



Shire of Esperance

Working Groups Terms of Reference

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DOCUMENT REVIEW HISTORY

<u>Date Last Amended</u>	<u>Reasons for Amendment</u>	<u>Amended by</u>
21 December 2021	Adoption of Terms of Reference for Working Groups	Sarah Walsh
06 November 2023	Biennial review of Terms of Reference, disband Roadwise Working Group and add Public Health Plan Working Group.	Sarah Walsh
28 November 2023	Disband Streetscape and Business Round Table Working Groups and appoint elected member delegates.	Sarah Walsh
22 April 2024	Reconciliation Action Plan terms of reference updated	Cherrie Vincent

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 and Working Groups with Council representation.

The objective of this document is to:

1. Provide a reference detailing Shire of Esperance Working Groups with Council representation; and
2. Outline the adopted Terms of Reference for each of the Working Groups.

QUICK REFERENCE

<u>Working Group</u>	<u>Elected Members</u>
Esperance Twin Towns Working Group	Cr Starcevich
Reconciliation Action Plan Working Group	Cr Flanagan
Museum Working Group	Cr De Haas
Cemetery Working Group	Cr Starcevich
Disability Access and Inclusion Working Group	Cr Obourne
Tourism Development Governance Working Group	Cr Johnston Cr De Haas
Sustainability Working Group	Cr Davies
Public Health Plan Working Group	Cr De Haas

ESPERANCE TWIN TOWNS WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	13
<i>Document Controller</i>	Community Development & Events Manager	<i>Last Reviewed</i>	06/11/2023

Committee Type

Working Group

Purpose

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

Shire Representatives:

Elected Member/s

Community Development & Events Manager

Other Representatives:

Esperance Senior High School

Esperance Lions Club

Up to 7 Community Representatives

Meeting Frequency

The committee will meet as required.

Objectives

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.

Responsible Officer

Community Development & Events Manager

RECONCILIATION ACTION PLAN WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	6
<i>Document Controller</i>	Director Corporate & Community Services	<i>Last Reviewed</i>	22/04/2024

Committee Type

Working Group

Purpose

To assist in the development and implementation of the Shire of Esperance's Reconciliation Action Plan (RAP) in the spirit of the Shire's Partnership agreement with Tjaltjraak.

Membership

Elected Member/s (Chair)

Director Corporate & Community Services

Manager Human Resources

Manager Parks & Reserves

Cultural Officer

Media & Communications Officer

Administration Officer – Executive Services

As required

Chief Executive Officer

Director Asset Management

Director External Services

Coordinator Governance & Corporate Support

Other relevant Staff/Elected Members

Meeting Frequency

The Shire Representatives will meet at the times and on the dates designated by the Chair of the Working Group, in consultation with the Responsible Officer. Other representatives will be invited to attend meetings when relevant issues require discussion with community members.

Objectives

1. Review and update RAP actions;
2. Discuss RAP actions to identify strategies for achievement;
3. Regular communication with Shire Officers and key stakeholders to share progress of RAP actions and implement projects;
4. Report to Council with regard to progress of RAP action implementation;
5. Complete annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia

6. Contribute to the development of future Reconciliation Action Plans
7. The Chair and Director Corporate & Community Services will attend the Tjaltjraak “Wellness Group” meetings if there are suitable issues to discuss with them.

Responsible Officer

Director Corporate & Community Services

MUSEUM WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Manager Community Support	<i>Last Reviewed</i>	06/11/2023

Committee Type

Working Group

Purpose

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

Membership

Shire Representatives:

Elected Member/s
 Director External Services
 Manager Community Support
 Cultural Officer

Other Representatives:

Esperance Bay Historical Society
 Esperance Mechanical Restoration Group
 Esperance Family History Society
 Esperance Museum volunteer

Meeting Frequency

Meetings are to be held a minimum of every six (6) months.

Objectives

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

Responsible Officer

Manager Community Support

ESPERANCE TOURISM STAKEHOLDER WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Manager Economic Development	<i>Last Reviewed</i>	06/11/2023

Committee Type

Working Group

Purpose

To provide feedback on progress towards delivery of the Tourism Strategy Implementation Plan and advocate for the Tourism industry.

Membership

Shire Representatives:

Elected Member/s

Chief Executive Officer

Manager Economic Development

Other Representatives:

Tourism Development Manager

Tourism Esperance

Esperance Chamber of Commerce & Industry

Australia's Golden Outback

Goldfields Esperance Development Commission

Meeting Frequency

Six monthly

Objectives

1. Review the progress towards delivery of the Tourism Strategy Implementation Plan.
2. Provide feedback and information on tourism generally to assist the industry to continue to grow and thrive.
3. Advocate within and outside of Esperance on behalf of the tourism Industry

Responsible Officer

Manager Economic Development

CEMETERY WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Manager Waste & Environmental Health	<i>Last Reviewed</i>	06/11/2023

Committee Type

Working Group

Purpose

To assist with Cemetery matters within the Shire of Esperance.

Membership

Shire Representatives:

- Elected Member
- Director Asset Management
- Manager Waste & Environmental Health
- Manager Development Services
- Manager Parks & Environment
- Customer Experience Officer

Other Representatives:

- Esperance Funeral Homes
- Up to 4 Community Representatives

Meeting Frequency

Meetings will be held quarterly.

Urgent meetings may be called by the Presiding Member or Working Group by request to the CEO.

Objectives

To provide input and advice:

1. On concerns regarding the management of cemeteries under the jurisdiction of the Shire
2. Future planning for Cemeteries; and
3. On matters related to protecting the heritage of cemeteries and related infrastructure.

Responsible Officer

Manager Waste & Environmental Health

DISABILITY ACCESS AND INCLUSION WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	3
<i>Document Controller</i>	Manager Development Services	<i>Last Reviewed</i>	06/11/2023

Committee Type

Working Group

Purpose

The Disability Access and Inclusion Plan (DAIP) provides the strategic direction and framework for the Shire to improve its services and facilities as well as partnering with the community to achieve progress in this field.

The working group will initially assist to develop and then review the progress of the annual implementation plan developed from the aims in the DAIP.

Membership

Shire Representatives:

Elected Member/s

Staff member from each Directorate

Manager Development Services

Other Representatives:

Up to 3 community members with relevant interest and experience

Up to 3 relevant community organisations will be represented by 1 representative from each

Meeting Frequency

The DAIP Working Group will meet quarterly.

Objectives

1. Facilitate stakeholder, community and agency feedback relating to the implementation of the DAIP;
2. Contribute to the review and reporting of the DAIP;
3. Contribute to the preparation and review of the DAIP Implementation Plan, including the development of project proposals;
4. Raise awareness and inform the community about matters relating to disability access and inclusion in the Shire.
5. Provide technical/working advice relating to the implementation of the DAIP, including seeking access to funding opportunities

Responsible Officer

Manager Development Services

SUSTAINABILITY WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Manager Parks & Environment	<i>Last Reviewed</i>	06/11/2023

Committee Type

Working Group

Purpose

To promote and support the Shire of Esperance community to achieve environmental sustainability objectives.

The Group will be guided by the goals and strategies identified in the Shire of Esperance Climate Change Declaration and Community Waste Strategy 2018-2023.

Membership

Shire Representatives:

Elected Member/s

Staff member from each Directorate

Other Representatives:

Community members

Meeting Frequency

The Sustainability Working Group will meet quarterly.

Objectives

1. Consider and advise relevant emerging strategic sustainability issues and assess their implications for the Shire.
2. Review sustainability best practice, that may include a focus on the following areas:
 - Waste Management;
 - Recycling;
 - Water management;
 - Electricity; and
 - Sustainable Procurement
3. Developing an inclusive approach to sustainable practices across the community.
4. Identify and recommend strategies to improve and enhance the community's sustainability, including the setting of targets for reducing waste, energy and water use.
5. Actively promote and encourage an ethos of environmental awareness and sustainability throughout the community.
6. Assist with guiding implementation of the Shire's Cities Power Partnership pledges;
 - Renewable Energy – Install renewable energy (solar PV and battery storage) on Council Buildings;

- Energy Efficiency – Adopt best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures;
 - Sustainable Transport – Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles;
 - Sustainable Transport – Support cycling through the provision of adequate cycle lanes, bike parking and end-of-ride facilities;
 - Work Together and Influence – Develop procurement policy to ensure that the practices of contractors and financiers align with the council’s renewable energy, energy efficiency and sustainable transport goals.
7. Assist with guiding implementation of the Shire’s Climate Change Declaration Commitments;
- Set an appropriate emissions reduction target and work towards its achievement.
 - Encourage and empower the local community and local businesses to reduce their greenhouse gas emissions and to adapt to the impacts of climate change.
 - Support WALGA to work with State and Federal Government to ensure achievement of greenhouse gas emissions reduction targets as set out in key National and International agreements.
 - Support WALGA to work with State and Federal Government to implement key actions and activities for climate change management at a local level.
 - Develop and implement a Corporate and Community Adaptation Action Plan and Climate Change Policy.
 - Assess the locally specific risks associated with climate change and implications for our services, and identify areas where appropriate mitigation and/or adaptation strategies should be developed and implemented.
 - Ensure that, at appropriate review intervals, our Corporate and Community Adaptation Action Plan is reviewed and amended to incorporate the latest climate science, and to reflect the climate change management priorities and progress achieved to date.
 - Monitor the progress of our adaptation and/or mitigation actions and communicate our achievements to the Council and Community.

Responsible Officer

Manager Parks & Environment

PUBLIC HEALTH PLAN WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Manager Waste & Environmental Health	<i>Last Reviewed</i>	06/11/2023

Committee Type

Working Group

Purpose

The group will meet review the current Shire of Esperance Public Health Plan 2021 - 2026.

Membership

Shire Representatives:

- Elected Member/s
- Director External Services
- Manager Waste & Environmental Health
- Coordinator Environmental Health
- Environmental Health Officer
- Environmental Health Cadet
- Asset Management Representative
- Corporate & Community Representative

Other Representatives;

- Community Representatives
- Cancer Council Representative
- Industry experts

Meeting Frequency

Meetings will be held regularly with the frequency, time and location determined by the group in their first meeting.

Objectives

- Review the Public Health Plan 2021-2026
- Discuss strategies to facilitate the implementation of the plan
- Facilitate community education and awareness of the plan.
- Deliberate what should be included in the next plan

Responsible Officer

Manager Waste & Environmental Health