version No</i>	3
<i>Document Controller</i>	Chief Executive Officer	<i>Res No</i>	O1119-249
<i>Last Reviewed</i>	26 November 2019		

Committee Type

Advisory Committee

Role

To consult with and provide guidance to the Shire of Esperance in respect to identified needs of youth in Esperance.

To be responsible for delivery of youth focused projects, programs and events in Esperance.

Membership

The Youth Advisory Council will consist of the following membership structure:

Committee Members (voting)

A minimum of eight and a maximum of fifteen community members:

- Members need to be between the ages of 12 - 25
- No more than ten members under the age of eighteen at time of appointment
- No more than ten members over the age of eighteen at time of appointment

Ex-Officio Members (non-voting)

1 Elected Member and 1 Deputy Elected Member

Manager Community & Economic Development or their nominee

Executive Officer (non-voting)

Chief Executive Officer or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded by resolution of Council, or the next ordinary elections day; whichever happens first.

Meeting Frequency

Minimum of one meeting per quarter with additional meetings determined by the committee, as required.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by the Executive Officer, and;
- b. Attendance by over 50% of the appointed voting members.

Designated Powers & Duties

1. To represent the interests and views of young people to Council and the community
2. To plan and deliver at least one (1) program and/or event per year for youth
3. To assist with programs, projects and events being delivered by the Shire of Esperance, that are relevant to youth
4. To give young people experience in Local Government and community affairs
5. To create greater awareness and appreciation within the general community of the needs and talents of young people
6. To provide a mechanism for young people to discuss and address youth issues themselves
7. To engage with young people in Esperance to provide feedback to Council on specific issues, when requested
8. To engage with the wider community to create/look for partnerships and opportunities to support young people in the areas of upskilling, youth leadership and the active involvement in youth driven initiatives

Applicable Legislation or Council Policies

Local Government Act 1995

Responsible Officer

Chief Executive Officer

Reporting To

Ordinary Council

NEW LANDFILL COMMUNITY REFERENCE GROUP

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Committee Type

Advisory Committee

Role

To assist the Shire in gaining all required environmental approvals and provide input into a detailed design of a modern waste management facility with a view to minimise impact on surrounding landowners and the environment.

Membership

Committee Members (voting)

3 Elected Members and 1 Deputy Elected Member

1 Representative and 1 Deputy as nominated by South Coast NRM

1 Representative and 1 Deputy as nominated by Local Environmental Action Forum (LEAF)

Up to 4 Community Representatives (to be appointed following expressions of interest being called for)

Ex-Officio Members (non-voting)

Manager Council Enterprises

1 Representative as nominated by Department of Biodiversity, Conservation & Attractions

Executive Officer (non-voting)

Director External Services or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded by resolution of Council, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The Committee will meet as required.

Quorum Requirements

A quorum is achieved by:

- Attendance by at least one nominated Elected Member or their deputy;
- Attendance by the Executive Officer or their nominee, and;
- Attendance by over 50% of the appointed voting members (including an Elected Member).

Designated Powers & Duties

The community reference group will principally consider options to minimise the environmental risk and local amenity issues of a modern waste management facility and then advise Council of ways to minimise these risks. These options may include but not be limited to:

1. Design of the facility (including traffic management, odour management, noise management)
2. Operational use of the facility
3. Alternative Waste Treatment options (to minimise waste disposal)

Applicable Legislation or Council Policies

Part IV and V of the Environmental Protection Act 1986

Responsible Officer

Director External Services

Reporting To

Ordinary Council

MUSEUM MANAGEMENT REFERENCE GROUP

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Chief Executive Officer		
<i>Last Reviewed</i>	26 November 2019	<i>Res No</i>	O1119-249

Committee Type

Reference Group

Role

Stakeholders of the Museum are vital in providing advice, knowledge and assistance with projects within the Esperance Museum. This reference group will work with Shire staff to achieve goals and strategies identified in the Esperance Museum Strategic Plan 2017-2023.

Committee Members (voting)

- 1 Elected Member and 1 Deputy Elected Member
- 1 Representative and 1 Deputy as nominated by Esperance Bay Historical Society
- 1 Representative and 1 Deputy as nominated by Esperance Mechanical Restoration Group
- 1 Representative and 1 Deputy as nominated by Esperance Family History Society
- 1 Esperance Museum volunteer and 1 Deputy Esperance Museum volunteer
- 1 Community Representative (to be appointed following expressions of interest being called for)

Ex-Officio Members (non-voting)

Cultural Officer

Executive Officer (non-voting)

Director External Services or their nominee

Term of Office

Membership of the Reference Group continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The Reference Group will meet a minimum of once every six (6) months.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by the nominated Elected Member or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers & Duties

To assist in the timely implementation of the goals and strategies identified within the *Esperance Museum Strategic Plan 2017-2023*.

Applicable Legislation or Council Policies

Local Government Act 1995

Responsible Officer

Director External Services

Reporting To

Ordinary Council

RECONCILIATION ACTION PLAN WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	3
<i>Document Controller</i>	Chief Executive Officer	<i>Res No</i>	O0820-278
<i>Last Reviewed</i>	25 August 2020		

Committee Type

Advisory Committee

Role

The role of this working group is to assist in the development and implementation of the Shire of Esperance’s Reconciliation Action Plan (RAP).

Membership

Committee Members (voting)

- 4 Elected members and 1 Deputy Elected Member
- 1 Representative and 1 Deputy as nominated by the Esperance Tjaltjiraak Native Title Aboriginal Corporation
- 1 Representative and 1 Deputy as nominated by the Ngadju Native Title Aboriginal Corporation
- 1 Representative and 1 Deputy as nominated by the Esperance Nyungar Aboriginal Corporation

A number of Community Representatives to be determined by Council once nominations have been received

Ex-Officio Members (non-voting)

- Director Asset Management
- Director External Services
- Director Corporate Resources

Executive Officer (non-voting)

Chief Executive Officer or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded by resolution of Council, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The Working Group will meet at the times and on the dates designated by the Chair of the Working Group, in consultation with the Executive Officer.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by no less than two (2) nominated Elected Members or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Scope

The scope of the working group is to undertake the following activities to assist in the development and implementation of the Shire of Esperance's RAP.

- Liaise with Reconciliation Australia to identify RAP requirements;
- Discuss RAP actions to identify strategies for achievement;
- Undertake regular communication with Shire Officers and stakeholders to review progress of RAP actions;
- Report to Council with regard to progress of RAP action implementation;
- Complete annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia
- Contribute to the development of future Reconciliation Action Plans

Applicable Legislation or Council Policies

- *Local Government Act 1995*
- *Associated Regulations of applicable legislation*
- *Shire of Esperance Standing Orders Local Law 2015*
- *Relevant Shire of Esperance Policies and Procedures*

Responsible Officer

Chief Executive Officer

Reporting To

Ordinary Council

LOCAL RECOVERY COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Chief Executive Officer	<i>Res No</i>	O0820-274
<i>Last Reviewed</i>	25 August 2020		

Committee Type

Advisory Committee

Role

The Local Recovery Committee (LRC) is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Committee (SEMC) policies and the Local Recovery Arrangements (LRA).

Membership

Committee Members (voting)

- Shire President – LRC Chair
- Chief Executive Officer
- Recovery Coordinator
- Economic Sub Committee Chair
- Community Support Sub Committee Chair

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded by resolution of Council, or the next ordinary elections day; whichever happens first.

Meeting Frequency

Minimum of one meeting per month with additional meetings determined by the committee, as required.

Quorum Requirements

A quorum is achieved by:

50% of the elected representatives, if a normal quorum (50% of total membership) is unable to be achieved.

Scope

The LRC is responsible for;

- Establishing sub committees, as required
- Assessing requirements for recovery activities relating to the physical, psychological, economic and environmental wellbeing with the assistance of the Hazard Management Agency (HMA) and Incident Support Group (ISG)
- Facilitating the provision of services, public information, information exchange and resource acquisition

- Communicating and promoting the most effective use of resources and programs designed to assist recovery of individuals and businesses available through State and Commonwealth agencies
- Monitoring the progress of recovery and receive periodic reports from recovery agencies
- Ensuring a coordinated multi agency response to community recovery
- Making appropriate recommendations, based on lessons learnt, to the Esperance Local Emergency Management Committee to improve the community's future recovery preparedness

Applicable Legislation or Council Policies

- *Local Government Act 1995*
- *Emergency Management Act 2005*
- *Public Health Act 2016*

Responsible Officer

Chief Executive Officer

Reporting To

Ordinary Council

ECONOMIC SUB COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Chief Executive Officer		
<i>Last Reviewed</i>	25 August 2020	<i>Res No</i>	O0820-274

Committee Type

Advisory Committee

Role

The Economic Sub Committee (ESC) will report to the Local Recovery Committee. The ESC will lead and inform a local recovery response to address the economic impacts to Covid-19 within the Shire of Esperance.

Membership

Committee Members (voting)

Elected representative – Chair

Elected Representative x2

Recovery Coordinator – ex-officio

Economic Development, Shire of Esperance

Esperance Chamber of Commerce (ECCI)

Goldfields Esperance Development Commission (GEDC)

Department of Primary Industry and Regional Development (DPIRD)

Tourism Esperance

Local State Government representative

Local Federal Government representative

Local Business representatives

Agriculture representative

Community representative x2

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded by resolution of Council, or the next ordinary elections day; whichever happens first.

Meeting Frequency

Minimum of one meeting per month with additional meetings determined by the committee, as required.

Quorum Requirements

A quorum is achieved by:

50% of the elected representatives, if a normal quorum (50% of total membership) is unable to be achieved.

Scope

The ESC will be responsible for;

- Providing advice on the recovery priorities from an economic perspective
- Monitoring the effects of the incident from a financial and economic perspective and establishing immediate actions accordingly
- Engaging with stakeholders to share local intelligence
- Remaining up to date with assistance packages made available through the Federal and State Governments and communicating accordingly
- Monitoring the use of Government assistance packages to establish whether community needs are being met, identify any gaps, and what additional needs exist
- Developing and implementing locally based initiatives, activities and events that support and assist the community to achieve positive economic recovery outcomes in the longer term
- Assisting the LRC to develop strategies to minimise the effects of the incident on individuals and the wider community
- Conducting inter-agency briefings and feedback sessions on economic recovery progress
- Consulting with industry bodies who can provide support toward a coordinated response across all agencies to achieve economic recovery for the Esperance community

Applicable Legislation or Council Policies

- *Local Government Act 1995*
- *Emergency Management Act 2005*
- *Public Health Act 2016*

Responsible Officer

Chief Executive Officer

Reporting To

Local Recovery Committee

COMMUNITY SUPPORT SUB COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Chief Executive Officer		
<i>Last Reviewed</i>	25 August 2020	<i>Res No</i>	O0820-274

Committee Type

Advisory Committee

Role

The Community Support Sub Committee (CSSC) reports to the Local Recovery Committee and is focussed on the delivery of welfare and support to individuals, families and the wider community through the provision of support services including mental health, youth, domestic violence, financial support, seniors, disability, emergency accommodation and food, social support, health and relationships, to support the recovery process.

Membership

Committee Members (voting)

Elected representative – Chair
 Elected representative x2
 Recovery Coordinator – ex-officio
 Community Development, Shire of Esperance
 Communications, Shire of Esperance
 Volunteer Resource Centre
 Esperance Home Care
 Department of Communities
 Education Department
 Centrelink
 Esperance Care Services
 Escare – Family and Children Services
 GIFSA – Disability Services
 Centrecare
 Esperance Tjaltjraak Native Title Aboriginal Corporation
 Community Policing
 Youth Advisory Committee representative
 Senior Citizen representative
 Esperance Crisis Accommodation
 Community representative x3

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded by resolution of Council, or the next ordinary elections day; whichever happens first.

Meeting Frequency

Minimum of one meeting per month with additional meetings determined by the committee, as required.

Quorum Requirements

A quorum is achieved by:

50% of the elected representatives, if a normal quorum (50% of total membership) is unable to be achieved.

Scope

The CSSC will be responsible for;

- Liaising with support agencies to establish ongoing recovery needs within the community
- Identifying any community needs that are not being met by existing services available through support agencies
- Remaining up to date with assistance packages made available through the Federal and State Governments and communicating accordingly
- Coordinating community activities, initiatives, programs and events in a bid to ensure community needs are met, avoid duplication and avoid activity saturation
- Establishing one authorised communication source to ensure consistent messaging is received by everyone
- Establishing a communication strategy, including multiple mediums to ensure messaging is reaching all areas of the community
- Assisting the LRC develop strategies to minimise the effects of the incident on individuals and the wider community
- Conducting inter-agency briefings and feedback sessions on the progress of community recovery

Applicable Legislation or Council Policies

- *Local Government Act 1995*
- *Emergency Management Act 2005*
- *Public Health Act 2016*

Responsible Officer

Chief Executive Officer

Reporting To

Local Recovery Committee

STREETSCAPE ADVISORY COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Chief Executive Officer		
<i>Last Reviewed</i>	July 2020	<i>Res No</i>	O0720-224

Committee Type

Advisory Committee

Role

To make recommendations to council for improvements in the local streetscape amenity and streetscape amenity in the development of public open space including the Esperance CBD Landscaping Concept Plan.

Membership

Committee Members (voting)

2 Elected Members and 1 Deputy Elected Member

Up to 6 Community Representatives (to be appointed following expressions of interest being called for).

Ex-Officio Members (non-voting)

Manager Parks and Environment

Executive Officer (non-voting)

Director Asset Management or their nominee

Term of Office

Membership of the committee continues until the person no longer holds office by virtue of which the person became a member, the committee is disbanded, or the next ordinary elections day; whichever happens first.

Meeting Frequency

The committee will meet as required.

Quorum Requirements

A quorum is achieved by:

- a. Attendance by a nominated Elected Member or their deputy;
- b. Attendance by the Executive Officer, and;
- c. Attendance by over 50% of the appointed voting members (including the Elected Member).

Designated Powers & Duties

1. Provide advice to the Council on improvements to local streetscape amenity such as street trees, verges, public access ways and medians.

2. Provide advice to the Council on improvements to streetscape amenity in the development of public open space.

Applicable Legislation or Council Policies

Local Government Act 1995

Responsible Officer

Director Asset Management

Reporting To

Ordinary Council

PART 3

DELEGATES TO NON- COUNCIL COMMITTEES

EXTERNAL COMMITTEES

<i>Document Status</i>	Current	<i>Version No</i>	11
<i>Document Controller</i>	Chief Executive Officer	<i>Res No</i>	O1119-251
<i>Last Reviewed</i>	26 November 2019		

The following are external committees with Council representation. The elected membership of these committees as listed is as at November 2019, and is reviewed following the biennial local government elections.

<u>Committee</u>	<u>Members</u>	<u>Deputy</u>	<u>Capacity</u>
Adventureland Park Management Committee	Cr Obourne	Cr Chambers	Ex-Officio
Goldfields-Esperance Country Zone of WALGA, GVROC and GERCG	Cr Payne Cr Mickel	Chief Executive Officer	Voting Member
Local Emergency Management Committee	Cr Chambers	Cr Graham	Voting Member
Port of Esperance - Port Consultative Committee	Cr Parker	N/A	Ex-Officio
Ralph Bower Foundation	Cr O'Donnell	Cr Piercey	Ex-Officio
Regional Road Group	Cr Mickel	Cr Graham	Voting Member
Senior Citizens Centre Management Committee	Cr Obourne	Cr Mickel	Ex-Officio
Tourism Esperance	Cr Piercey	Cr Payne	Ex-Officio
Regional Capitals Alliance of Western Australia	Cr Mickel Chief Executive Officer	Cr Parker	Voting Member