



# SHIRE OF ESPERANCE

## Working Groups Terms of Reference

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## 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

Working Group	Members
<b>Esperance Twin Town Working Group</b>	Cr Davies Cr McWilliam
<b>Museum Working Group</b>	Cr de Haas Pres Chambers
<b>Esperance Tourism Stakeholder Working Group</b>	Cr McWilliam Cr Johnston
<b>Cemetery Working Group</b>	Cr Starcevich Cr Johnston
<b>Disability Access and Inclusion Working Group</b>	Cr Harp Cr Obourne
<b>Public Health Plan Working Group</b>	Cr de Haas Cr Harp
<b>Coastal Safety Working Group</b>	Cr Obourne Cr Davies
<b>Rural Roads Working Group</b>	Cr Graham Cr Starcevich Cr McWilliam

# Esperance Twin Towns Working Group

## 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.

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.

## Membership

### Shire Representatives

- 2x Elected Members
- Manager Community Development & Events

### Other Representatives

- Esperance Senior High School
- Esperance Anglican Community School
- Esperance Lions Club
- Up to 7 Community Representatives

### Responsible Position

Manager Community Development & Events

## Meeting Frequency

As required

.....End.....

## Referencing Documents

- *Local Government Act 1995*

## Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Dec 2021	1	D21/43980	Adoption of Terms of Reference for Working Groups	Dec 2023
Nov 2023	2	D21/43980[v2]	Biennial review of terms of reference	Nov 2025

## Museum Working Group

### 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

- 2x Elected Members
- Director External Services
- Manager Recreation & Culture
- Cultural Officer

#### Other Representatives

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

#### Responsible Position

Manager Recreation & Culture

### Meeting Frequency

6 monthly

.....End.....

### Referencing Documents

- *Local Government Act 1995*

### Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Dec 2021	1	D21/43980	Adoption of Terms of Reference for Working Groups	Dec 2023
Nov 2023	2	D21/43980[v2]	Biennial review of terms of reference	Nov 2025

# Esperance Tourism Stakeholder Working Group

TERMS OF REFERENCE

## Committee Type

Working Group

## Purpose

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

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

## Membership

### Shire Representatives

- 2x Elected Members
- 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

### Responsible Position

Manager Economic Development

## Meeting Frequency

6 monthly

.....End.....

## Referencing Documents

- *Local Government Act 1995*

## Revision History

Date	Version	CM Reference	Reason for Change	Next Review
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Dec 2021	1	D21/43980	Adoption of Terms of Reference for Working Groups	Dec 2023
Nov 2023	2	D21/43980[v2]	Biennial review of terms of reference	Nov 2025

# Cemetery Working Group

## Committee Type

Working Group

## Purpose

To assist with Cemetery matters within the Shire of Esperance and provide input and advice –

1. On concerns regarding the management and development 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.

## Membership

### Shire Representatives

- 2x Elected Members
- Director Asset Management
- Manager Parks & Environment
- Supervisor External Service Customer Experience

### Other Representatives

- Esperance Funeral Homes
- Up to 4 Community Representatives

### Responsible Position

Manager Parks & Environment

## Meeting Frequency

6 monthly, or as required.

.....End.....

## Referencing Documents

- *Local Government Act 1995*

## Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Dec 2021	1	D21/43980	Adoption of Terms of Reference for Working Groups	Dec 2023
Nov 2023	2	D21/43980[v2]	Biennial review of terms of reference	Nov 2025

# Disability Access and Inclusion Working Group

## 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.

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

## Membership

### Shire Representatives

- 2x Elected Members
- Staff from each Directorate
- Manager Development Services

### Other Representatives

- At least 3 community members with relevant interest and experience
- Up to 4 relevant community organisations will be represented by 1 representative from each

### Responsible Position

Director External Services

## Meeting Frequency

Quarterly

.....End.....

## Referencing Documents

- *Local Government Act 1995*
- Disability Access and Inclusion Plan

## Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Dec 2021	1	D21/43980	Adoption of Terms of Reference for Working Groups	Dec 2023
Nov 2023	2	D21/43980[v2]	Biennial review of terms of reference	Nov 2025

# Public Health Plan Working Group

## Committee Type

Working Group

## Purpose

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

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

## Membership

### Shire Representatives

- 2x Elected Members
- Director External Services
- Manager Development Services
- Manager Recreation & Culture
- Manager Parks & Environment
- Manager Community Development & Events
- Coordinator Environmental Health
- Manager Sustainability & Resource Recovery

### Other Representatives

- Community Representatives
- Aboriginal and Torres Strait representatives
- WA Health representatives
- Cancer Council Representative
- Industry experts
- Other representatives for Esperance demographic groups

### Responsible Position

Manager Development Services

## Meeting Frequency

As required.

.....End.....

## Referencing Documents

- *Local Government Act 1995*
- *Public Health Act 2016*

## Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Dec 2021	1	D21/43980	Adoption of Terms of Reference for Working Groups	Dec 2023
Nov 2023	2	D21/43980[v2]	Biennial review of terms of reference	Nov 2025

## Coastal Safety Working Group

### Committee Type

Working Group

### Purpose

Multi-agency membership to promote coastal safety messaging, and advocate for coastal safety programs and infrastructure

### Membership

#### Shire Representatives

- 2x Elected member
- Manager Ranger & Emergency Services
- Manager Marketing & Communications
- Manager Parks & Environment
- Manager Development Services

#### Other Representatives

- WA Police
- Department of Transport and Major Infrastructure
- Department of Primary Industries and Regional Development
- Department of Biodiversity, Conservation and Attractions
- Surf Life Saving WA
- St John Ambulance
- State Emergency Services/Marine Rescue

#### Responsible Position

Manager Ranger & Emergency Services

### Meeting Frequency

At least quarterly, and as required throughout high visitation season.

.....End.....

### Referencing Documents

- *Local Government Act 1995*
- *Local Government Property Local Law 2001*

### Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Oct 2025	1	D25/32985	Working Group formalised.	Oct 2027

# Rural Roads Working Group

## Committee Type

Working Group

## Purpose

For the Rural Roads Working Group to meet with the Rural Communities to discuss, give feedback and input into:

- Long term rural road upgrade strategies
- Rural roads improvement program
- Rural roads renewal program
- Rural roads maintenance

## Membership

### Shire Representatives

- 2 x Rural Ward Elected Members
- 1 x Town Ward Elected Member
- Director Asset Management
- Manager Asset Operations

### Other Representatives

- Nil

### Responsible Officer

- Director Asset Management

## Meeting Frequency

As required

.....End.....

## Referencing Documents

- *Local Government Act 1995*

## Revision History

Date	Version	CM Reference	Reason for Change	Next Review
Oct 2025	1	D25/37453	New Working Group	Oct 2027