



13 JANUARY 2022

Shire of Esperance

ORDINARY COUNCIL MEETING

25 JANUARY 2022

ATTACHMENTS EXCLUDED FROM AGENDA

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happen**

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FOGO (Food Organics Garden Organics)

Implementation Options Discussion Paper

January 2022

FOGO

Implementation Options Discussion Paper – January 2022

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1 INTRODUCTION

With over 50% of household waste in Esperance kerbside waste bins consisting of food and garden organics, targeting these materials provides a significant opportunity to reduce waste going to landfill, minimise environmental impacts, conserve a valuable resource and landfill space and meet community expectations.

When organics are landfilled, the material decomposes to generate leachate as well as landfill gas which includes methane gas which is a potent greenhouse gas. Although technology has improved and landfill leachate and gas can be captured, diverting the organic content of waste has many environmental, social and financial benefits. Composting organic material provides a rich and valuable resource that improves soil.

The Shire has recently committed to carting all residual waste to Coolgardie for disposal at the Shire of Coolgardie's Class III landfill.

The Community Waste Strategy 2018-2023 (Community Waste Strategy) was developed in June 2017 and outlines the Shire's existing waste management systems and their alignment with the Waste Management Hierarchy. The Shire's waste generation volumes and recovery are presented in the strategy as well as waste projections for twenty years up to 2036.

The Community Waste Strategy set short term waste diversion targets for 2020 and 2025 and a long term aspirational target beyond 2025. Waste diversion targets were developed for both Municipal Solid Waste (MSW) and Total Waste. The targets set for MSW aim to divert 30% of MSW from landfill by 2020 and 50% by 2025.

In order to divert waste from landfill and achieve the Shire's waste diversion target for 2025, the diversion of waste into a FOGO processing area is critical.

2 DEFINITIONS AND ACRONYMS

DWER: Department of Water and Environmental Regulation

FOGO: Food Organics Garden Organics

MSW: Municipal Solid Waste, generally the household kerbside waste

3 REGULATORY ENVIRONMENT

3.1 Environmental Protection Act 1986 and Regulations

The *Environmental Protection Act 1986* (EP Act) sets out objectives which include the prevention, control and abatement of pollution and environmental damage. In addition, the EP Act delivers regulation and compliance to assist in the promotion of best practice in the industry. As part of the requirements of the EP Act, operators who seek to develop a Prescribed Premises or a Registered Site in accordance with Schedule 1 of the *Environmental Protection Regulations 1987* (EP Regulations) must obtain a Works Approval for construction, and a Licence for operation of facilities.

The Department of Water and Environmental Regulation (DWER) administers the Works Approval and Licence, which consist of legislative conditions in relation to performance standards, monitoring and reporting requirements for Prescribed Premises. Therefore, as the organic facility will be a Prescribed Premises, a Works Approval will be required along with a licence (or licence amendment) for its operation.

3.2 DWER Draft Environmental Standard: Composting

The draft Environmental Standard for Composting was released for comment by the DWER in 2016 and has not yet been finalised. The document focuses on Prescribed Premises that undertake aerobic composting activities in category 67A of Schedule 1 to the Environmental Protection Regulations 1987 with a capacity of 1,000 tonnes or more per year. The draft document

outlines the minimum standards that apply to these premises to reduce the risk to public health and the environment. The content of the document covers location and siting of compost facilities, operating methods, product specifications, environmental monitoring and transition of existing facilities.

4 COMMUNITY CONSULTATION

As per the Communications and Engagement Strategy.

5 IMPLEMENTATION CONSIDERATIONS

The introduction of a FOGO service to the residents of Esperance involves many decisions that will impact on the viability and success of the program.

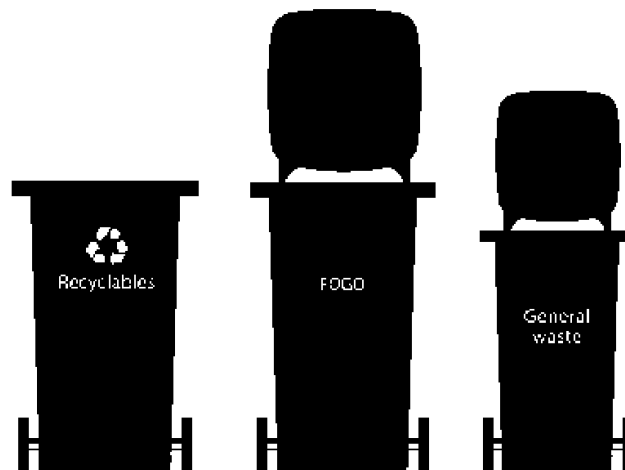
5.1 Standard Bins

A third bin is obviously required for the collection of FOGO. To remain consistent with other FOGO programs and be able to attract funding under the Better Bins Plus: Go FOGO Program, the Shire would need to provide a 'standard service'. The Waste Authority describe a '3 bin standard service' as the main service provided by the local government to households.

Smaller bins may be provided for FOGO given the frequency of collection is undertaken on a weekly basis however, larger FOGO bins can encourage the collection of larger volumes of greenwaste.

The Waste Authority consider a better practice kerbside collection system which includes source separated FOGO to incorporate the following bins;

- General Waste – preference is 140L per fortnight
- Co-mingled Recycling – no less than 240L per fortnight, and
- FOGO – preference is 240L per week






Additional information on the standard 3 bin service can be found in Appendix 9.1

The Better Bins Plus funding program is further supported by the 'WasteSorted Toolkit' which assists local government communicate with residents in a consistent manner Statewide about how to sort their waste correctly. Being able to utilise the resources within the WasteSorted Toolkit will provide positive financial and time benefits into the long term future, it will also mean that residents and tourists from the Perth/Peel region will already be familiar with the bin colours and sorting of waste.

The financial implications of swapping to a standard 3 bin service is included in Section 6 – Financial Considerations. Swapping out all 3 bins is a significant investment within the FOGO process.

To be eligible for Better Bins Plus funding, a local government's standard service provided to a standard single-unit dwelling should be consistent with Table 1 within the Better Bins Plus: FOGO Funding Guidelines, reproduced below. Therefore the current waste (green) bins and recycling (Blue) would need replacement, however the current waste bin (green) can be converted to the FOGO bin by replacing the lid with a lime green lid.

Table 1: Minimum service requirements - Better Bins Plus

	 Mobile Garbage Bins Residual / General waste Red lid	 Co-mingled recycling Yellow lid	 FOGO Lime Green lid
Preferred bin volume	80, 120 or 140 litres	240 or 360 litres	240 litres
Preferred collection frequency	Fortnightly	Fortnightly	Weekly
Equivalent collection volume per week	Maximum 70 litres	Minimum 120 litres	Minimum 240 litres
Kitchen asset and consumables			
Kitchen caddies	5 to 8 litres		
Kitchen caddie liners	AS4736-2006 for compostable and biodegradable plastics		

RECOMMENDATION

That the Shire provide a standard 3 bin service as detailed above to comply with the WasteSorted program and Better Bins Plus: Go FOGO Funding program.

5.2 Collection Frequency

The frequency of collection of refuse and organics can impact on the success of an Organics Recycling Program, influence capture and diversion rates and community participation. Due to the putrescible content of FOGO, this material will require a more frequent collection to avoid issues such as odour and attraction of vermin.

The Department of Sustainability, Environment, Water, Population and Communities 'Food and Garden Organics Best Practice Collection Manual' suggests that a fortnightly collection of refuse helps to support improved diversion, provided that FOGO is collected on a weekly basis (SEWPC, 2012). This was evident during a Zero Waste South Australia's 12 month household food organics collection pilot scheme undertaken between 2009 and 2010. The largest trial of its kind in Australia it involved 10 local councils who trialled two different collection systems across 17,000 households. The study found that the fortnightly collection of refuse resulted in a higher rate of capture of available food organics for collection and processing.

Options	Advantages	Disadvantages
Weekly refuse and FOGO	<ul style="list-style-type: none"> Social research indicated people want a weekly service High rates of FOGO recovery 	<ul style="list-style-type: none"> Highest cost option Provision of weekly refuse collection can reduce participation and diversion rate of FOGO as there is no incentive to participate.

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- | | | |
|------------------------------------|--|--|
| Weekly refuse and fortnightly FOGO | <ul style="list-style-type: none"> • Requires less behavioural change for residents. | <ul style="list-style-type: none"> • It requires residents to change their behaviour in relation to putting bins out for collection as residents are used to alternating bin fortnights. • Social research showed most respondents would not be inclined to use FOGO bin if only collected fortnightly. • Increased risk of odour and vermin impacts with FOGO bin due to length of time between collections. |
| Fortnightly FOGO and Refuse | <ul style="list-style-type: none"> • Forces a reduction in volume of refuse, food and garden organics. • Reduced (or similar) collection costs. | <ul style="list-style-type: none"> • Fortnightly collection is not appealing to residents due to concerns of odour and pests and waste disposal capacity being taken away from them. |
| Fortnightly Refuse and Weekly FOGO | <ul style="list-style-type: none"> • Encourages the use of FOGO as this is collected more frequently. • High rates of FOGO recovery. • No change to current practice of putrescible waste collected weekly. | <ul style="list-style-type: none"> • May result in concerns/complaints due to restricted residual bin capacity and reduced frequency. |

The residual bin under the standard 3 bin service has a low likelihood of contaminating and overflowing the FOGO and recycling bins due to the increased fortnightly capacity overall. The FOGO Survey conducted in November 2021 indicated that 66% of bins are less than full at the time of collection and there is less residual waste under a FOGO system due to the putrescibles being collected within the FOGO bin.

Bin	Current Fortnightly Capacity (L)	Proposed Fortnight Capacity (L)
General/Residual Waste	480	140
Recycling	240	240
FOGO		480
TOTAL	720	860

RECOMMENDATION

That FOGO is collected on a weekly basis and refuse and recycling on an alternating fortnightly basis.

5.3 Area of Service

The Shire currently provides a 2 bin waste service (waste and recycling) to residents of Esperance and Gibson. Other satellite towns including Salmon Gums, Condingup, Grass Patch, Scaddan, Cascades and Coomalbidup receive a waste service only.

The Shire also allows some rural properties that are along the route travelled by the recycling and/or waste truck to opt in to the collection.

The financial calculations below are based on FOGO servicing the same number of properties as the current recycling service. This will ensure that the Shire is providing the 'standard 3 bin service' to a fairly high proportion of residential properties within the Shire.

Unfortunately, it is not viable to supply a kerbside FOGO service to all residents of the Shire. A bulk recycling service is provided to outlying satellite towns via a 20 foot sea container that is emptied 3-5 times per year. This timeframe would not be suitable for FOGO material, the current cost to empty a recycling sea container is \$385 (inc GST), a weekly service would cost \$20,020 per location, the Shire currently has 6 sea containers in the rural areas.

Another possibility is to allow free disposal of FOGO waste directly to the Myrup Waste Transfer Station without charge for those residents outside of the collection area. Council is yet to consider if there will be a fee for direct disposal, green waste is currently free and if this remains as is going forward then it makes sense to allow all FOGO waste (domestic volumes of 140L or less) to be delivered free of charge.

RECOMMENDATION

That the proposed FOGO service cover the same area as the current kerbside recycling service (Esperance and Gibson, plus some surrounds), with rural residents along the route travelled by the trucks to opt in if they wish to. Future Fees & Charges to include free disposal of domestic volumes (less than 100-140 Litres) of Food Waste.

5.4 Opt in/Opt Out/Mandatory

The Shire currently charge a range of fees for waste and recycling that are based on the size of the bin provided. This method is used to provide a financial incentive to have a smaller waste bin and therefore reduce the amount of waste being sent to landfill.

It is proposed to alter this with FOGO being provided to have a single fee for the 'standard 3 bin service'. If someone opts out of FOGO there would be no change to the fee. If the Shire can keep the fee for a 'standard 3 bin service' to a similar fee that is now paid for the equivalent bin sizes, then there is likely to be less issues or concerns from the community.

Section 6 – Financial Implications indicates that the cost of provision of the FOGO service is similar to the cost of landfilling, therefore the Shire should be able to provide the service with minimal impact on the community. Currently, we charge \$425 for a single property to have a 240L waste and 240L recycling bin. If the new 3 bin system charge is \$425 or thereabouts there should be minimal pushback from the majority of resident. Some residents will be impacted if they currently have 2 x 140L bins (\$305 per annum). Alternatively, Council could consider a slightly reduced fee for a service without the FOGO bin.

Staff would have to ensure that an opt out service would still be eligible for funding under the Better Bins Plus: Go FOGO program before a final decision on this can be made.

Options	Advantages	Disadvantages
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Opt In	<ul style="list-style-type: none"> • Contamination is minimised as only property owners engaged in the process are included. • 	<ul style="list-style-type: none"> • Collection costs could be higher per property due to limited take up • Difficult to administer within rates system and changes of properties owners over time. • Lack of participation equals lack of input material to compost.
Opt Out	<ul style="list-style-type: none"> • Allows properties already undertaking composting to not have the third bin. • Minimal impact on budget. 	<ul style="list-style-type: none"> • Minor administrative workload when properties change hand that have opted out or wish to opt out.
Mandatory	<ul style="list-style-type: none"> • Shares to cost amongst all property owners • Can still allow the third bin to be removed if not wanted by the property owner, but no reduction in charges. 	<ul style="list-style-type: none"> • Properties with poor source separation will increase contamination of product, can be partially counter balanced with good education and bin tagging programs.

RECOMMENDATION

That the FOGO program be a mandatory program to be consistent with the waste and recycling services.

5.5 Kitchen Caddy (or similar) & Compostable Bags

To support the organic collection process and increase volumes of organics captured, a kitchen caddy can be supplied to residents to allow for the collection of food scraps in the kitchen. There are two types of caddy; a sealed kitchen caddy or a vented kitchen caddy with approximately an 8 litre capacity. The sealed caddy does not require the use of a compostable bag/liner whereas the vented caddy does. The other advantage of the sealed caddy is the reduced potential for spillage when transferring the contents out to the organics bin. The vented caddy helps to reduce the sweating of food scraps and any spills can be captured in the grooves on the bottom of the caddy.

The provision of a caddy to every resident can result in increased financial costs when supplied to households not willing to participate or who wish to use their own containers. However, the provision of the caddy can facilitate an ease of service and help encourage every household to divert food scraps from refuse collections. Alternatively the caddies may be available for collection from the Shire to reduce costs and potential for a wasted resource. Although this option can result in a low participation from residents as it requires effort and individuals to be proactive, participation can be strongly encouraged through the delivery of a successful education program and roll out.

National studies and best practice guides indicate that the provision of a kitchen caddy with compostable bin liners significantly increases participation and reduces contamination leading to higher recovery rates (Zero Waste SA 2013, Sustainability Victoria 2017, WRAP UK).

There are a range of options for the provision of the caddies, caddy types and options for compostable bag liners. The continued provision of compostable bags on demand has the advantage that bags used in FOGO are able to be composted, therefore minimising contamination that needs to be dealt with at the composting location.

Figure 1.7 of the FOGO Survey finalised in November 2021 indicated that 76% of respondents would separate waste into a FOGO bin if a kitchen caddy was supplied.

Options	Advantages	Disadvantages
Provision of Caddy to all FOGO participants.	<ul style="list-style-type: none"> Can be delivered by a contractor at the same time as the FOGO bin is delivered. Can assist in encouraging residents to source separate correctly. 	<ul style="list-style-type: none"> Highest cost option Possibility for Caddy to become a waste item if not wanted
Caddy to be picked up from Shire with compostable bags provided as required	<ul style="list-style-type: none"> Only residents that will use a Caddy are likely to collect one. Lower cost 	<ul style="list-style-type: none"> Has the potential to limit participation in FOGO.

RECOMMENDATION

That a Kitchen Caddy and compostable bags be provided without charge to each household replaceable upon request after 3 years. Compostable Bags provided as requested. Householders can request to opt out of receiving a kitchen caddy.

6 FINANCIAL CONSIDERATIONS

The latest financial estimates of a FOGO Processing program are detailed below.

Capital Budget – Not Including Regional Loading

Infrastructure and Equipment	Capital Cost	Source	Depreciation Period
Organic Processing Hardstand – Concrete 3,400m ²	\$211,786	GHD Detailed Concept Design	50 years
Concrete Walls and Bins	\$38,500	GHD Detailed Concept Design	50 years
Supply & Installation – MAF System	\$120,000	GHD Detailed Concept Design	15 years
Purchase Primary FOGO Shredder	\$300,000		20 years
Purchase Organics Screen	\$150,000		20 years
Purchase Mobile Conveyor	\$25,000		20 years
Wheel Loader – Shared with Waste Transfer Station	-	Wheel Loader required for Waste Transfer Station	
Purchase 5,467 x 240L Recycling Bins – green with yellow lid	\$218,680	Quotes	
Replace 5,467 lids on green bin – light green lid	\$49,203	Quotes	
Purchase 5,467 x 240L FOGO Bins – green with light green lid	\$218,680	Quotes	
Kitchen Caddy 5,000	\$25,000	Quotes	
Leachate Collection Infrastructure	\$50,000	Estimate	20 years

Better Bins Plus: Go FOGO Funding	(\$114,807)	Website – 5,467 bins @ \$21 per bin
Bin Rollout & Cartage by Contractor	\$200,000	Estimate
TOTAL	\$1,492,042	

Annual Budget

Expenditure/Income	Annual Expense	Source
Kerbside Collection – 1 additional fortnightly pickup	\$196,155	Estimate – Based on current kerbside fee
Annual and ongoing education and community consultation	\$64,777	TALIS – Implementation Plan and Business Case
Salaries and Wages (0.5 FTE)	\$45,095	TALIS – Implementation Plan and Business Case
Depreciation	\$36,755	Table above
Utilities	\$12,548	TALIS – Implementation Plan and Business Case
Plant and Equipment Maintenance	\$21,959	TALIS – Implementation Plan and Business Case
Consumables	\$32,887	TALIS – Implementation Plan and Business Case
Australian Standard Testing	\$5,000	TALIS – Implementation Plan and Business Case
Waste Audits	\$15,000	Estimate
Bin Replacements	\$10,000	Estimate
Sale of Compost @ \$30 per tonne – 2,393 tonnes per annum	(\$71,807)	TALIS – Implementation Plan and Business Case
TOTAL	\$368,369	

The Waste Transport Report prepared by GHD in February 2021 states that the expected cost to build and operate the Transfer Station as well as carting the waste to Coolgardie is \$72.70 per tonne. The initial gate fee being charged by the Shire of Coolgardie is \$35 per tonne, therefore the total cost of each tonne of waste being transported to Coolgardie is \$107.70.

The TALIS FOGO Implementation Plan and Business Case (April 2019) identified that there is a potential diversion of 3,504 tonnes of organic material per annum from landfill, and therefore cartage to Coolgardie. The cost to dispose of this waste per annum in Coolgardie can therefore be calculated at \$377,380.80 per annum.

According to the above table, the cost to process this organic material is \$368,369

7 FUNDING OPPORTUNITIES

7.1 Better Bins Plus: Go FOGO

The Better Bins Plus: Go FOGO Program is a State Government funding initiative, administered through the Waste Authority, to assist Local Governments in the implementation of better kerbside collection services. The Program is aimed at improving source separation and higher recovery rates through improved kerbside collection systems by supporting investment in infrastructure (bins) and services.

Funding under the Better Bins Plus program has higher rates per household in the early years to provide an incentive to implement the FOGO service before the 2025 target date for Perth & Peel Councils.

Funding in 2021/22 is \$23 per household, reducing to \$21 per household for 2022/23 and further reducing by \$2 per household each financial year to the 2025/26. For the sake of the above financial projection, we have assume a grant to be received in the 2022/23 financial year. Funds cannot be spent until the grant is approved.

Applications under the Better Bins Program generally need to be submitted by 31 March in the financial year prior to the funding being required.

7.2 Food Waste to Healthy Soils

As part of the National Soils Strategy, the Australian Government has announced its Food Waste for Healthy Soils Fund. The fund includes \$57 million aimed at supporting the diversion of nutrient-rich household and commercial organic waste from landfill to soils by building new or enhancing existing organic waste processing infrastructure.

Together with co-contributions from participating state and territory governments and industry, the fund will leverage over \$170 million of investment in organic waste recycling infrastructure to divert organic waste into nutrient rich compost and soil enhancers. Funded facilities will increase the quantity and quality of recycled organic waste available for use, especially in the agricultural industry.

Projects that adopt better practice approaches, consistent with those being developed through the Department of Water and Environmental Regulation's Better Practice Composting Guidelines process, will be highly regarded.

Expressions of Interest close on 19th January 2022.

7.3 Building Better Regions – Round 6

The \$1.38 billion Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The fund invests in projects located in, or benefiting eligible areas outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra.

The Infrastructure Projects Stream supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure

8 COMPOST MARKETS

Australia Standard AS 4454-2012 Composts, Soil Conditioners and Mulches specifies the "requirements for organic products and mixtures of organic products that are to be used to amend the physical and chemical properties of natural or artificial soils and growing media". The intent of the FOGO processing would be to produce compost and/or soil conditioner that meets the Australian Standard.

The compost target markets identified fall into two main markets, internal and external.

8.1 Internal Market

An internal market can be identified as the community or use within the Shire for landscaping or rehabilitation works, this could provide a long term financial savings in reducing the need to purchase compost from external parties.

Compost could be provided to the community at a heavily discounted price or given away for home garden use and to community gardens. One option would be to alter the 4 free voucher system to make each voucher redeemable to dispose of 1m³ of waste or a predetermined volume of some bagged or bulk compost. Getting the compost back to the community completes the waste circular economy and would encourage greater participation and lower contamination rates in the FOGO system.

In the early stages of processing, the end product can be utilised as cover for the landfill, however if Wylie Bay Landfill is expected to be a Class I facility by this stage, confirmation of this would be required from DWER.

Local government can play an important role in supporting markets for FOGO derived products through procurement. The Shire could use FOGO-derived products in 'green spaces' such as parks, gardens and sporting fields and provide the product to residents, as detailed above.

The Waste Authority has established a FOGO Reference Group to support the rollout of FOGO services. Going forward, the Shire could demonstrate commitments to use FOGO derived products with reference to opportunities identified through the work of the FOGO Reference Group.

Mulch/Soil Conditioner can also be utilised by the Parks and Gardens team in landscaping projects and sold to local residents.

8.2 External Market

An external market would use the compost/soil conditioner for retail, horticulture, turf farming or broad scale agriculture. Industries such as agriculture impacting by compaction of soils, loss of organic matter, erosion, salinity and weed invasion can benefit but environmentally and financially from the use of compost.




Compost can provide a valuable source of nutrients, soil conditioning, weed and disease suppression and be a valuable source of carbon.

9 APPENDICES

Appendix 8.1 – Waste Authority – Standard 3 Bin FOGO Service

4 Understanding the service and bin types to be provided

Table 1: Standard three-bin FOGO services

	 Bin types Residual / General waste Red lid	 Co-mingled recycling Yellow lid	 FOGO Lime Green lid
Bin volume: collection frequency	80, 120 or 140 litres: Fortnightly collection	240 or 360 litres: Fortnightly collection	240 litres: Weekly collection
Equivalent collection volume per week	Maximum 70 litres	Minimum 120 litres	Minimum 240 litres
Material	Wastes that are not hazardous and should not go in other kerbside bins, such as general rubbish items, nappies and hygiene products, plastics that are not accepted for recycling.	Packaging, including plastic bottles and containers, aluminum and steel cans, glass bottles and jars. Paper and cardboard, including newspaper, office paper, envelopes and paper bags, packaging/cardboard boxes. <i>Specific details of materials accepted by service providers may be available through the Consistent Communications Collective.</i>	Garden organics, such as grass clippings, plant cuttings and fallen leaves. Food organics, such as vegetable and fruit scraps, meat and dairy scraps and eggshells. Other suitable organics such as used kitchen paper hand towels. <i>Specific details of materials accepted by service providers may be available through the Consistent Communications Collective.</i>
Anticipated yield	N/A	5kg/hh/week or more	9kg/hh/week or more
Contamination	Local governments to determine the types of waste which should not be collected.	5% or less (Combined contamination rate of materials delivered to a material recovery facility.)	3% or less
Notes	Reducing general capacity encourages householders to separate materials for recovery.	Fortnightly recycling collections are standard across high performing local governments. Local governments should confirm the specific details of the materials accepted with the service provider. Local governments may increase the co-mingled recycling capacity by providing a weekly service, or by providing a second bin/larger bin.	Weekly food organics and garden organics (FOGO) collections are standard across high performing local governments. Local governments should confirm the specific materials accepted for collection with the service provider.

Notes:

- Yield and contamination parameters are for guidance only and are not requirements for Better Bins Plus: GO FOGO funding.
- The Western Australian Local Government Association (WALGA) established the Consistent Communications Collective to provide up-to-date information on materials that can be accepted through recycling systems and to support consistent communications across local governments.

Appendix 8.2 – Waste Authority – Kitchen Caddies and Liner

Better practice FOGO outside collection guidelines 5



Kitchen caddies and liners



A better practice three-bin FOGO system provides kitchen caddies and compostable liners to households.

Kitchen caddies and compostable liners are an important part of a better practice FOGO service. Kitchen caddies and liners help to:

- increase community acceptance of a FOGO service
- encourage participation
- reduce contamination
- maintain yields.

Kitchen caddies with capacities from 5 to 8 litres are typically used to store food waste prior to it being deposited in a household's FOGO bin.

Kitchen caddy liners should meet the Australian Standard *AS 4736-2006 Biodegradable plastics suitable for composting and other microbial treatment*. Liners that meet these standards are typically resistant to biological degradation for several days after contact with food waste. As such, they are suitable for use in the kitchen prior to biodegrading.

Organic processors typically require caddy liners to meet AS 4736-2006, so they will biodegrade completely under commercial organics processing conditions.

Kitchen asset and consumables

Kitchen caddies	5 to 8 litres
Kitchen caddy liners	AS 4736-2006

Local governments should also consider the following:

- Kitchen caddies should be convenient for households to use. Convenient features include a wide opening for easy disposal of food waste, a hinged lid and a carry handle.
- Kitchen caddies should include labelling to communicate the materials that can and cannot be accepted.
- Kitchen caddy liners should fit the kitchen caddy.
- Kitchen caddy liners should be available for purchase.



Appendix 8.3 – Waste Authority – WasteSorted

Information for Councils for WasteSorted implementation 7



Communications: Waste Sorted



Local governments should adopt communications and education messaging using the WasteSorted communications toolkit or consistent with its intent, and tailor its communications and engagement actions to meet the needs of the community. Local governments should also provide training to frontline staff on the kerbside system and its benefits.

The Waste Strategy identifies the importance of consistent state-wide communications to support appropriate disposal behaviours.

The WasteSorted toolkit helps local governments communicate their waste and recycling services to residents. The toolkit supports consistent and effective communications across local governments.

The WasteSorted toolkit provides a range of templates including media, website, social media images and videos, community displays, banners, a waste calendar, magnets and more. The WasteSorted toolkit is available at www.wasteauthority.vic.gov.au.

In addition, key considerations in communicating with the community include:

- clearly explaining the system – why, when, how it is being implemented – including the materials which can go in each kerbside bin; collection frequencies; and the materials that should be disposed of via other services
- communicating how the system will be monitored and evaluated
- ensuring consistent messaging across all communications platforms (written materials, websites)
- developing targeted messaging for sections of the community that may require additional support – for example, culturally and linguistically diverse (CALD) communities, and sections of the community with poor recycling behaviours
- creating communications which align with overarching messaging on waste and recycling – for example, communications which support waste avoidance messaging, reuse messaging (such as reuse shops), and other waste and recycling services provided by local governments or other service providers.

Local government staff, including front line staff and elected representatives, should understand the kerbside system, including its benefits and how to use it effectively. Local governments should provide training for staff to support community education and engagement efforts.



Introduction of a Food Organics Garden Organics (FOGO) Service

Communications and Engagement Strategy

Prepared November 2021

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Glossary of Terms

Item	Definition
ATSI	Aboriginal and Torres Strait Islander
CALD	Culturally and Linguistically Diverse
CAP	Communications Action Plan
CAPEX	Capital Expenditure
CES	Communications and Engagement Strategy
CEO	Chief Executive Officer
Council	Elected Member Body
CRM	Customer Relationship Management
DAIP	Disability Access and Inclusion
FOGO	Food Organics Garden Organics
FAQs	Frequently Asked Questions
IAP2	International Association for Public Participation
LGAs	Local Government Authorities
MCE	Manager Council Enterprises
MGB	Mobile Garage Bin
N	Sample Size
OIP	Operational Implementation Plan
OPEX	Operational Expenditure
Shire	Staffing or organisational entity
TRIM	Content Management System

Introduction

Executive Summary

The Shire of Esperance (the Shire) is working towards the introduction of a Food Organics Garden Organics (FOGO) collection service for the community by **1 July 2023**.

Under the proposed service, FOGO waste will be collected by trucks as part of the Shire's regular kerbside bin collection program, and processed into low-contamination, high quality saleable compost.

While the FOGO concept has been explored previously, Council is yet to make a final investment decision on the service. A well-executed Communication and Engagement Strategy (the Plan) will provide evidence to support decision making and to ensure widespread local support and adoption of the service.

Background

State Context

Organic waste is a core component of Western Australia's *Waste Avoidance and Resource Recovery Strategy 2030* which aims to move the State towards a sustainable, low-waste circular economy.

A cornerstone of the Waste Strategy is to ensure all Perth and Peel households have a third kerbside bin for Food Organics and Garden Organics (FOGO) by 2025.

Under the FOGO system, food scraps and garden organics are separated from other waste categories and reused to create high-quality compost and/or soil conditioners/mulch.

FOGO is comprised of the following:

- Food Organics - including waste food, inedible food, and parts of food that are not consumed such as seeds, bones, coffee grounds, skins and peels;
- Garden Organics – including wastes that arise from gardening and maintenance activities, such as lawn clippings, leaves, cuttings and branches; and
- Other organic wastes – including materials that may be compatible with the service including soiled items such as used paper kitchen towels, paper, cardboards and other organic liquid wastes.

This system will ensure Western Australia can meet the targets set out in the Waste Strategy; the amount of waste going to landfill is reduced; and more household waste is recovered, reused and recycled.

While FOGO has not been mandated in regional areas, the State Government has given a commitment to work with regional councils to address their own unique waste challenges.

Local Context

The Shire is currently progressing Detailed Concept Designs for the development of a Community Drop-Off and Waste Management Transfer Station at the Myrup Truck Wash and Liquid Waste Facility located at Lot 1885 Myrup Road, approximately 15 kilometers north of Esperance.

The location has been identified through various investigations as the ideal location for a new waste facility ahead of the proposed closure of the Wylie Bay Landfill Facility at the end of 2022. The facility will accommodate a public drop-off and processing of recyclables, bulk wastes and other materials. The facility will also provide for the transfer of residual wastes to a proposed Class III landfill facility in the Shire of Coolgardie.

FOGO is being considered as part of the project following various considerations by the Shire to improve waste management practices over the past 12 years.

Table 1.1 FOGO Considerations Timeline

2009	<ul style="list-style-type: none"> • Shire undertakes Landfill Review and Future Strategy for Wylie Bay Waste Facility
2011	<ul style="list-style-type: none"> • Council commits to exploring composting options, e-waste recycling, and household hazardous waste collections
2013	<ul style="list-style-type: none"> • Shire releases Strategic Waste Management Options Report
2016	<ul style="list-style-type: none"> • Shire releases revised Strategic Waste Management Options Report
2018	<ul style="list-style-type: none"> • Shire undertakes Waste Bin Audit (confirming 50% of residual waste is compostable) • Shire releases Community Waste Strategy 2018-2023
2019	<ul style="list-style-type: none"> • Council resolves to commence planning for the introduction of an additional bin system for FOGO waste and processing • Shire commissions FOGO Business Case and Implementation Plan • State releases Waste Avoidance and Recovery Strategy 2030
2020	<ul style="list-style-type: none"> • Council requests the CEO to report on the proposed FOGO program • Council resolves to undertake due diligence on the Myrup Truck Wash site as the preferred location for FOGO • Council endorses Myrup as the preferred location for community consultation on the FOGO processing facility • Council requests staff to prepare community consultation strategy, and investigate funding and resources to cover implementation plan for consideration.
2021	<ul style="list-style-type: none"> • FOGO investigations are integrated into Corporate Business Plan 2021-2025 • Shire engages GHD for Detailed Design of Myrup Waste Management Facility • Shire commences planning for Strategic Community Plan 2022-2032 including FOGO considerations

Although FOGO is not mandatory for Esperance, the fact that waste management operations are transitioning to a new site presents an ideal opportunity to overhaul current practices in line with the Shire's waste strategies and community expectations.

The service will include the introduction of a three-bin system comprising 1) FOGO 2) Recyclables, and 3) Residual Waste, and provide the local community with more options for separating waste. This will improve recovery rates, increase diversion from landfill and reduce costs of processing material.

Related Plans and Strategies

- Community Waste Strategy 2018-2023
- Strategic Community Plan 2017-2027
- Corporate Business Plan 2021-2025
- Business Case and Implementation Plan - Organics Recycling Program 2019
- Strategic Waste Management Options – 2016 Revision
- State Government – Waste Avoidance and Recovery Strategy 2030
- Community Waste Engagement Plan 2018-2023
- Shire of Esperance Community Engagement Policy

Engagement Goals and Objectives

The Plan will complement the Shire's Community Engagement Policy (the Policy), which has been developed from the IAP2 Spectrum of Public Participation (IAP2). The Policy outlines principles to guide the development, implementation, and evaluation of engagement processes.

Engagement Goal

To achieve community-wide support and adoption of a FOGO collection service for the Shire.

Engagement Objectives

1. To raise awareness and obtain feedback on the potential introduction of FOGO.
2. To design a fit-for-purpose, Council-backed, service.
3. To generate a clear understanding of FOGO success factors.
4. To successfully rollout the service to the community.
5. To deliver ongoing education to improve landfill diversion rates over time.
6. To monitor and evaluate performance to continuously improve the service.

Engagement Principles

Table 1.2 Engagement Principles

Principle	Description
Timeliness	Engaging at the earliest available opportunity.
Respect	Listening to and valuing the diversity of ideas, feelings and opinions.
Information	Providing relevant information in a format suitable and accessible to stakeholders.
Inclusiveness	Consulting broadly with the community and addressing barriers to participation
Continuous Improvement	Evaluating the effectiveness of activities to improve practices.

Assumptions and Constraints

The Plan relates specifically to communications activities for the proposed FOGO service. It does not cover certain aspects of operations including tendering, procurement, contracting, operational staffing, equipment and infrastructure, except to the extent it relates to engagement activities.

Further, the dates presented in this document are indicative only and will be dependent on external factors such as the construction of the Community Drop Off and Waste Management Transfer Station. As such, rollout dates may be revised.

Project Team

Executive Sponsor: *Chief Executive Officer*

Responsibility: Responsible for ultimate decision-making for the Project, with final approval on all phases, deliverables and scope changes in consultation with Council.

Project Sponsor: *Director External Services*

Responsibility: Responsible for ultimate decision-making for the Project, with final approval on all phases, deliverables and scope changes in consultation with Council.

Project Manager: *Manager Council Enterprises*

Responsibility: Responsible for the successful completion of the project; ensuring the project proceeds within the specified time frame and under the established budget while achieving its objectives.

Project Team: *Waste Management Supervisor
Waste Education Officer
Client Services Officer
Manager Marketing & Communications
Senior Rates Officer
Customer Service Officers
Appointed Consultants*

Responsibility: Responsible for completing individual deliverables and contributing to overall Project objectives.

Spokesperson(s): *Chief Executive Officer/Shire President*

Responsibility: Responsible for all media comments unless otherwise delegated.

Communications Lead:

Waste Management Coordinator

Responsibility: Responsible for ensuring effective communications rollout.

Stakeholder Identification and Analysis

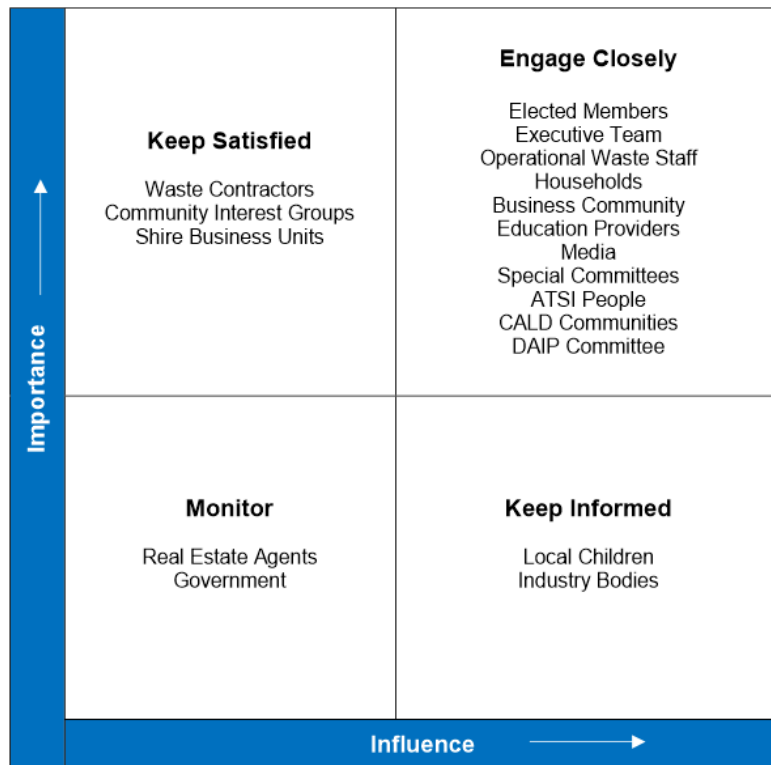
Stakeholder List

The following stakeholders have been identified for the Project:

- Elected Members
- Executive Team
- Shire Business Units
- Operational Waste Staff
- Households
- Business Community
- Education Providers
- Local Children
- Waste Contractors
- Community Interest Groups
- Industry Bodies
- Real Estate Agents
- Media
- Government
- Special Committees
- ATSI People
- CALD Communities
- DAIP Communities

Stakeholder Mapping

Figure 1.1 Stakeholder Map



Levels of Participation

Levels of stakeholder participation in the Project will be considered according to the IAP2.

Figure 1.2 IAP2 Spectrum

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Stakeholder Matrix

Table 1.3 Stakeholder Matrix

Stakeholder Group	Level of Importance	Level of Influence	Matters of Importance to the Stakeholder	Potential contribution/threat to the engagement process	Engagement Level	Role of the Stakeholder
Elected Members	High	High	<ul style="list-style-type: none"> Meeting the community's needs and priorities. Receiving detailed project information. Good governance. 	<ul style="list-style-type: none"> Representing the views of the community and expanding the reach of engagement activities. Providing considered decision making and Project endorsement. Contributing feedback and ideas to improve the service. 	Empower	Decide
Executive Team	High	High	<ul style="list-style-type: none"> Being kept informed of developments. Ensuring resources are managed effectively and milestones adhered to. Having input into service design. Providing professional support and timely decisions where required 	<ul style="list-style-type: none"> Being a conduit between elected members and staff. Allocating resources to initiatives. Facilitating collaboration across the organisation. 	Collaborate	Partner
Shire Business Units	High	Low	<ul style="list-style-type: none"> Having an understanding of changes for their areas. Having the opportunity to contribute expertise to the Project. Receiving adequate information, training, technology and resourcing. 	<ul style="list-style-type: none"> Informing operational requirements, service design and communication needs. Identifying stakeholders and customer service requirements. Expanding the reach of education and engagement initiatives. 	Consult	Contribute
Operational Waste Staff	High	High	<ul style="list-style-type: none"> Having input into all aspects of service design, operations, resourcing and safety. Receiving a detailed understanding of all service requirements. Receiving adequate levels of communication and resourcing. 	<ul style="list-style-type: none"> Informing all aspects of service design and operations. Identifying public information needs, providing advice on tailoring of messages and responding to technical questions. Monitoring community waste behaviours. 	Collaborate	Partner
Households	High	High	<ul style="list-style-type: none"> Receiving value for money services. Experiencing a smooth transition to the new service. Receiving education and information tailored to specific needs. 	<ul style="list-style-type: none"> Sentiment will be a key factor in success/failure of the Project. Demonstrating sufficient need and appetite for introduction of the service. Accepting or rejecting the service through changed behaviours and household waste management practices and materials into waste streams. Contributing expectations, advice, input and feedback to continually improve the service. 	Involve	Participate
Business Community	High	High	<ul style="list-style-type: none"> Receiving value for money services. Experiencing a smooth transition to the new service. Receiving education and information tailored to specific needs. 	<ul style="list-style-type: none"> Sentiment will be a key factor in success/failure of the Project. Demonstrating sufficient need and appetite for introduction of the service. Accepting or rejecting the service through changed behaviours and household waste management practices and materials into waste streams. Contributing expectations, advice, input and feedback to continually improve the service. 	Involve	Participate
Education Providers	High	High	<ul style="list-style-type: none"> Having access to information to easily integrate into curriculums. Having an opportunity to inform service design and to support environmental outcomes. Receiving interactive education and information tailored to specific needs including educational tours. 	<ul style="list-style-type: none"> Expanding the reach of communication, engagement and education initiatives. Utilizing students to encourage community behaviours and household waste management practices. Contributing expectations, advice, input and feedback to continually improve the service. 	Consult	Contribute
Local Children	Low	High	<ul style="list-style-type: none"> Receiving fun and informative ways to look after the environment. 	<ul style="list-style-type: none"> Playing a key role in encouraging parents to adopt adjusted waste management practices. 	Inform	Listen
Waste Contractors	High	Low	<ul style="list-style-type: none"> Ensuring the Shire adopts recommendations for service design and operational improvements. Receiving financial benefits through additional contracts for service collections. Being provided with sufficient information, scoping and logistics to ensure a smooth transition to the new service. 	<ul style="list-style-type: none"> Playing a central role in the Project through waste collections. Monitoring and evaluating service performance and disposal behaviours to inform corrective actions. Directly handling public enquiries and complaints and expanding the reach of communication, engagement and education initiatives. 	Collaborate	Partner
Community Interest Groups	High	Low	<ul style="list-style-type: none"> Monitoring the Shire to ensure factual and transparent information is being provided to the public. Having a platform for their voice to be heard on important issues. Ensuring the service and associated operations maintain a Social License to Operate. 	<ul style="list-style-type: none"> Invoking community narrative both positive and negative for the service. Sentiment will be a key factor in success/failure of the Project. Identifying information needs and expanding the reach of engagement activities. 	Consult	Contribute

Industry Bodies	Low	High	<ul style="list-style-type: none"> Having an opportunity to provide expertise and input into service design. Receiving information relevant to the needs of their stakeholders. Having open and informative dialogue with the Shire at key project stages. 	<ul style="list-style-type: none"> Expanding the reach of engagement activities. Advocating for the importance of the service. Providing technical information and advice to support the service. 	Inform	Listen
Real Estate Agents	Low	Low	<ul style="list-style-type: none"> Having access to information for tenants, occupants and property buyers. Experiencing a smooth transition to the new service. 	<ul style="list-style-type: none"> Expanding the reach of engagement activities to new residents and short-term holiday makers. Contributing advice and feedback to continually improve the service. 	Inform	Listen
Media	High	High	<ul style="list-style-type: none"> Ensuring the Shire is communicating transparently and effectively with the public. Having access to timely responses and information to facilitate information delivery. 	<ul style="list-style-type: none"> Provoking sentiment both positive and negative about the service. Expanding the reach of engagement activities and project advocacy. Informing the community about key milestones and implementation objectives. 	Inform	Listen
Government	Low	Low	<ul style="list-style-type: none"> Ensuring the Shire effectively manages the service in alignment with statewide objectives. Receiving regular updates on license conditions and environmental programs. 	<ul style="list-style-type: none"> Providing communications and educational resources and materials to introduce the service. Financial and technical support for the project including providing grants and promoting project benefits. Expanding the reach of engagement activities. 	Inform	Listen
Special Committees	High	High	<ul style="list-style-type: none"> Having an opportunity to provide expertise and input into service design. 	<ul style="list-style-type: none"> Informing service design. Expanding the reach of engagement activities and promoting positive behavior change in the community. Identifying continuous improvement opportunities for the service. 	Consult	Contribute
ATSI People	High	High	<ul style="list-style-type: none"> Receiving service information in a way that is culturally appropriate. Experiencing a smooth transition to the new service. Ensuring the Shire listens and acts on feedback from the community. 	<ul style="list-style-type: none"> Sentiment will be a key factor in success/failure of the Project. Demonstrating sufficient need and appetite for introduction of the service. Accepting or rejecting the service through changed behaviours and household waste management practices and materials into waste streams. Contributing expectations, advice, input and feedback to continually improve the service. 	Involve	Participate
CALD Communities	High	High	<ul style="list-style-type: none"> Receiving service information in a way that is culturally and linguistically appropriate. Experiencing a smooth transition to the new service. Ensuring the Shire listens and acts on feedback from the community. 	<ul style="list-style-type: none"> Sentiment will be a key factor in success/failure of the Project. Demonstrating sufficient need and appetite for introduction of the service. Accepting or rejecting the service through changed behaviours and household waste management practices and materials into waste streams. Contributing expectations, advice, input and feedback to continually improve the service. 	Involve	Participate
DAIP Communities	High	High	<ul style="list-style-type: none"> Ensuring DAIP considerations are incorporated into engagement practices. Receiving appropriate service information and supports. Experiencing a smooth transition to the new service. 	<ul style="list-style-type: none"> Sentiment will be a key factor in success/failure of the Project. Demonstrating sufficient need and appetite for introduction of the service. Accepting or rejecting the service through changed behaviours and household waste management practices and materials into waste streams. Contributing expectations, advice, input and feedback to continually improve the service. 	Involve	Participate

Communications Approach

Key Messages

The Shire will align communications and education messaging to the Waste Authority's WasteSorted communications toolkit, and tailoring communications and engagement actions to meet the needs of the local community.

Key considerations will include:

- Adopting consistent messaging aligned with the *Esperance's Waste Revolution* brand across all communications platforms;
- Clearly explaining the service and why, when and how it is being implemented;
- Clearly promoting the benefits of the service to the community and local environment;
- Developing targeted messaging for sections of the community that require additional support; and
- Communicating how the system will be monitored, evaluated and continually improved.

Methods and Tools

Table 1.4 Methods and Tools

Inform	Consult	Involve	Collaborate	Empower
Reports Direct Mail/Letter Information Packs Flyers/Leaflets Bin Tagging Rates Notices E-News Website/Intranet Social Media Media Release Print Advertising Television Radio Signage Posters Email Banner Decals (Vehicle and Waste Trucks) Banners Case Studies Displays Demonstrations Willy Waste Not Videos/Tutorials FAQs Merchandise Training A_Z Guide Waste Information Hub VOXSON Display Trailer	Survey Comment Form Focus Group Interviews Written Submissions Suggestion Box Pop Up Information Sessions Forums/Briefing Interactive Displays Market Stall Social Media Door knocking Meetings	Site Tour Working Group Workshops Competitions Local Champions FOGO Event Facility Tours Kitchen Caddies/liners Bin Inspections Competitions Social Challenges Public Meetings Community Reference Groups School Incursions School Excursions	Co-Design Polling Round Table Symposium Technical Reference Group	Council Meeting Delegated Decisions

Engagement Approach

There are six stages of engagement linked to each of the overarching objectives. Each stage of engagement contains a number of associated strategies and actions.

Figure 1.3 Engagement Approach

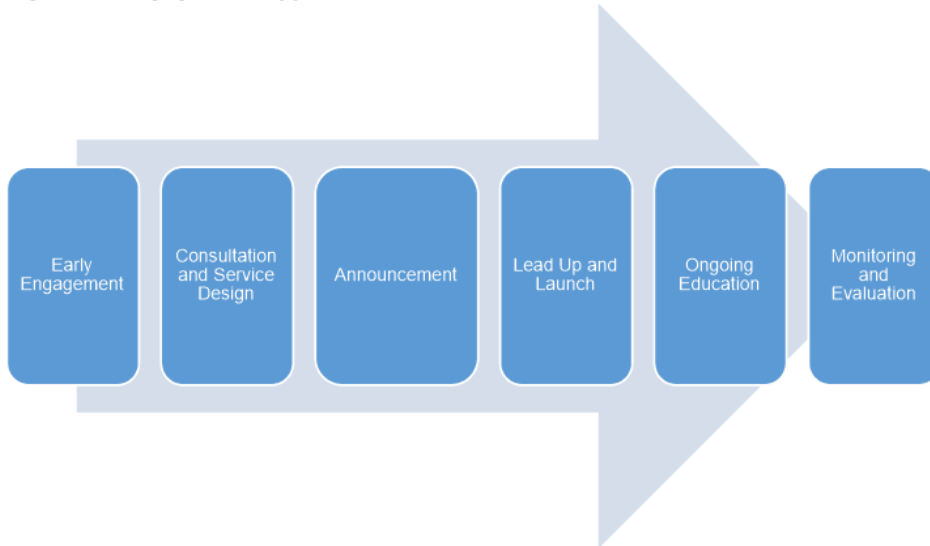


Table 1.5 Engagement Stages

Stage	Objective	Strategies
Early Engagement <i>18 to 24 months before Launch</i>	1. To raise awareness and obtain feedback on the potential introduction of FOGO.	1. Revisit past research undertaken by the Shire. 2. Identify target audiences and build strategies to raise awareness. 3. Obtain early community feedback on the potential service introduction.
Consultation and Service Design <i>12 to 18 months before Launch</i>	2. To design a fit-for-purpose, Council-backed, service.	4. Identify behaviour change barriers and motivators for the community. 5. Engage Council on service design options. 6. Secure a final investment decision from Council.
Announcement <i>6 to 12 months before Launch</i>	3. To generate a clear understanding of FOGO success factors.	7. Notify stakeholders of service commencement. 8. Provide early education to reinforce the benefits of FOGO. 9. Communicate project success factors.
Lead Up and Launch <i>3 to 6 months before Launch (and Launch)</i>	4. To successfully rollout the service to the community.	10. Build change awareness and participation. 11. Facilitate service implementation. 12. Establish monitoring and feedback systems.
Ongoing Education <i>Ongoing</i>	5. To deliver ongoing education to improve landfill diversion rates over time.	13. Implement targeted and sustained educational interventions. 14. Influence user behaviour, increase participation and improve diversion rates over time. 15. Report back to the community on performance.
Monitoring and Evaluation <i>Ongoing</i>	6. To monitor and evaluate performance to continuously improve the service.	16. Assess progress against objectives. 17. Identify opportunities for continuous improvement.

Item:
12.1.2

Attachment B.: FOGO Communications and Engagement Strategy

		18. Provide ongoing reporting on program outcomes.
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Stage 1: Early Engagement

Table 1.6 Early Engagement Actions

TIMING	18 to 24 months before Launch				
OBJECTIVE	STRATEGY 1 - Revisit past research undertaken by the Shire.				
<i>To raise awareness and obtain feedback on the potential introduction of FOGO.</i>	Action	Activities	Scope	Deliverable	Key Performance Indicators
	1.1	Review past consultation and research.	Undertake desktop review of available information (TRIM, shared data, past reports, Council Resolutions).	Include findings in Summary Consultation Report.	Quality and extent of information sourced.
	1.2	Obtain insights from other LGAs.	Acquire information from Councils with FOGO services.	General information to inform practices.	Quality and extent of information sourced.
	STRATEGY 2 - Identify target audiences and build strategies to raise awareness.				
	2.1	Appoint project team members.	Nominate a dedicated project team.	Clearly defined roles and responsibilities.	Experienced team appointed. Actions identified and completed.
	2.2	Identify stakeholders.	Analysis to identify key stakeholders and participation levels.	Stakeholder Engagement Matrix	Stakeholders identified as per IAP2 Participation Spectrum.
	2.3	Prepare consultation strategy.	Develop community consultation strategy as per Council resolution O0920-312.	Communications and Engagement Strategy (CES)	Time and resources allocated effectively.
	STRATEGY 3 - Obtain early community feedback on the potential service introduction.				
	3.1	Provide general promotion of FOGO.	Early promotion of FOGO at key events and meeting places (e.g. Ag Show, Boulevard Shopping Centre).	FOGO Demonstration and Competition	Participation levels and interaction with staff.

	3.2	Establish community behaviours and attitudes.	Establish a baseline of community behaviours and attitudes towards the potential service to inform decision making.	Community Survey	Achieve statistically significant result - N=387 for 95% confidence interval, N=265 for 90% confidence interval.
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Stage 2: Consultation and Service Design

Table 1.7 Consultation and Service Design Actions

TIMING	12 to 18 months before Launch				
OBJECTIVE	STRATEGY 4 - Identify behaviour change barriers and motivators for the community.				
<i>To design a fit-for-purpose, Council-backed, service.</i>	Action	Activities	Scope	Deliverable	KPIs
	4.1	Explore resident expectations, priorities, and barriers.	Explore of Community Survey Results.	Summary Consultation Report	Consultation analysis.
	4.2	Promotion through various platforms.	General promotion of 'what FOGO is' through various channels and methods.	Promotion through various methods and tools (ref: Communications Action Plan (CAP)).	Total reach, visibility and engagement rate.
	STRATEGY 5 - Engage Council on service design options.				
	5.1	Determine operational and construction costs.	Work with appointed Consultant to include OPEX and CAPEX costs into Myrup Community Transfer Station planning. (N.B. This will exclude service design costs).	Detailed Concept Design and Report(s)	Delivery of contracted deliverables. Council Briefing.
	5.2	Present consultation strategy, and community feedback results.	Delivery of CES and Summary Consultation Report to Council for endorsement.	Council Report	Council endorsement of CES and Summary Consultation Report.
	5.3	Determine service design and implementation options.	Compile evidence to support decision making (OPEX, CAPEX, revenue streams, funding options,	Budget	Substantiated evidence to support Council decision making.

			service structure, bin sizes, types, opt-in/opt-out scenarios).	Operational Implementation Plan (OIP)	
	STRATEGY 6 - Secure a final investment decision from Council.				
	6.1	Achieve Council determination.	Present Budget and OIP to Council for investment determination.	Council Briefing Council Report	Council investment decision.

Stage 3: Announcement

Table 1.8 Announcement Actions

TIMING	6 to 12 months before Launch				
OBJECTIVE	STRATEGY 7 - Notify stakeholders of service commencement.				
<i>To generate a clear understanding of FOGO success factors.</i>	Action	Activities	Scope	Deliverable	KPIs
	7.1	Align Project team.	Ensure project delivery team understands roles and responsibilities. Undertake operational planning, procurement activities and general FOGO preparations.	Coordination of team planning, communications and actions.	Actions identified and completed.
	7.2	Announce service changes.	Announcement and messaging broadly across the community of impending FOGO implementation.	Promotion through various methods and tools (ref: CAP).	Total reach, visibility and engagement rate.
	7.3	Build internal change awareness.	Change management for contractors and staff. Dedicated focus on internal communications.	Promotion through various methods and tools (ref: CAP).	Adequacy of internal communications.
	STRATEGY 8 - Provide early education to reinforce the benefits of FOGO.				

	8.1	Engage stakeholders.	Explain why FOGO is being introduced and why it is important for the Esperance community and educate to negative risks e.g. contamination.	Promotion through various methods and tools (ref: CAP).	Total reach, visibility and audience growth rate.
	8.2	Identify FOGO champions.	Empower interested community members to champion cause and assist in the education process.	Appoint FOGO Champions	Champions appointed and promoted.
STRATEGY 9 - Communicate project success factors.					
	9.1	Promote intended outcomes and targets.	Provide details of intended results and details of household supports.	Promotion through various methods and tools (ref: CAP).	Total reach, visibility and engagement rate.

Stage 4: Lead Up and Launch

Table 1.9 Lead Up and Launch Actions

TIMING	3 to 6 months before Launch (and Launch)				
OBJECTIVE	STRATEGY 10 - Build change awareness and participation.				
<i>To successfully rollout the service to the community</i>	Action	Activities	Scope	Deliverable	KPIs
	10.1	Initiate introductory messages.	Initiate introductory messaging to households and stakeholders.	Promotion through various methods and tools (ref: CAP).	Total reach, visibility and engagement rate.
	10.2	Hold a launch event.	Promote FOGO going live.	Formal Launch Event	Event attendance and promotion.
	10.3	Notify stakeholders of service commencement.	Provide specific service commencement information to stakeholders.	Promotion through various methods and tools (ref: CAP).	Direct messaging.
	10.4	Publicise requirements.	Delivery of more instructional and operational messages to stakeholders.	Promotion through various methods and tools (ref: CAP).	Total reach, visibility and engagement rate.

	STRATEGY 11 - Facilitate service implementation.				
	11.1	Develop a customer service strategy.	Prepare a plan to consistently handle customer interactions.	Customer Service Strategy	Customer feedback and complaints.
	11.2	Liaise with media team.	Liaison with internal media and communications team on rollout stages.	Active engagement.	Actions identified and completed.
	11.3	Facilitate customer service training.	Provide education aligned to Customer Service Strategy across all areas including staff and contractors.	Employee engagement and customer service training.	Management of public enquiries.
	11.4	Rollout FOGO across the community.	Roll out of physical bin infrastructure (and collections of old bins).	FOGO Rollout	Project schedule variance.
	STRATEGY 12 - Establish monitoring and feedback systems.				
	12.1	Identify feedback and monitoring systems.	Identify ways to optimise data and reporting to manage performance of the service (e.g. CRM, service requests, pulse reporting).	Various methods and tools (ref: CAP).	Data capture.
	12.2	Determine waste baselines.	Determine waste baselines for residual, organics and recycling to periodically measure results against.	Preliminary Bin Audit	Audit successfully conducted.
	12.3	Develop bin inspection program.	Develop a program of activity to measure service progress against waste baselines (e.g. bin inspections, face to face engagement, bin stickers).	Bin Inspection and Tagging Program	Scheduling and quality of inspections.

Stage 5: Ongoing Education

Table 2.0 Ongoing Education Actions

TIMING	Ongoing				
OBJECTIVE	STRATEGY 13 - Implement targeted and sustained educational interventions.				
To deliver ongoing education to improve landfill diversion rates over time.	Action	Activities	Scope	Deliverable	KPIs
	13.1	Deliver ongoing education.	Deliver ongoing and initiatives to sustain the change. Particular focus on targeting school age population and tourist population via initiatives like waste wise visits and scheduled education incursions and excursions	Various methods and tools (ref: CAP).	Changed behaviours around targeted items. Face to face visits.
	13.2	Implement a pledge campaign.	This would involve a campaign asking the community to make a 'pledge' e.g. Asking residents to "take the pledge" to put all their food waste in the FOGO bin rather than in the household garbage bin.	Pledge Campaign	Total reach, visibility and engagement rate.
	STRATEGY 14 - Influence user behaviour, increase participation and improve diversion rates over time.				
	14.1	Analyse community attitudes.	Understand the impacts of the project on local people.	Community Survey	General acceptance of service.
	14.2	Collect stories to celebrate success.	Promote good community behaviour and continue to thank residents for doing their bit.	Promotion through various methods and tools (ref: CAP).	Total reach, visibility and audience growth rate.
	14.3	Incentivise good and penalise bad behaviour.	Incentivise participation through dedicated incentives.	Community incentives	Increased recovery behaviours.
	14.4	Publicise regular reminders.	Promote regular reminders about waste separation practise across platforms.	Promotion through various methods and tools (ref: CAP).	Reduction of contamination.

	STRATEGY 15 - Report back to the community on performance.				
	15.1	Report results to the community.	Publicly communicate project lessons learned and improve practises.	Progress Report(s)	Timeliness and quality of reporting.
	15.2	Evaluate communications activities.	Assess effectiveness of communications activities and adjust accordingly.	Ongoing assessment.	Level of internal satisfaction with activities.

Stage 6: Monitoring and Evaluation

Table 2.1 Monitoring and Evaluation Actions

TIMING	Ongoing				
OBJECTIVE	STRATEGY 16 - Assess progress against objectives.				
<i>To monitor and evaluate performance to continuously improve the service.</i>	Action	Activities	Scope	Deliverable	KPIs
	16.1	Regularly assess performance.	Measure ongoing performance against targets.	Bin inspections and bin tagging program and facility observations.	Service usage and contamination reduction. Routine contamination measurements at facility. Diversion from landfill.
	16.2	Conduct formal waste audit.	Undertake formal review against waste baselines.	Formal Waste Audit	Formal audit at key intervals (e.g. 6, 12, and 24-month audit).
	STRATEGY 17 - Identify opportunities for continuous improvement.				
	17.1	Assess lessons learned.	Reflective practise on lessons learned to influence future service changes.	Ongoing assessment.	Learnings documented and captured.
	17.2	Implement service design changes.	Implement service design changes resulting from feedback and results.	Continual improvement.	Changes adopted and implemented. Reduction of complaints.
	17.3	Conduct ongoing engagement.	Engage stakeholders to understand sentiment and effectiveness of feedback mechanisms.	Various methods and tools (ref: CAP).	Total reach, visibility and engagement levels.

	STRATEGY 18 - <i>Provide ongoing reporting on program outcomes.</i>				
	18.1	Undertake statutory reporting.	Periodic reporting to Council through established mechanisms.	Annual Report Pulse Reporting	Total reach, visibility and engagement levels.

Communications Action Plan (CAP)

Table 2.2 CAP

	Action	Activity	Cost	Due By	Responsibility	Status
Stage 1 Early Engagement 18 to 24M before Launch	1.1	Review past consultation and research.	\$0	1 AUG 21	WMC	Complete
	1.2	Obtain insights from other LGAs.	\$0	1 SEP 21	WMC	Complete
	2.1	Appoint project team members.	\$0	1 OCT 21	DES	Complete
	2.2	Identify stakeholders.				
	2.2.1	Prepare Stakeholder Engagement Matrix .	\$0	8 OCT 21	DES	Complete
	2.3	Prepare consultation strategy.				
	2.3.1	Finalise Communications and Engagement Strategy (CES) .	\$0	26 NOV 21	DES	In Development
	3.1	Provide general promotion of FOGO.				
	3.1.1	Host FOGO Demonstration and Competition at Esperance Ag Show.	\$250	16 OCT 21	WMC	Complete
	3.1.2	Hold an information stall at the Boulevard Shopping Centre.	\$250	10 NOV 21	WMC	Complete
	3.1.3	Promote FOGO through Esperance's Waste Revolution and Shire social media (e.g. Facebook, Instagram).	\$200	30 NOV 21	WMC	Complete
	3.1.4	Ensure Willy Waste Not attends key engagements (e.g. Ag Show) – 3-Bins Australian Standard Colours to be available/promoted.	\$0	16 OCT 21	WMC	Complete
	3.1.5	Commence educating residents generally about the problem of waste in landfill.	\$2,000	12 NOV 21	WMC	Complete
	3.2	Establish community behaviours and attitudes.				
	3.2.1	Launch Community Survey .	\$0	14 OCT 21	MMC	Complete
	3.2.2	Ensure Survey is broadly circulated (internally and externally).	\$0	12 NOV 21	MMC	Complete
3.2.3	Utilise tablet-based and hard copy Surveys available at key engagements.	\$0	12 NOV 21	WMC	Complete	
3.2.4	Announce and promote winners of Competitions – Survey and FOGO challenge.	\$500	12 NOV 21	WMC	Complete	
Stage 2 Consultation/Service Design 12 to 18M before Launch	4.1	Explore resident expectations, priorities, and barriers.				
	4.1.1	Consolidate Survey results and general community commentary about FOGO.	\$0	30 NOV 21	MMC	Complete
	4.1.2	Analyse and prepare Summary Consultation Report	\$0	3 DEC 21	DES	Complete
	4.2	Promotion through various platforms.				
	4.2.1	Engage key stakeholder groups.	\$0	30 JUN 22	WMC	Not Commenced
	4.2.2	General promotion of 'what FOGO is' through e-news, web and social media channels.	\$500	30 JUN 22	WMC	Not Commenced
	4.2.3	Updating of high-level FAQs on Shire website.	\$0	30 JUN 22	WEO	Not Commenced
	5.1	Determine operational and construction costs.				
	5.1.1	Work with appointed Consultant to include OPEX and CAPEX costs into Myrup Community Transfer Station planning.	\$0	24 NOV 21	MCE	Complete
	5.1.2	Receive contracted deliverables.	\$0	25 NOV 21	MCE	Complete
	5.1.3	Brief Council on Detailed Concept Design and Report(s) .	\$0	14 DEC 21	MCE	Not Commenced
	5.2	Present consultation strategy, and community feedback results.				
	5.2.1	Prepare Council Report on CES, and Summary Consultation Report.	\$0	3 DEC 21	DES	Not Commenced
	5.2.2	Council to receive and endorse report.	\$0	21 DEC 21	DES	Not Commenced
	5.2.3	Determine service design and implementation options.	\$0	30 DEC 21	MCE	Not Commenced
	5.2.4	Compile substantiated evidence to support decision making for an investment by Council.	\$0	30 DEC 21	MCE	Not Commenced
5.2.5	Prepare FOGO Budget and Operational Implementation Plan (OIP) .	\$0	28 JAN 22	MCE	Not Commenced	
5.2.6	Provide a Council Briefing on FOGO Budget and Operational Implementation Plan (OIP).	\$0	15 FEB 22	MCE	Not Commenced	
6.1	Achieve Council determination.					
6.1.2	Provide a Council Report seeking a resolution to implement the service.	\$0	11 FEB 22	MCE	Not Commenced	
6.1.3	Brief Media and staff on outcomes of Council decision.	\$0	23 FEB 22	PRESIDENT	Not Commenced	
Stage 3 Announcement 6 to 12M before Launch	7.1	Develop brand and align Project team.				
	7.1.1	Undertake operational planning, procurement activities for operational implementation.	\$0	1 JUL 22	MCE	Not Commenced
	7.1.2	Develop FOGO branding and collateral	\$30,000	1 JUL 22	WEO	Not Commenced
	7.2	Announce service changes.				
	7.2.1	Announcement of service changes in newsletter/e-news, web, social media.	\$5,000	1 JUL 22	WMC	Not Commenced
	7.2.2	Media release.	\$0	1 JUL 22	MMC	Not Commenced
	7.2.3	Develop and publish further FAQs.	\$0	1 JUL 22	WEO	Not Commenced
	7.2.4	Contact other Councils to understand what resources they have in place for key stakeholders needing support (ATSI, CALD, Disability).	\$0	1 SEPT 22	WCO	
	7.2.5	Develop and implement approach for ATSI, CALD, Disability community.	\$0	1 JAN 23	WCO	
	7.2.6	Develop A to Z of waste with Esperance content	\$5,000	1 JAN 23	CSO	Not Commenced
	7.3	Build internal change awareness.				
	7.3.1	Circulate email to all staff.	\$0	1 JUL 22	WMC	Not Commenced
7.3.2	Brief staff and contractors at toolbox meetings and during scheduled meetings.	\$0	1 JAN 23	WMC	Not Commenced	
7.3.3	Provide initial advice and training to Customer Service staff, Operational Waste Staff and Waste Contractors.	\$0	1 JAN 23	WMC	Not Commenced	

	8.1	Engage stakeholders.				
	8.1.1	Provide a briefing to the Community Sustainability Action Group.	\$0	1 JAN 23	WMC	Not Commenced
	8.1.2	Provide direct mailout to Waste Contractors, Industry Bodies and Real Estate Agents.	\$5,000	1 JAN 23	CSO	Not Commenced
	8.2	Identify FOGO champions.				
	8.2.1	Appoint FOGO Champions.	\$0	1 JUL 22	WMC	Not Commenced
	8.2.2	Promote FOGO Champions across key channels.	\$2,000	1 JAN 23	MMC	Not Commenced
	9.1	Promote intended outcomes and targets.				
	9.1.1	Direct mailout and preliminary communications to all residents and businesses.	\$5,000	1 JUL 23	CSO	Not Commenced
	9.1.2	Initiate additional communications through newsletter/e-news, web, social media.	\$2,000	1 JUL 22	WMC	Not Commenced
	9.1.3	Attend key engagements with pop-up informational displays.	\$1,000	1 JAN 23	WEO	Not Commenced
	Action	Activity	Cost	Due By	Responsibility	Status
Stage 4 Lead Up and Launch 3 to 6M before Launch (and Launch)	10.1	Initiate introductory messages.				
	10.1.1	Send out introductory communications to households (letter and information packs)	\$5,000	1 JAN 23	CSO	Not Commenced
	10.1.2	Maintain continual presence on social media channels (Champions to have a video campaign on social media – week 1-6 or episodes)	\$1,000	1 JAN 23	CSO	Not Commenced
	10.1.3	Investigate, develop and implement waste truck and vehicle branding.	\$20,000	1 APR 23	CSO	Not Commenced
	10.1.4	Prepare and procure marketing collateral and merchandise, including kitchen caddies.	\$70,000	1 JAN 23	CSO	Not Commenced
	10.2	Hold a launch event.				
	10.2.1	Host Formal Launch Event.	\$5,000	1 JUN 23	DES	Not Commenced
	10.3	Notify stakeholders of service commencement.				
	10.3.1	Provide specific service commencement information to stakeholders.	\$0	1 JUN 23	WMC	Not Commenced
	10.3.2	Advertise in print media channels.	\$6,000	1 JUN 23	CSO	Not Commenced
	10.3.3	Prepare and circulate instructional videos.	\$7,000	1 JUN 23	WEO	Not Commenced
	10.4	Publicise requirements.				
	10.4.1	Delivery of more instructional and operational messages to stakeholders.	\$2,000	1 JUN 23	WEO	Not Commenced
	10.4.2	Web content development/update.	\$4,000	1 APR 23	CEO	Not Commenced
	10.4.3	Update on hold messages and telephone information.	\$0	1 JUL 23	CSO	Not Commenced
	10.4.4	Have information packs and fact sheets available at key locations, and translated as required (e.g. Administration, Depot and Wylie Bay)	\$1,000	1 APR 23	WEO	Not Commenced
	10.4.5	Ensure FAQs updated.	\$0	1 APR 23	WEO	Not Commenced
	10.4.6	General collateral circulated (e.g. bin stickers, caddies, posters, flyers).	\$0	1 APR 23	CSO	Not Commenced
	10.4.7	Pop up info sessions/Shire events.	\$2,500	1 JUN 23	WEO	Not Commenced
	10.4.8	Composting workshops.	\$1,000	1 JUN 23	WEO	Not Commenced
	10.4.9	Workshops/events with CALD groups/community groups.	\$1,000	1 JUN 23	WEO	Not Commenced
	11.1	Develop a customer service strategy.				
	11.1.1	Implement Customer Service Strategy.	\$0	1 JUN 23	CSO	Not Commenced
	11.2	Liase with media team.	\$0	1 JUN 23	WMC	Not Commenced
	11.3	Facilitate customer service training across all applicable areas.	\$1,500	30 JUN 23	CSO	Not Commenced
	11.4	Rollout FOGO across the community.	\$0			
	11.4.1	Rollout of bin infrastructure.		30 JUN 23	WMC	Not Commenced
	11.4.2	Apply for WasteSorted Grant for new MGBs for FOGO	\$0	30 SEP 22	MCE	
	11.4.3	Procurement process for required replacement and new MGBs, after WasteSorted Grant is announced	\$0	1 JAN 23	MCE	
	11.4.4	Procurement process for waste contractor to collect FOGO bins	\$0	1 JAN 23	MCE	
	11.4.5	Construct site to process FOGO	\$0	1 MAY 23	MCE	
	11.4.6	Licence Amendment to allow FOGO processing	\$0	1 JAN 23	MCE	
11.5	FOGO GOES LIVE		1 JUL 23			
12.1	Identify feedback and monitoring systems.					
12.1.1	Identify ways to optimise data and reporting to manage performance of the service (e.g. CRM, service requests, pulse reporting).	\$6,000	1 JUN 23	CSO	Not Commenced	
12.1.2	Development of web online form and comment form.	\$1,500	1 JUN 23	CSO	Not Commenced	
12.1.3	Investigation of contractor managed customer service arrangements.	\$0	1 JAN 23	MCE	Not Commenced	
12.1.4	Integration of FOGO elements into CRM and BIS.	\$1,000	1 JUN 23	CSO	Not Commenced	
12.1.5	Maintain regular reporting through Pulse Reporting System.	\$0	1 JUL 23	CSO	Not Commenced	
12.1.6	Regular management and review of Customer Service Requests.	\$0	1 JUL 23	CSO	Not Commenced	
12.2	Determine waste baselines.					
12.2.1	Conduct Preliminary Bin Audit.	\$20,000	14 JUL 23	WMC	Not Commenced	
12.3	Develop bin inspection program.					
12.3.1	Undertake regular Bin Inspection and Bin Tagging Program.	\$5,000	14 JUL 23	WMC	Not Commenced	
	Action	Activity	Cost	Due By	Responsibility	Status
Stage 5 Ongoing Education Ongoing	13.1	Deliver ongoing education.				
	13.1.1	Rates notice messaging.	\$5,000	Ongoing	SRO	Not Commenced
	13.1.2	Facilitate tours to facilities associated with the service.	\$1,500	Ongoing	WEO	Not Commenced
	13.1.3	In-school education initiatives like waste wise visits and scheduled incursions and excursions.	\$1,000	Ongoing	WEO	Not Commenced
	13.1.4	Radio interviews with Shire President and key staff members.	\$0	Ongoing	MMC	Not Commenced
	13.1.5	Hold public place sessions (e.g. Boulevard, Post Office Square, Markets, Events and Workshops).	\$500	Ongoing	WEO	Not Commenced

Stage 6 Monitoring and Evaluation Ongoing	13.1.6	Establish library and foyer displays.	\$500	Ongoing	WEO	
	13.1.7	Run a competition to name a new waste mascot (new generation Willy Waste Not)	\$500	Ongoing	WEO	
	13.1.8	Design, produce and promote a new waste mascot	\$10,000	Ongoing	CSO	Not Commenced
	13.2	Implement a pledge campaign.				
	13.2.1	Promote and manage a Pledge Campaign to promote awareness.	\$1,500	30 DEC 23	WEO	Not Commenced
	14.1	Analyse community attitudes.				
	14.1.1	Undertake a further Community Survey to understand the impacts of the service on local people.	\$500	30 DEC 23	WMC	Not Commenced
	14.2	Collect stories to celebrate success.				
	14.2.1	Encourage proactive sharing of success stories across Shire and public social media channels.	\$0	Ongoing	WEO	Not Commenced
	14.2.2	Use FOGO Champions to promote outcomes and give an experiential element to the campaign.	\$0	Ongoing	WEO	Not Commenced
	14.2.3	Report back to Council and community on general views of the service through various platforms.	\$0	Bi-Annually	DES	Not Commenced
	14.3	Incentivise good and penalise bad behaviour.	\$0	Ongoing	WMC	Not Commenced
	14.4	Publicise regular reminders.				
	14.4.1	Utilise established networks for communications - newsletter/e-news, web, social media.	\$5,000	Ongoing	WMC	Not Commenced
	15.1	Report results to the community.	\$0	Ongoing	WEO	Not Commenced
	15.1.1	Provide Progress Report(s) .	\$0	Ongoing	WMC	Not Commenced
	15.2	Evaluate communications activities.	\$0	Ongoing	DES	Not Commenced
	Action	Activity	Cost	Due By	Responsibility	Status
	16.1	Regularly assess performance.	\$0	Ongoing	MCE	Not Commenced
	16.2	Conduct formal waste audit.				
	16.2.1	Complete a Formal Waste Audit .	\$20,000	1 JUL 25	WMC	Not Commenced
	17.1	Assess lessons learned.	\$0	Ongoing	MCE	Not Commenced
	17.2	Implement service design changes.	\$0	Ongoing	MCE	Not Commenced
	17.3	Conduct ongoing engagement through established channels and face to face engagement.				
17.3.1	Undertake planned door knocking/households visits to understand opportunities and challenges.	\$0	Ongoing	WEO	Not Commenced	
17.3.2	Implement measures to continually improve as a result of feedback.	\$10,000	Ongoing	WMC	Not Commenced	
18.1	Undertake statutory reporting (Annual Report and Pulse Reporting).	\$0	Ongoing	MCE	Not Commenced	

Issues and Risks

Table 2.3 Issues and Risks

Risk	Cause	Consequence	Likelihood	Mitigation Actions
Poor project management	Lack of project planning.	Cost and time overruns, and lack of community adoption of the service.	Likely	Dedicated community engagement strategy and development of operational Project Management Plan.
Poor communication	Poorly defined engagement objectives and mechanisms.	Lack of data to support decision making, inability to effectively implement service.	Likely	Development of clear target audience(s) and targeted messaging aligned to CES.
Inadequate Social License to Operate	Changing community attitudes.	May restrict ability to effectively implement the service and increase contamination.	Possible	Undertake effective community engagement at key stages.
Reaching CALD communities	Lack of understanding about the service.	May restrict the adoption of changed behaviors and reduction in contamination rates.	Possible	Tailored messaging through the creation of image-based materials, and fact sheets translated into common languages (where practical).
Commercial/Industrial behaviours	Lack of buy-in to service.	Rejection of service – missed opportunities for engagement and eventually feedstock.	Possible	Undertake effective engagement.
Resident behaviours	Lack of behavioral change.	Lack of wider buy-in and engagement.	Possible	Effective messaging and engagement at all stages of project. Develop a customer service strategy to foster and influence positive community relationships.
Lack of public participation	Ineffective service roll-out.	Lack of engagement to inform service roll out, and reduced volume of input material.	Possible	Development of clear target audience, targeted messaging and effective engagement mechanisms.
Difficult properties	Intentional interference with service objectives.	Disruption to engagement and service, and increased contamination.	Likely	Bin tagging program and removal of bins for repeat offenders.
Contamination	Unclear waste separation requirements.	Compromised project and end product acceptance. Increased operational costs.	Likely	Clear communication of allowed materials. Effective messaging during roll out and ongoing education. Bin tagging program, and 3-strikes policy.
Nuisance factors	Smells, pests and flies, and general yuck factor.	Negative perception and rejection of service. Complaints to authorities, and potential illegal dumping.	Possible	Effective messaging. Consideration of service and support needs (collection frequency).
Cost overruns	Consultation budget mismanagement.	Negative perceptions and financial implications.	Possible	Adequate budget control and preparation.
Impact of home composting	Service is viewed as an unwelcome impost.	Lack of buy-in and reduced volume of input material.	Possible	Effective messaging to promote outcomes to wider community and consideration of opt-out service provision.

Budget

Table 2.4 Project Budget

Item	Cost
Communications and Education Campaign	
STAGE 1	\$3,200
STAGE 2	\$500
STAGE 3	\$55,000
STAGE 4	\$160,500
STAGE 5	\$26,000
STAGE 6	\$30,000
TOTAL	\$275,000
Staff Costs (Annual)	
Waste education and enforcement staff	\$65,000
Project Management (1/3 of Project Manager Wages)	\$41,000
TOTAL	\$106,000
Waste Education Materials (Annual)	
Ongoing costs (above Stage 5 & 6 Costs)	\$40,000
TOTAL	\$40,000
Consultants	
Grant Applications (BBRF, FOGO, WasteSorted).	\$22,000
Cost Benefit Analysis	\$15,000
TOTAL	\$37,000
TOTAL ESTIMATE – INITIAL IMPLEMENTATION	\$418,000
TOTAL ESTIMATE – ONGOING (ANNUAL COSTS)	\$202,000

Please Note:

The above budget is indicative only. The final budget will be incorporated into the FOGO Operational Implementation Plan.

Expenses as presented are specific to communications activities only and do not include FOGO infrastructure.

Further, there may duplicate costs presented which may already be provisioned for in Council budget.

Evaluation

The CES will be reviewed regularly to ensure adequacy against project timelines and deliverables, and to support the overall objectives. Provision has also been made within Stage 6 of engagement for monitoring and evaluation activities.

Further, evaluation will be carried out in accordance with the results and evaluation questions contained in the Policy.



Myrup Waste Management Facility

Design Basis Report

Shire of Esperance

25 November 2021

→ The Power of Commitment



GHD Pty Ltd | ABN 39 008 488 373


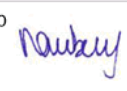
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Appendix A	Detailed concept design sketches
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Appendix C	Engineer's estimate

1. Introduction

1.1 Background

The Shire of Esperance (Shire) has commissioned GHD Pty Ltd (GHD) to develop the detailed concept design for the Shire's proposed Community Drop Off and Transfer Facility, to be located at the Myrup Waste Management Facility (WMF). In preparation for cessation of landfilling operations at the Wylie Bay Waste Facility, the Shire intend on establishing a number of resource recovery activities at the Myrup WMF, as well as a transfer station to collect, process and transport residual waste to the Coolgardie Waste Facility for disposal.

The formalised Myrup WMF is intended to comprise:

- Gatehouse and weighbridge
- Administration area
- Car parking
- Tip shop and education facility
- Recycling Materials Recovery Facility (MRF)
- Community Drop Off
- Green waste, metal and construction and demolition (C&D) processing
- Food and green waste organics (FOGO) processing
- Biosecurity and medical waste incineration
- Vehicle washdown bays
- Liquid waste facility.

1.2 Purpose of this report

The purpose of this Design Basis Report (report) is to document the information and assumptions relied upon to develop the Community Drop Off and Transfer Station detailed concept design at the Myrup WMF.

The Community Drop Off and Transfer Station detailed concept design, along with this report, focus on the proposed infrastructure outlined in Section 1.1. The existing stock truck washdown bays and liquid waste facility have not been considered as part of this project scope.

1.3 Limitations

This report has been prepared by GHD for Shire of Esperance and may only be used and relied on by Shire of Esperance for the purpose agreed between GHD and Shire of Esperance as set out in Section 1.2 of this report.

GHD otherwise disclaims responsibility to any person other than Shire of Esperance arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by GHD described in this report. GHD disclaims liability arising from any of the assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Shire of Esperance and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

The opinions, conclusions and any recommendations in this report are based on information obtained from, and testing undertaken at or in connection with, specific sample points. Site conditions at other parts of the site may be different from the site conditions found at the specific sample points.

Investigations undertaken in respect of this report are constrained by the particular site conditions, such as the location of buildings, services and vegetation. As a result, not all relevant site features and conditions may have been identified in this report.

Site conditions (including the presence of hazardous substances and/or site contamination) may change after the date of this Report. GHD does not accept responsibility arising from, or in connection with, any change to the site conditions. GHD is also not responsible for updating this report if the site conditions change.

GHD has prepared the preliminary Engineer's Estimate set out in Section 7 of this report ("Cost Estimate") using information reasonably available to the GHD employee(s) who prepared this report; and based on assumptions and judgments made by GHD.

The Cost Estimate has been prepared for the purpose of estimating the construction of the transfer station and must not be used for any other purpose.

The Cost Estimate is a preliminary estimate only. Actual prices, costs and other variables may be different to those used to prepare the Cost Estimate and may change. Unless as otherwise specified in this report, no detailed quotation has been obtained for actions identified in this report. GHD does not represent, warrant or guarantee that the [works/project] can or will be undertaken at a cost which is the same or less than the Cost Estimate.

Where estimates of potential costs are provided with an indicated level of confidence, notwithstanding the conservatism of the level of confidence selected as the planning level, there remains a chance that the cost will be greater than the planning estimate, and any funding would not be adequate. The confidence level considered to be most appropriate for planning purposes will vary depending on the conservatism of the user and the nature of the project. The user should therefore select appropriate confidence levels to suit their particular risk profile.

2. Environmental setting

2.1 Location

The proposed location of the Myrup WMF is Reserve 51287 (Lot 1885) Myrup Road, Myrup in Western Australia, as described in Table 2.1 and identified on Figure 2.1. The WMF is located to the east of the Coolgardie-Esperance Highway, approximately 12 km north of the town of Esperance.

Table 2.1 Site identification

	Details
Real property description	Reserve 51287 (Lot 1885) Myrup Road, Myrup
Site area	34.7703 ha
Latitude/Longitude (centre of Lot 2965)	33.77S/121.87E
Site owner / registered owner	Shire of Esperance
Certificate of Title	Lot 1185 on Deposited Plan 171656
Local government authority	Shire of Esperance
Town Planning Scheme Zoning / Reservation	Public Purposes – Infrastructure Services / Vehicle Wash & Liquid Waste Facility
Current land use	Reserve 51287 and uncleared shrubland

The site is already licenced under Licence L8793/2013/1 as a Prescribed Premises Category 61: Liquid Waste Facility, for the anaerobic and evaporation ponds in the central northern portion of the site. A truck wash down bay is also present to the north-east of the liquid waste facility.

The proposed location of the Myrup WMF is the already cleared land directly east of the liquid waste facility and south of the wash down bay.



Figure 2.1 Myrup Waste Management Facility locality

2.2 Surrounding land uses

The WMF is mainly uncleared shrubland with the exception of the infrastructure related to the liquid waste facility, stock truck washdown bay and the partly cleared area in the north-east portion of the facility where the Community Drop Off and Transfer Facility is proposed.

A review of recent aerial imagery of surrounding areas adjacent to the site is detailed in Table 2.2.

Table 2.2 Surrounding land uses

Direction	Description
North	<ul style="list-style-type: none"> Myrup Road is aligned in an east-west direction, along the northern boundary Reserves 27158 (gravel procurement site), 26813 (rubbish disposal site) and 35037 (recreational site) are located across Myrup Road, to the north of the site.
East	<ul style="list-style-type: none"> Cleared lands are located to the east of the property. It is anticipated that these lands will undergo development and construction in future. Currently zoned as Rural.
South	<ul style="list-style-type: none"> Largely uncleared lands are located to the south of the property. These appear to be undergoing development activities. These are identified under Rural zoning. An abattoir (Esperance Meat Exports) is located immediately south of the site boundary.
West	<ul style="list-style-type: none"> Coolgardie - Esperance Highway runs parallel to the western boundary Reserves 27681 (Conservation area for flora and fauna) and 31197 (sewage treatment facility) are located across Coolgardie - Esperance Highway, to the west of the property Shark Lake is located approximately 200 m west of the property boundary An uncleared land and groundwater recharge sump are also located in the west.

2.3 Topography

The regional topography is slightly sloping and is characterised with an elevation of approximately 50 – 60 m Australian Height Datum (mAHD). A slope runs from north to south across the property, however the proposed WMF footprint is relatively flat with a gentle slope.

2.4 Vegetation

The Reserve 51287 located on-site is identified within the Native Vegetation Extent (forest or shrub) (Geoscience Australia, 2016). There are no Bush Forever areas identified within the property or in proximity (1 – 5 km) (Department of Planning, Lands and Heritage, 2000).

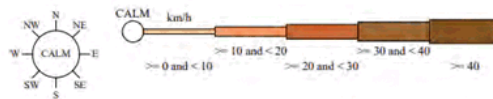
2.5 Meteorological conditions

The nearest Bureau of Metrology (BOM) weather station with rainfall, wind and temperature data is the Esperance Station (No. 009789) which is approximately 10 km south of the proposed WMF, with data summarised in Table 2.3.

Figure 2.2 and Figure 2.3 present the Rose diagram of Wind direction versus Wind speed (km/h) based on observations recorded from 29 Jun 1969 to 31 Jul 2019, at 9 am and 3 pm. Findings near the WMF indicate that strong north-westerly winds typically occur in the mornings, with south-easterly winds reported in the afternoons.

Table 2.3 Mean weather data

	January	February	March	April	May	June	July	August	September	October	November	December
Mean rainfall (mm)	25.8	25.7	29.6	43.8	71.0	77.2	95.7	85.7	61.1	46.6	35.0	19.8
Mean maximum temperature (°C)	26.2	26.2	25.2	23.3	20.5	18.1	17.2	18.0	19.5	21.3	23.2	24.7
Mean 9 am temperature (°C)	21.4	21.4	20.2	18.0	15.0	12.4	11.5	12.6	14.6	16.7	18.8	20.3
Mean 9 am relative humidity (%)	59	61	64	69	74	77	77	73	68	62	59	58
Mean 9 am wind speed (km/h)	19.3	19.0	18.5	17.2	18.1	19.8	21.0	21.6	21.7	21.3	20.9	20.0
Mean 3 pm temperature (°C)	23.1	23.4	22.6	21.0	18.8	16.6	15.8	16.3	17.3	18.4	20.0	21.5
Mean 3 pm relative humidity (%)	58	58	58	58	59	61	60	57	58	57	58	58
Mean 3 pm wind speed (km/h)	29.4	29.2	26.1	21.1	19.1	19.6	21.2	22.1	23.1	26.1	28.1	29.1



9 am
18282 Total Observations

Calm 3%

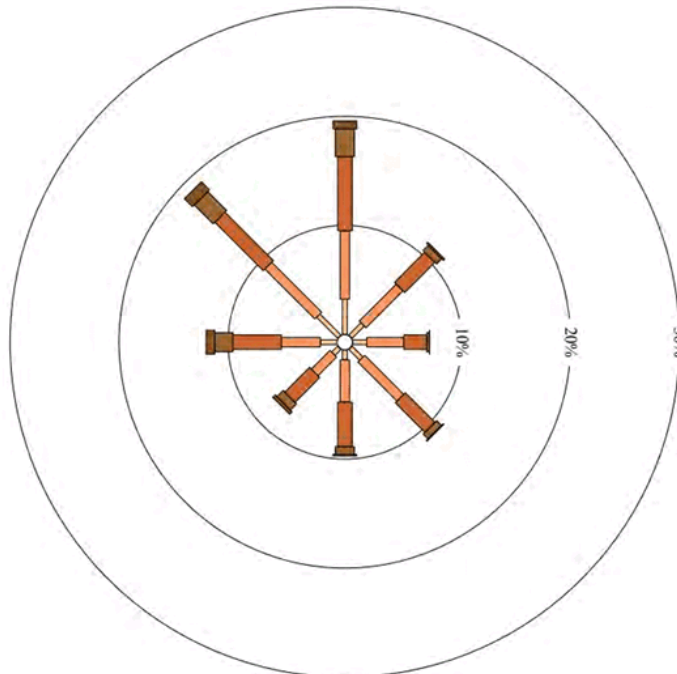


Figure 2.2 Rose diagram of wind direction versus wind speed (km/h) for 9 am readings

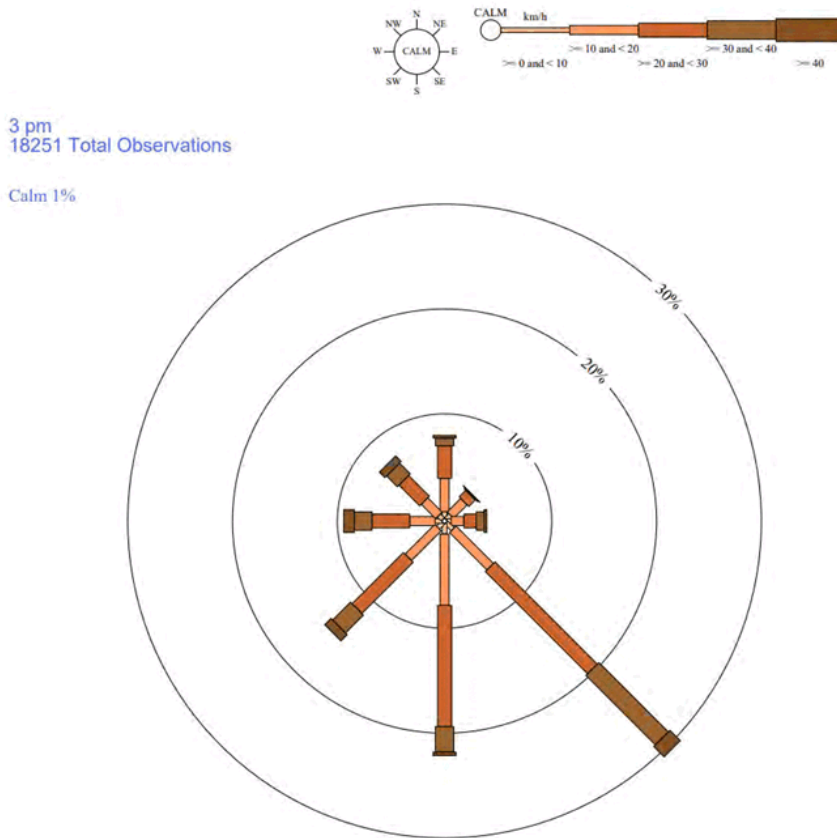


Figure 2.3 Rose diagram of wind direction versus wind speed (km/h) for 3 pm readings

2.6 Bushfire risk

The site is identified as Bushfire prone area and is likely to be subject to bush fire attack. A bushfire prone area is identified by the presence of and proximity to bushfire prone vegetation and includes both the area containing the bushfire prone vegetation and a 100 m buffer zone immediately surrounding it (Department of Fire and Emergency Services 2019).

A Bushfire Attack Level (BAL) Assessment Report should be undertaken to evaluate the potential bushfire risk to the Myrup WMF. This report is necessary to meet legislative compliance when building or sub-dividing in a bushfire-prone area.

2.7 Soil

As per National Maps (Ashton and McKenzie, 2001), the predominant soil type in this region is Sodosol. Sodosols are texture-contrast soils with impermeable subsoils due to the concentration of sodium. They have a low-nutrient status and are very vulnerable to erosion and dryland salinity when vegetation is removed.

Department of Primary Industries and Regional Development (DPIRD) Soil landscape mapping identifies the soil in this region as Esperance System, which is characterised by level to gently undulating mid-level plain with poor external drainage. Grey deep sandy duplex (gravelly) soils with associated duplex sandy gravels and minor pale deep sands and shallow gravels are reported for the area (DPIRD, 2021).

A National Map search indicated that there are no known acid sulphate soil risks for this area (Department of Agriculture, Water and the Environment (formerly Department of Environment and Energy), 2016).

2.8 Geology

According to the Geoscience Australia (2018) 1:250,000 Geological series map, the site is identified in the geological plan of the Esperance - Mondrain Island region of Western Australia.

2.9 Hydrogeology

The aquifer beneath the WMF is the Angas Bremer Prescribed Wells Area, which is a fractured rock aquifer within the Eastern Mount Lofty Ranges Prescribed Water Resources Area (EMLR PWRA). The EMLR PWRA is characterised by fractured rock and sedimentary aquifers that are of varying age, water quality and yields.

Regional groundwater flows in a north-south direction, in line with the site topography. The depth to groundwater at the WMF is approximately 6.5 m below ground level.

Three groundwater monitoring wells are located on the property, shown in Figure 2.4, as presented in Licence L8793/2013/1.

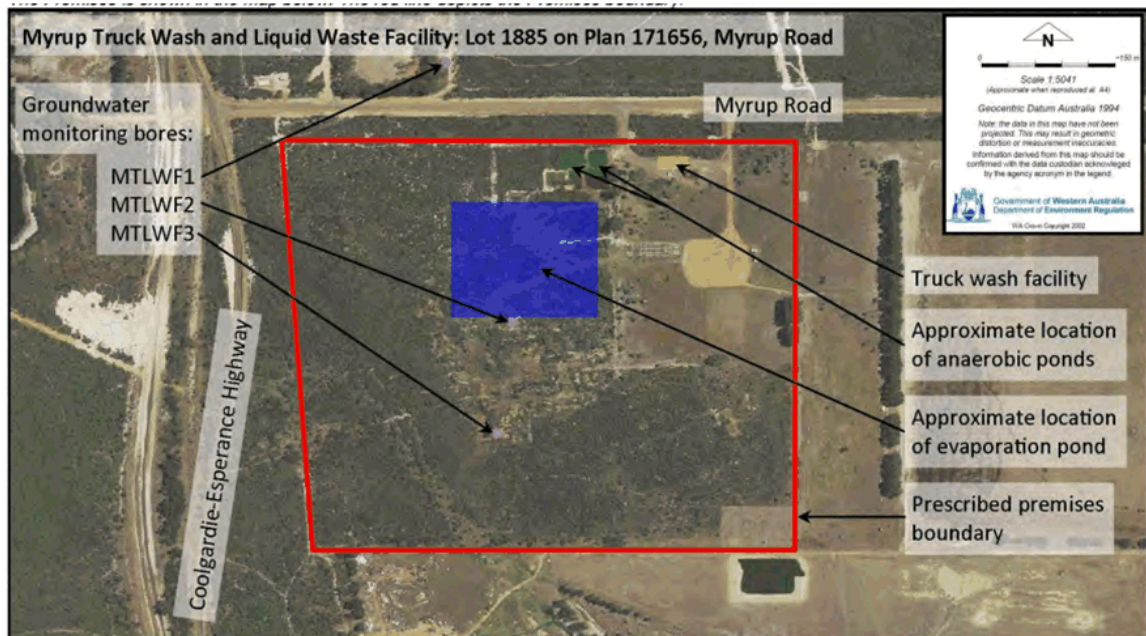


Figure 2.4 Location of existing groundwater monitoring bores onsite

2.10 Hydrology

There are no natural waterbodies within the site boundary, with surface water generated on-site expected to partially infiltrate the soil profile, given the relatively flat topography on site, or drain off-site in a southerly direction.

The nearest off-site waterbody to the WMF, however, is the Shark Lake Reserve, which is located approximately 200 m west of the property boundary, on the opposite side of the Coolgardie-Esperance Highway. It is not expected that surface water from the site will drain to this waterbody, given the topography and infrastructure present.

2.11 Sensitive receptors

The following sensitive receptors are identified within close proximity of the WMF:

- Shark Lake, a protected area, is located approximately 200 m west of the property boundary

- Potential residence associated with land used for agricultural purposes approximately 1 km north-west of the WMF Facility
- Native Vegetation Extent was reported on site, directly south and south-west of the proposed WMF footprint
- Threatened Ecological Communities (TECs) within the site footprint and in surrounding areas were identified using the National Map (DBCA, 2020) database. This database identifies the presence of TECs within an area, however, it does not list their names. The DBCA list of TECs for Western Australia (WA) identifies *Eucalyptus acies mallee heath* in the Esperance Sandplain. The DBCA Priority Ecological Communities (PECs) lists several PECs for the South Coast region of WA. The Biodiversity Threatened species richness database (State of the Environment, 2018), shows the region as having two nationally threatened species. To determine the presence of any TECs or PECs within the proposed WMF footprint, a Flora and Fauna survey should be undertaken.

3. Constraints and opportunities

3.1 Opportunities

The following opportunities have been identified for the WMF:

- No residential properties within 0.5 km of the proposed WMF footprint
- Flat topography across the entire footprint, therefore minimal earthworks are required
- The adjacent liquid waste facility allows for effective stormwater and effluent management
- The site is vested with the Shire and already operates under a licence, albeit licenced for different activities to those proposed
- The development of the WMF opens several opportunities associated with the improved service offering for the local community as well as the understanding of existing facilities and processes at the Wylie Bay facility, and improvements that can be applied based on learnings from those
- The implementation of the FOGO processing activities provides a reduction in greenhouse gas (GHG) emissions as organics are diverted from landfill
- Safe and coordinated drop-off areas for the general public
- Improvements to the MRF process and facility
- Securing long-term management option for residual waste
- Flexibility in the design and operation of the transfer facility.

3.2 Constraints

Considering the immunities and privileges provided to a waste facility under the provision of the Waste Avoidance and Resource Recovery Act (Waste Authority, 2007), statutory planning approval is not required for the proposed works as they constitute 'public works' in accordance with Section 6 of the Planning and Development Act (Department of Planning, Lands and Heritage, 2005) and the Public Works Act (Western Australian Building Management Authority, 1902). However, the Shire is still required to comply with the requirements of section 6(2) and (3) of the Planning and Development Act, which are as follows:

- The purpose and intent of the local planning scheme must be given due regard
- The principles of proper and orderly planning and the amenity of the area must be considered
- Local government must be consulted as to whether the proposal is consistent with the above.

Based on the nature of the proposed works, it is considered that the following technical reports should be prepared and submitted as part of consulting the local government of the proposed works, in accordance with section 6(2) of the Planning and Development Act:

- Environmental Impact Assessment
- BAL Assessment Report
- Bushfire Management Plan / Bushfire Emergency Evacuation Plan
- Traffic Impact Statement / Traffic Impact Assessment
- Odour Assessment
- Acoustic Impact Assessment.

However, it is noted that the Shire, at its discretion, may choose to waive and/or defer the preparation of these technical reports to a later stage of the project.

4. Design and data analysis

4.1 Customers

The community drop off, including drop off areas, tip shop and education facility, as well as associated car parking, will be developed to cater for residential and commercial customers with light vehicles, comprising cars, utes and vans, all with or without trailers. As part of the formal community drop off layout, a drop off location for all accepted materials will be identified at the front of the site to keep customers within eyesight and minimise safety risks.

It is noted that commercial loads delivered in rear lift, front lift and hook lift or other skip trucks, will be directed to the MRF, the Transfer Facility or other stockpile or processing hardstands, as applicable, for direct unloading in those respective areas.

Both light and heavy vehicles have been considered as part of on-site management of the transfer station and other resource recovery activities, and off-site disposal and management, to allow for the safe collection and processing of segregated materials as well as transport of residual waste for disposal.

4.2 Commercial waste acceptance

Commercial material quantities accepted during the 2020 calendar year, provided by the Shire from the Mandalay POS system, are detailed in Table 4.1.

Table 4.1 Commercial 2020 waste data

Waste material	Accepted volume (m ³) ¹
Commercial waste	13,728
Construction and demolition (C&D)	672
Green waste	2,134
Steel	755
Asbestos	265
Clinical waste	85
Noxious weeds	0.25
Quarantine waste	25
Mattresses	253 units
Tyres (small, medium and large)	423 units
Fridges	291 units
Gas bottles	91 units
E-Waste	1,082 units
Fluorescent globes	175 units
Mixed globes	5 units
Waste oil	5 litres
Cooking oil	0.2 litres

Notes:

¹ Units are in cubic metres unless stated otherwise.

4.3 MRF processing data

Material quantities handled in 2020 at the existing MRF for dry recyclables, located at the Wylie Bay WMF, were recorded in the Wylie Bay Mandalay POS system, as detailed in Table 4.2.

Cardboard makes up over half of the material processed at the MRF and has been noted as a troublesome item for site staff as it is often very large and difficult to handle manually.

Table 4.2 Wylie Bay MRF 2020 waste data

Recyclable material	Recovered material quantities (in t)
Aluminium cans	15.2
Cardboard	508.5
Glass bottles	168.2
Glossy paper	74.4
HDPE	23.5
Newspaper	71.3
Office paper	35.3
PET	27.1
Plastic film	8.9
Tin cans	21.6
Total recovered	954
Residual waste (for landfill disposal)	250.5

4.4 Composition of residual waste

The Shire engaged Talis Consultants in 2018 to undertake a waste audit intended to determine the organics component of the kerbside waste stream, to further inform an organics business case and implementation plan (Talis Consultants 2018). A total of 198 town and rural mobile garbage bins were audited over two days, with the overall waste stream composition detailed in Table 4.3.

Table 4.3 Talis waste audit findings

Waste stream	Total weight (kg)	Total percentage
Container deposit scheme containers	185	6.9%
Recyclables	441	16.6%
Residual waste	856	32.1%
Compostable	1,132	42.5%
Hazardous	50	1.9%
Total	2,664	100%

The waste audit revealed that general waste kerbside bins typically contain approximately 42.5% of compostable material, consisting of garden waste (22.4%), contaminated soiled paper (2.2%) and food waste (17.9%). It was noted that an additional 19.7% of material within the bins had the potential to be composted, including food waste still in packaging and recyclable paper, leading to an overall compostable material proportion of 62.2%.

Following the waste audit, Talis Consultants were further engaged in 2019 to develop the *Business Case and Implementation Plan – Organics Recycling Program* (Talis Consultants 2019). It was recommended that the Shire collect food and garden organics (FOGO) with a third kerbside bin on a weekly basis.

Other available organic waste streams are received from self-haul green waste, commercial business and organic by-products (piggery/abattoir etc). Taking into consideration the estimated available volumes of organics and likely

capture rates to obtain this material for processing, it was estimated that the total estimated tonnages of organic material available in 2021/22 is approximately 3,500 tonnes, as broken down in Table 4.4.

Table 4.4 Estimated available organic waste in 2021/22

Organic material	Total quantity (tonnes)	Capture rate	Available quantity (tonnes)
Kerbside organic materials			
Recyclable paper	299	25%	75
Disposable products	32	65%	21
Contaminated soiled paper	95	65%	62
Food/kitchen waste	770	65%	500
Food waste still in packaging	536	65%	348
Garden waste	992	90%	901
Other sources			
Self-haul green waste	1,044	100%	1,044
Commercial businesses	760	70%	554
Organic by-products	1,398	0%	-
Total	5,926	59%	3,504

4.5 Design requirements

A number of the proposed resource recovery activities at the Myrup WMF, including FOGO and C&D processing, have the potential to generate significant noise, odour and dust emissions, which could impact on nearby sensitive and environmental receptors.

The following guidelines were reviewed as part of the development of the Myrup WMF:

- EPA (WA) Draft Environmental Assessment Guideline for Separation Distances Between Industrial and Sensitive Land Uses (September 2015)
- EPA (WA) Guidance Statement 3 'Separation Distances between Industrial and Sensitive Land Uses' (June 2005)
- EPA (Victoria) 'Designing, constructing and operating composting facilities' (March 2015)
- DWER Guidance Statement: Environmental Siting (November 2016)
- DWER Draft Guidance Statement: Separation Distances (August 2015)
- DWER Draft Guidance Statement: Environmental Standard for Composting (March 2016)
- DFES Fire Prevention and Management in a Recycling Facility guidance note.
- EPA (NSW) Handbook for Design and Operation of Rural and Regional Transfer Stations
- Biohazard Waste Industry (BWI) of Australia and New Zealand (June 2010)
- *National Environment Protection Measures (Implementation) Act 1998.*

5. Detailed concept design configuration

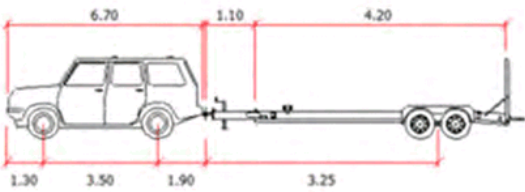

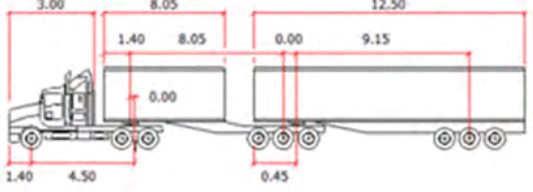
The Community Drop Off and Transfer Facility detailed concept design sketches developed for the WMF are presented in Sketches C001 to C012, Appendix A. The facility has been developed such that the design elements detailed in this section are achieved.

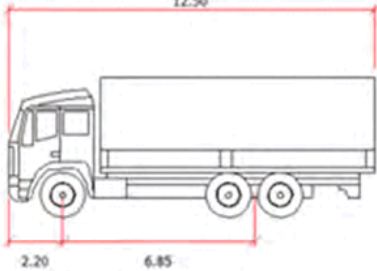
As part of the construction of the proposed design, scattered trees within the proposed footprint will need to be removed to allow for the construction of the access roads, organics processing area and community drop off areas.

5.1 Vehicle routes

A number of light and heavy vehicle turning circles were modelled as part of developing the design as detailed in Table 5.1 and illustrated on Sketch 01, Appendix A.

Table 5.1 Turning circle modelling vehicles

Vehicle type – description	Vehicle illustration
<p>Vehicle with trailer – light vehicle route in the community drop off area</p>	<p>Units: meters</p>  <p>The diagram shows a side view of a vehicle with a trailer. Red dimension lines indicate the following measurements: overall length 6.70m, wheelbase 1.10m, trailer length 4.20m, front overhang 1.30m, wheelbase 3.50m, trailer wheelbase 1.90m, and trailer overhang 3.25m.</p>
<p>A-Double transfer truck – heavy vehicle route required for the collection and transport of waste from the transfer station</p>	<p>Units: meters</p>  <p>The diagram shows a side view of an A-Double transfer truck. Red dimension lines indicate the following measurements: overall length 13.80m, wheelbase 4.20m, trailer length 13.70m, front overhang 1.40m, wheelbase 9.50m, trailer wheelbase 2.80m, trailer overhang 1.40m, trailer wheelbase 9.50m, height 0.30m, front overhang 1.40m, wheelbase 5.80m, and trailer wheelbase 5.00m.</p>
<p>B-Double truck – heavy vehicle route required for the collection of materials from the hardstand areas</p>	<p>Units: meters</p>  <p>The diagram shows a side view of a B-Double truck. Red dimension lines indicate the following measurements: overall length 12.50m, wheelbase 3.00m, trailer length 8.05m, front overhang 1.40m, wheelbase 8.05m, trailer wheelbase 0.00m, trailer overhang 9.15m, front overhang 1.40m, wheelbase 4.50m, and trailer wheelbase 0.45m.</p>

Vehicle type – description	Vehicle illustration
<p>HRV truck – heavy vehicle route for the collection and transfer of material from the community drop off area to the transfer station, recyclable MRF or hardstand areas.</p>	<p>Units: meters</p> 

Due to the required turning circles for the proposed A-double transfer trucks, it is proposed that vehicle traffic on site generally operate in a one-way system. This approach will reduce the required overall surface area for site roads, and it will also contribute to site safety, as it will reduce possible interference from turning trucks in bi-directional traffic flow.

The exception to this is the initial site access route, south of the weighbridge, which will have bi-directional traffic flow up to the first main junction where accessing traffic will continue straight on towards the south, while exiting traffic will re-join the route heading north towards the weighbridge.

It is proposed to use concrete pavements with a minimum 40 MPa strength (200 mm) for all areas used by the A-double trucks. These details would be confirmed during the detailed design process, as well as the pavement details for all other paved areas.

It is desired to include a direct access route for trucks from the WMF to the existing stock truck washdown bays in the design. A provision for this, including the potentially required gate, will be included in the detailed design project for the WMF.

5.2 Gatehouse and weighbridge

A single weighbridge will be located near the site entrance to direct customers when entering the WMF and record incoming waste and recyclables. The weighbridge will be located directly adjacent to the tip shop and education facility which will house the gatehouse for operator efficiency.

5.3 Tip shop and education facility

The tip shop and education facility will be located near the site entrance in the north-east corner of the site, prior to the weighbridge to allow easy access. The tip shop, education facility and gatehouse will be located within one large shed, similar to that shown in Figure 5.1.

Customer parking, for both cars and cars with trailers, has been catered for near this infrastructure.

Good housekeeping practices should be implemented at the tip shop and education facility. Similar items should be put together and adequately secured. Walkways should be kept clear to prevent slip, trip and falls hazards to workers and visitors.

A possible drive-through extension to the tip shop will be assessed during the detailed design phase for the WMF. This could include direct access to the tip shop from the public car park outside the perimeter fence.



Figure 5.1 Example tip shop (Complete Urban 2021)

5.4 Community drop off

5.4.1 Material acceptance

The community drop off has been designed to separate wastes and materials in three main areas: household recyclables, household hazardous waste and bulky recyclables. Separate access points for customers and site personnel will be established, with a front entrance drop off for customers and back access for site personnel and commercial customers, to minimise interaction between residential customers and machinery.

Most of the household recyclables and bulky recyclables drop off areas are characterised by a sloping vehicle unloading area and drop off hardstand that allows for a drop in level, which provides a safer disposal method for customers.

5.4.2 Household recyclables

The resource recovery area has been designed as a well-ventilated shed consisting of three sides and a roof, on a sloping concrete or bitumen sealed surface, and with sufficient awning overhang on the open side to prevent rain ingress and provide cover for light vehicle unloading.

A sufficient vehicle unloading area has been allocated along the extent of the household recyclables area to allow customers to safely pull off the road and dispose of materials. The resource recovery area will be arranged with sufficient signage to allow customers to dispose of recyclables correctly and efficiently.

In addition to the recyclables, a skip for residual waste will be provided as well.



Figure 5.2 Example drop off (Complete Urban 2021)

Two 6 m³ skip bins, or equivalent, will be located under each shed, to allow for the separation and storage of:

- Cardboard
- Glass bottles
- Aluminium cans
- Office paper
- Glossy paper
- Clear soft plastics
- Polyethylene terephthalate (PET)
- High density polyethylene (HDPE)
- Newspaper.

The bins will be swapped out each morning, with collected material appropriately processed and stored at the MRF.

5.4.3 Household hazardous waste

A household hazardous materials area is proposed for the safe storage of the following hazardous materials, including but not limited to:

- Batteries
- Fluorescent tubes
- E-waste
- Aerosol sprays
- Cleaners and disinfectants
- Medication
- Nail polish and remover
- Perfumes
- Fertilisers
- Pesticides
- Pool chemicals
- Propane tanks
- Weed killers
- Antifreeze
- Glues
- Paint and paint thinners
- Wood finishes
- Fuel.

The household hazardous materials area is designed as a covered area on a concrete or bitumen sealed surface, with a series of well signed and appropriately designed bins. Figure 5.3 depicts an example of a household hazardous waste area (NSW EPA 2017). Separate bins and cages have been used for each hazardous material stream. Separate dangerous goods safety cabinets (DGSC) compliant with the relevant Australian Standards for flammable, oxidising, toxic and corrosive materials should be provided in the area. All cabinets should be kept on pallets with sufficient space for ease of movement and operations by forklift, if required.

A designated bunded or self-bunded unit for deposit or emptying of cooking oil and engine oil containers will be provided within, or immediately adjoining the household hazardous waste area.



Figure 5.3 Example of household hazardous materials area (NSW EPA, 2017)

A household hazardous waste storage shed has been designed behind the customer drop off shed to allow for the bulk storage of accepted material, prior to off-site disposal. This storage shed is intended as a fully enclosed shed with shutter access doors.

5.4.4 Bulky recyclables

Two types of drop off areas have been developed for the bulky recyclables based on the size and handling requirements of each material, detailed in the sub-sections below.

A sufficient vehicle unloading area has been allowed at each hardstand to allow for the safe drop-off of materials. Potential bollards will be put in to delineate each waste collection area.

Once the drop off area was filled, it is intended that the Shire will crush the separated material on the hardstand with a loader and then transfer material into a bin for further compaction and processing.

Separate drop off bays for green waste and clean fill have been identified in the north-western portion of the WMF, near the green waste processing hardstand. A compost collection bay has also been nominated adjacent to the green waste drop off bay, to allow residents to collect compost.

For the heavier recyclables, a shed consisting of two side walls and a roof with concrete drop off bays have been allocated between the household hazardous and recyclables sheds. Concrete hardstands with concrete barriers are proposed for the separation and storage of the following materials:

- Tyres
- Mattress
- White goods
- Large furniture such as bed bases, sofas, large furniture etc.

To allow for the processing and storage of these material by site staff, it is intended that the drop off bays are divided into two portions; with the northern portion for customer drop off and the southern portion for site access and storage.

In addition to the roofed concrete bays described above, four additional open concrete bays will be provided for the drop off of:

- C&D waste
- Metal
- Wood and timber
- General mixed waste.

5.5 MRF

The MRF processes all recyclables collected from kerbside and commercial recycling bins and is expected to process approximately 1,200 tonnes of material per annum. The proposed MRF layout, presented in Sketches C002 to C005, Appendix A, and includes:

- Resource recovery workshop area
- Second floor education facility and viewing platform
- Unloading zone with shutter doors
- On the floor recyclables storage area
- Cardboard handling area
- Manual picking station with overhead magnetic belt
- Baling/processing area, including cardboard shredder and polystyrene baler
- Outdoor material storage areas.

The MRF layout is similar to that currently established at the Wylie Bay facility, however, allows for a separate handling and processing area for cardboard, which has been noted as a troublesome item for site staff as it is often very large and difficult to handle manually. The MRF is located within an open shed with nominated locations for each activity.

In addition to the set-up at the current facility, an Eddy Current Separator will be integrated into the sorting process, which will allow for improved capture of aluminium cans.

Further amendments to the current structure and equipment at the sorting facility include an above-ground feed hopper as well as an extension to the gantries, which will allow for direct access for sorting personnel to the staff amenity area.

The outdoor material storage area has been designed with two different storage areas for paper and cardboard, and the remaining material streams (plastics, aluminium and tin etc). An undercover three-sided storage shed with shutter doors is proposed for the paper and cardboard storage area to protect the material from rainfall impact. For the remaining material streams, four large concrete walled storage bays have been proposed, which can accommodate for up to 60 bales.

A resource recovery workshop has been nominated next to the unloading zone to provide an area for site staff to process materials dropped off by customers, such as disassembling mattresses and de-gassing white goods. Several office spaces have also been allowed for in this building.

Similar to the current Wylie Bay MRF facility, an education facility and viewing platform has been allowed for above the resource recovery workshop.

5.6 Transfer station

Scenario 2 of the GHD waste transport options assessment described the transport of waste for disposal to the Coolgardie Waste Facility via a 30 m 47 tonne A-Double combination, with four trailers operating in tandem. Two trailers will be filled at the transfer station. Within the time taken for this A-Double to travel to Coolgardie and return, the remaining two empty trailers can be loaded and therefore, excluding the time associated with loading from the trucking operations.

Approximately 10,000 tonnes of general waste will require processing and disposal per year. Based on the transport method outlined above, approximately four full loads would require transport to Coolgardie each week.

The transfer station is proposed to sort and process all kerbside, commercial and self-haul general waste. The building layout is presented in Sketches C007 to C010, Appendix A, and includes:

- Staff room
- Unloading zone with shutter doors

- On the floor sorting
- Concrete storage bays for recovered materials
- Stockpile area
- Feed hopper
- Conveyor system
- Compactor
- Trailer storage bay.

Waste will be unloaded in the unloading zone by collection trucks and sorted by a wheel loader. Unloaded waste will undergo a sorting process on the floor before being stockpiled in the stockpile area, with recovered material stored in the concrete storage bays.

When a considerable stockpile of general waste is present, approximately 25 tonnes or 100 m³, waste will be transferred onto a two-level conveyor system (horizontal and incline) by a wheel loader into a feed hopper for compaction into a transfer trailer.

The transfer station has been designed to allow for a minimum 300 tonnes of stockpile capacity, which would be equivalent to approximately eight to ten days of general waste, for temporary and emergency storage. This would include utilisation of the floorspace intended for on-the-floor sorting.

Runoff from the waste storage and handling areas will be managed and treated separately as leachate, together with other contaminated runoff from the organics process etc. Details of capture and drainage of contaminated runoff will be addressed in the detailed design.

5.7 Biosecurity and medical waste incineration

The acceptance, handling, storage and disposal of biosecurity, quarantine and medicate waste requires appropriate management.

These waste streams will only be accepted at the WMF by commercial customers, with accepted waste material directed to the designated storage area, a 20 m³ shipping container.

Waste is expected to be stored on-site until an appropriate volume of material is available to efficiently operate the incinerator. Based on an approximate annual waste acceptance of 100 m³, the incinerator will be operated once a week. The incinerator will operate such that minimum burning temperatures (850°C) and residence times (two seconds) are maintained at all times during operation.

Further details on the waste storage and incinerator, including appropriate environmental controls, will be provided as part of the Operational and Environmental Management Plan (OEMP).

Detailed assessments for disposal of the solid incinerator residues will be undertaken once the type, make or model of the incinerator has been determined, and the manufacturer instructions and recommendations can be considered.

5.8 Green waste, metal and construction and demolition (C&D) processing

Several hardstand areas are required to allow for the processing of larger materials, including:

- Green waste
- Metal
- C&D.

The green waste hardstand is in the north-western portion of the WMF near the customer drop off location. It is intended that this hardstand acts as a drop off location for customers from the north and processing/stockpile area

to the south. The green waste hardstand will grade to the south-west to allow for the collection and treatment of runoff into the detention ponds.

The metal and C&D hardstands are along the southern boundary to maximise the distance between these activities and customers to the north of the WMF, as concrete crushing and other processing activities have the potential to cause sound, noise and dust emissions. Locating these stockpiles along the southern boundary also create a considerable fire break. All hardstands located along the southern boundary will grade to the south-west to allow for the collection and diversion of runoff towards the detention ponds.

All hardstands will be designed in accordance with the appropriate guidelines as determined in detailed design.

5.9 FOGO processing

Two main organics processing technologies were considered as part of the *Business Case and Implementation Plan – Organics Recycling Program* (Talis Consultants 2019): aerobic composting and anaerobic digestion. Following a processing assessment that considered the process timing and stages, it was determined that aerated static pile composting or in-vessel composting (tunnel composting) were the preferred organics processing options for the Shire. For the purposes of detailed concept design, aerated static pile composting has been chosen as the organics processing technology.

Three hardstands have been identified for the aerated static pile composting process, which are briefly detailed below. All hardstands will be designed in accordance with the appropriate guidelines and will grade to the west to allow for the collection and treatment of runoff.

5.9.1 Screening and mulching

The screening and mulching hardstand is the feedstock receival area, where it is manually screened for contaminants (i.e., plastics, foreign objects etc) prior to mulching and stockpiling.

5.9.2 Mobile aeration floor composting

Feedstock is transferred from the screening and mulching hardstand to the composting hardstand when ready for processing. The organic material is placed into windrows, no greater than 10 m wide and 5 m high, and aerated from pipes that are installed under the windrows; a typical aerated floor set up is illustrated in Figure 5.4.



Figure 5.4 Aerated floor composting set up

5.9.3 Final screening and storage

Aerated floor composting can typically produce compost in 14 to 28 days (Talis Consultants 2019).

Following the production of compost, material is transferred to the final screening and storage hardstand where screening is undertaken to remove large un-composted material.

A portion of the compost material is then transported to the customer compost bay within the customer drop off area where customers can collect material, while the remaining compost is stockpiled on the hardstand prior to re-use off site.

5.10 Stormwater management

Stormwater infrastructure, including table drains, culverts and detention basins, have been identified on the detailed concept design sketches, included as Appendix A.

Based on the existing topography of the site, stormwater drains in a southerly direction towards the site boundary.

A number of table drains and culverts are proposed to convey stormwater runoff towards the two proposed detention basins in the south western corner of the site, where stormwater will be temporarily stored before being pumped to the liquid waste facility. To minimise the size of the two detention basins, a number of vegetated infiltration areas are proposed to the south of the community drop off area, where runoff does not require management.

It is proposed that the table drains will be concrete sprayed to minimise infiltration.

Drainage in the vicinity of MRF and transfer station buildings will be designed and managed to prevent any spillages from entering the surface water system.

6. Safety in design

A review of Safety in Design for the proposed Community Drop Off and Transfer Facility detailed concept design at the Myrup WMF has been undertaken. A Safety in Design Risk Assessment has been completed for the draft detailed concept layout, which has been provided as Appendix B.

The completed Safety in Design Risk Assessment for the proposed WMF identifies the hazards, risks, existing control measures and potential control measures, as well as estimating risk ratings before and after control measures were applied. It is noted that majority of the identified risks are assumed to currently have no controls in place, which therefore represents the worst-case scenario.

All hazards and risk have been addressed to a certain extent as part of this project but will need to be reviewed and updated further in the detailed design, construction and operational phases of the WMF, where required.

7. Engineer's estimate

As part of the detailed concept design development, a construction bill of quantities and engineer's estimate has been undertaken. The estimate includes all roads and infrastructure associated with the construction of the WMF.

The engineer's estimate has been based on available published data and GHD's experience on similar projects. Quantities have been based off that outlined in the detailed concept design, refer to Appendix A, and are considered estimates only. More accurate quantities can be determined as part of detailed design. Actual prices, costs and other variables may be different to those used in the cost estimate. The cost estimate does not account for operational costs such as machinery maintenance, leachate infrastructure or environmental monitoring, and is not a NPV assessment.

7.1 Assumptions

The engineer's estimate relies on a number of assumptions, as detailed design has not yet been undertaken for the project. It includes provision for the following:

- Site clearing and earthworks
- Pavements (roads and carparks/standing areas etc)
- Concrete hardstand slabs
- New infrastructure
- Stormwater infrastructure, including table drains, culverts and construction of detention basins.

7.2 Exclusions

Key exclusions include, among others:

- Design and consultant fees, including works approval application fees
- Removal of excess materials
- Fire management infrastructure
- Building and slab footings
- Staging allowances
- Outdoor lighting
- Upgrades to surrounding roads
- Kerb and guttering.

7.3 Engineer's estimate

The preliminary engineer's estimate has been included in Appendix C and summarised in Table 7.1. The estimate includes a 30% contingency on all design elements given the concept nature of the design. The total estimated cost is approximately \$13,430,000 (excluding GST). This is only a preliminary engineer's estimate and requires updating following the development of detailed design drawings.

Table 7.1 Engineer's estimate

Item	Cost (excluding GST)
General infrastructure	\$1,043,740.50
Site entrance infrastructure	\$435,239.18
Community drop-off infrastructure	\$563,923.70
Organic processing infrastructure	\$370,286.00
MRF infrastructure	\$2,696,711.70
Transfer station infrastructure	\$2,111,022.80
Stockpiling and processing infrastructure	\$279,059.20
Stormwater infrastructure	\$103,828.90
Mobile plant and vehicles	\$2,725,000.00
Sub-total (excluding GST)	\$10,328,811.98
30% contingency	\$3,098,643.59
Total (excluding GST)	\$13,427,455.57

8. Additional studies required

8.1 Technical studies

To ensure that there is sufficient technical information to support both planning and environmental approvals, and to inform the detailed design, GHD has identified the following additional studies that may be required:

- Environmental Impact Assessment
- BAL Assessment Report
- Bushfire Management Plan / Bushfire Emergency Evacuation Plan
- Traffic Impact Statement / Traffic Impact Assessment
- Odour and Dust Assessment
- Acoustic Impact Assessment
- Stormwater /leachate controls and management
- On-site effluent disposal (if new staff amenities can be connected to sewer)
- Flora and fauna clearing assessment – as there is scattered vegetation within the proposed WMF footprint and reserve vegetation directly adjacent to the southern and south-western WMF boundaries, it is proposed that adequate consideration of flora and fauna is undertaken (through an onsite survey) to identify the presence of any endangered or protected species and determine if a clearing permit is required. If a clearing permit is deemed to not be required, then supporting evidence can be included within the DWER Works Approval Application supporting report (Section 8.2).

The data gaps in the environmental risk assessment associated with the project will become better known following the preparation of the OEMP for the site.

8.2 Detailed design and Works Approval Application

Prior to the construction and operation of the WMF, detailed design and a Works Approval application is required as the site is a current Prescribed Premise under the EPA Act (Part V of the Act).

8.3 Licence amendment

The site is currently licenced under L8793/2013/1 as a Prescribed Premises Category 61: Liquid Waste Facility. A licence amendment would be required to allow for the operation of a number of the proposed activities including:

- FOGO processing (Category 67A)
- Material screening (Category 12)
- C&D processing (Category 13)
- Tyre storage (Category 57)
- Incineration (Category 60)
- Biomedical waste incineration (Category 59).

The licence amendment will be applied for once the site is constructed as per the WAA and the conditions are satisfied.

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Appendices

Appendix A

Detailed concept design sketches

MYRUP WASTE MANAGEMENT FACILITY

DETAILED CONCEPT DESIGN

(1007169) SHIRE OF ESPERANCE

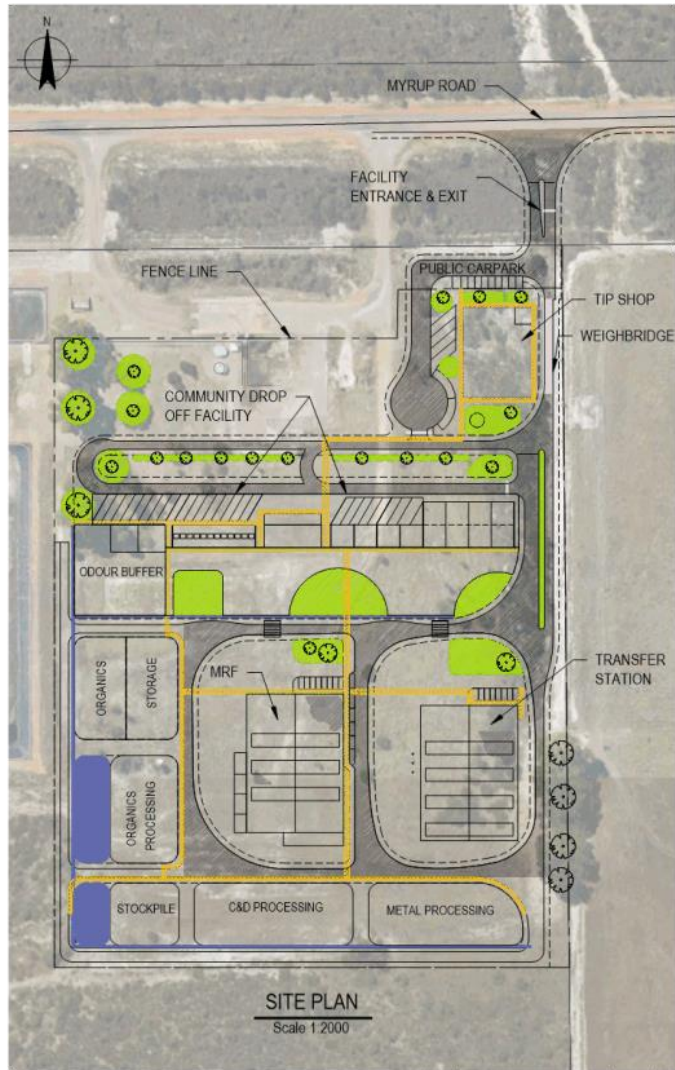
CONCEPTUAL DRAWINGS



Surface Type	Area (sqm)
Buildings	8380
Hardstands	25620
Sealed Road	9865
Unsealed Access Roads	3160
Potential Infiltration Areas	4320
Drainage Basins	1130
Site (Fenced Area)	63610

NOTES

- For Conceptual Design Use Only
- Detailed design must be drafted by a Road Designer
- Pedestrian link must be revised to ensure a safe pedestrian network
- Control Signs must be designed for the next stage
- All roads are level and must apply painted markings
- All dimensions in metres.



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LEGEND

- Drainage / Basins
- Landscaping / Infiltration Areas
- Sealed Roads
- Pedestrian Network

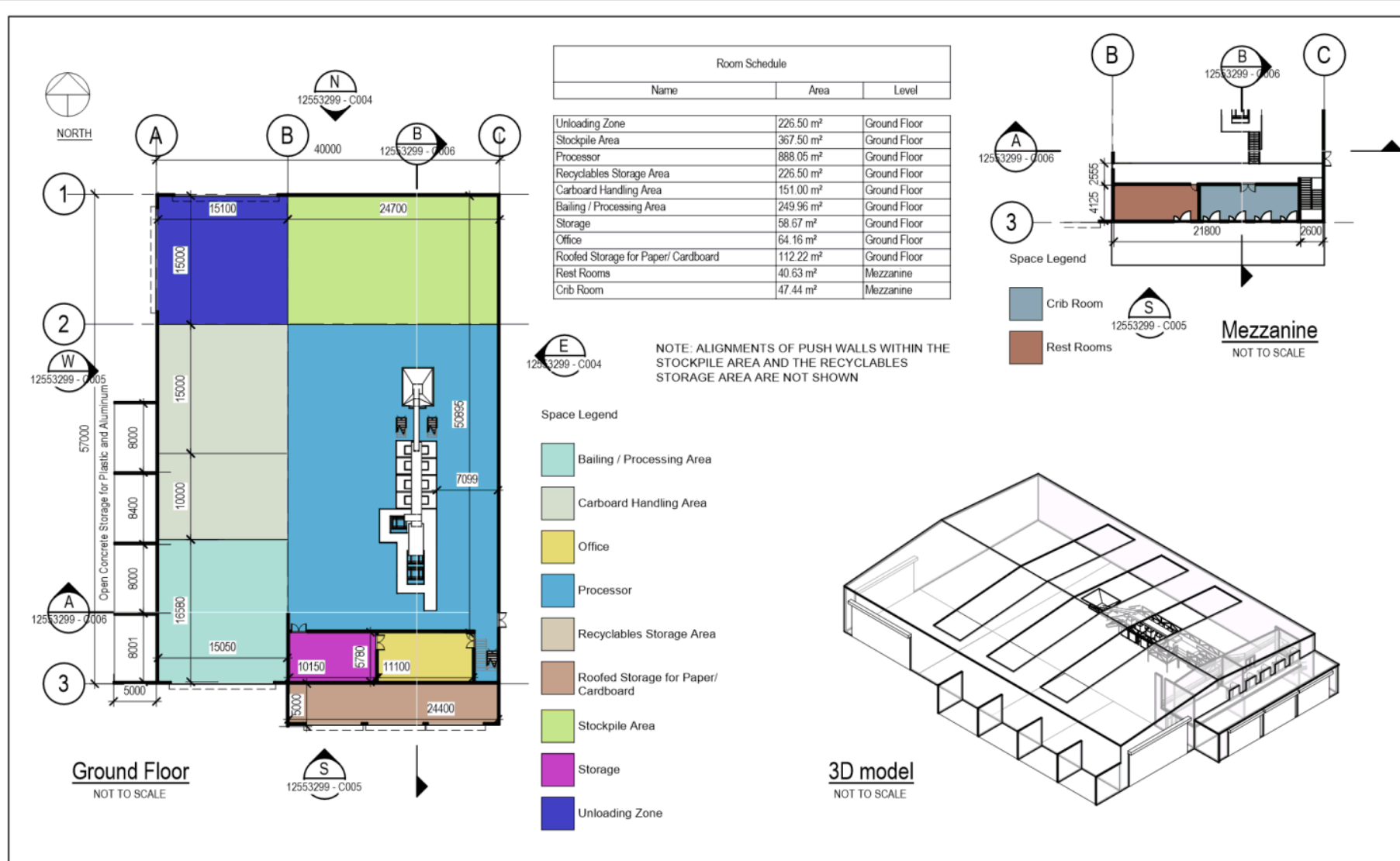
Rev	Description	App'd	Date
0	Final Issue	R. Wilkes	24 Nov 2021

1007169 - SHIRE OF ESPERANCE
MYRUP WASTE MANAGEMENT FACILITY
LOCALITY PLAN & SITE PLAN

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Scale	Project no.	Status code
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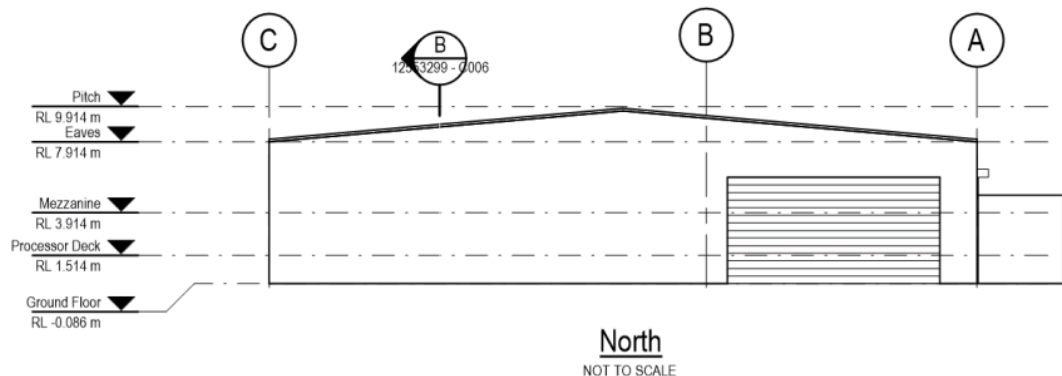
Sketch no. 12553299-C001 Rev no.



No.	Description	Date
0	Final Issue	24 Nov 2021

SHIRE OF ESPERANCE
MYRUP WASTE MANAGEMENT FACILITY

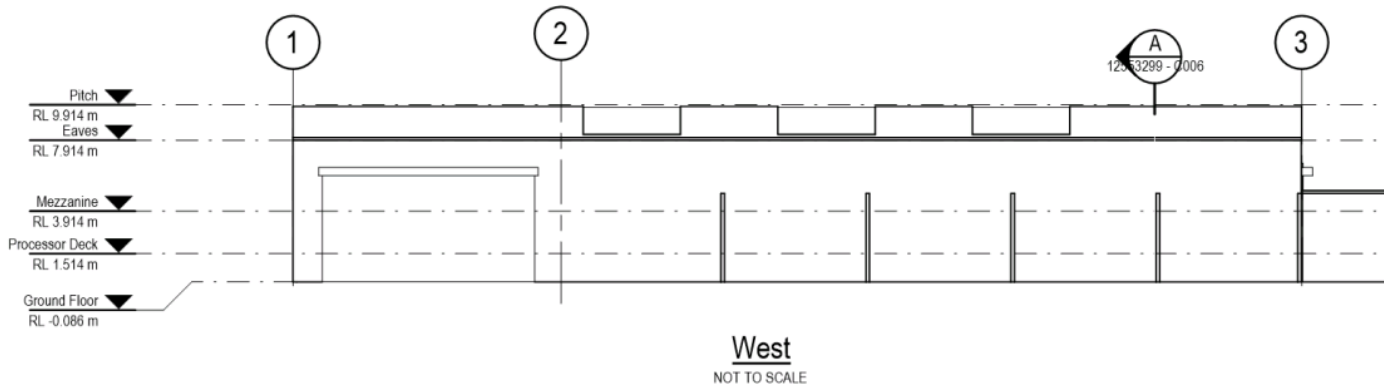
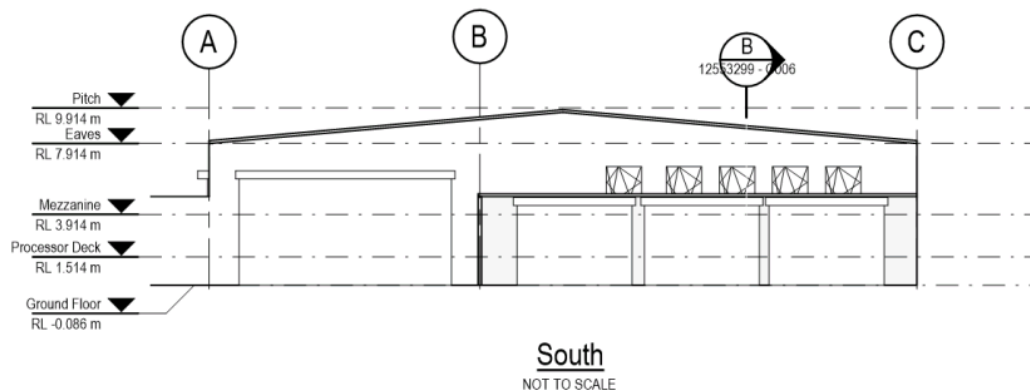
FLOOR PLANS & 3D MODEL - MRF		
Project number	12553299	12553299 - C003
Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	
Scale		



No.	Description	Date
0	Final Issue	24 Nov 2021

SHIRE OF ESPERANCE
 MYRUP WASTE MANAGEMENT
 FACILITY

ELEVATIONS - MRF		
Project number	12553299	12553299 - C004
Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	
	Scale	

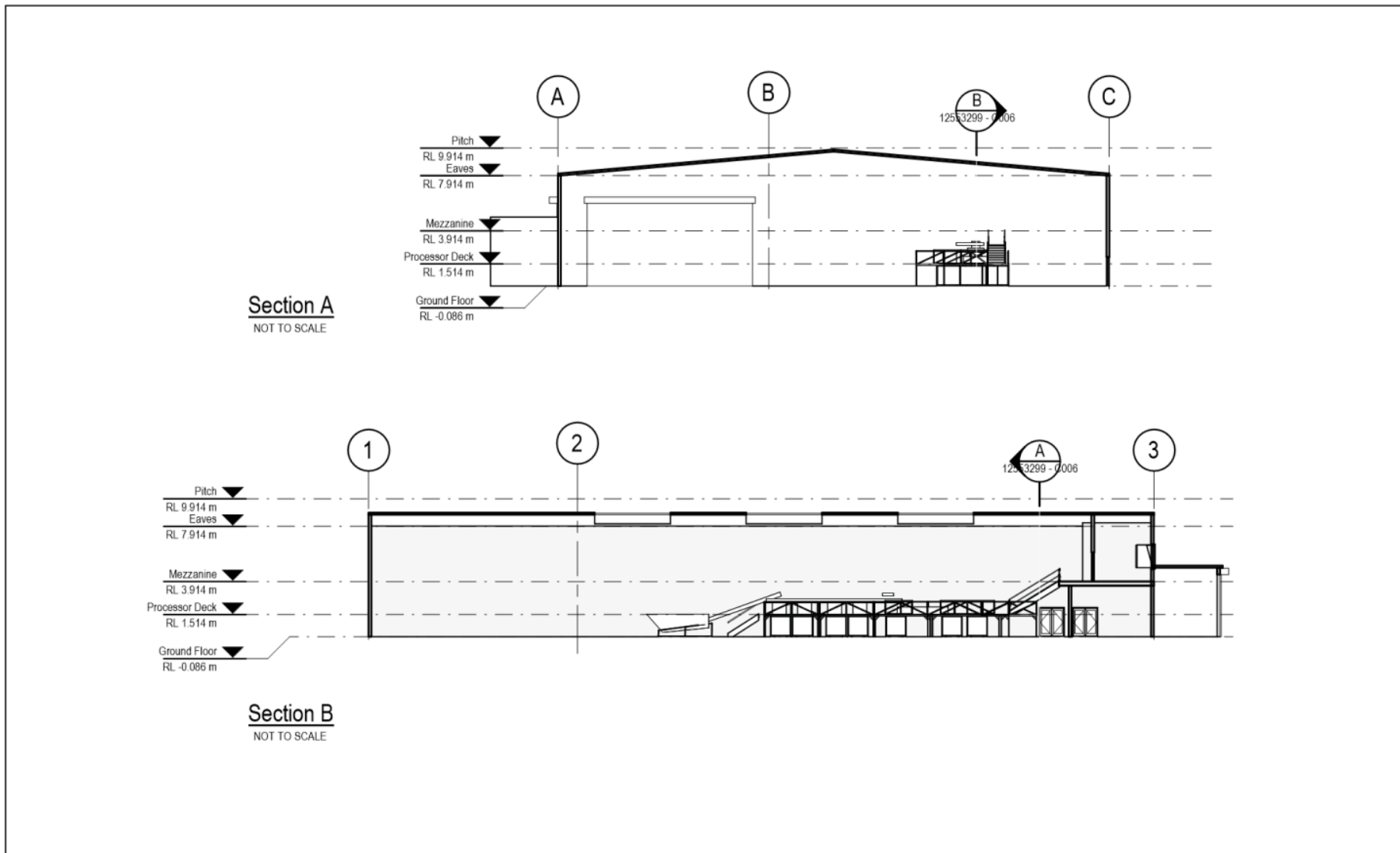


No.	Description	Date
0	Final Issue	24 Nov 2021

SHIRE OF ESPERANCE

MYRUP WASTE MANAGEMENT FACILITY

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Project number	12553299	12553299 - C005
Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	Scale

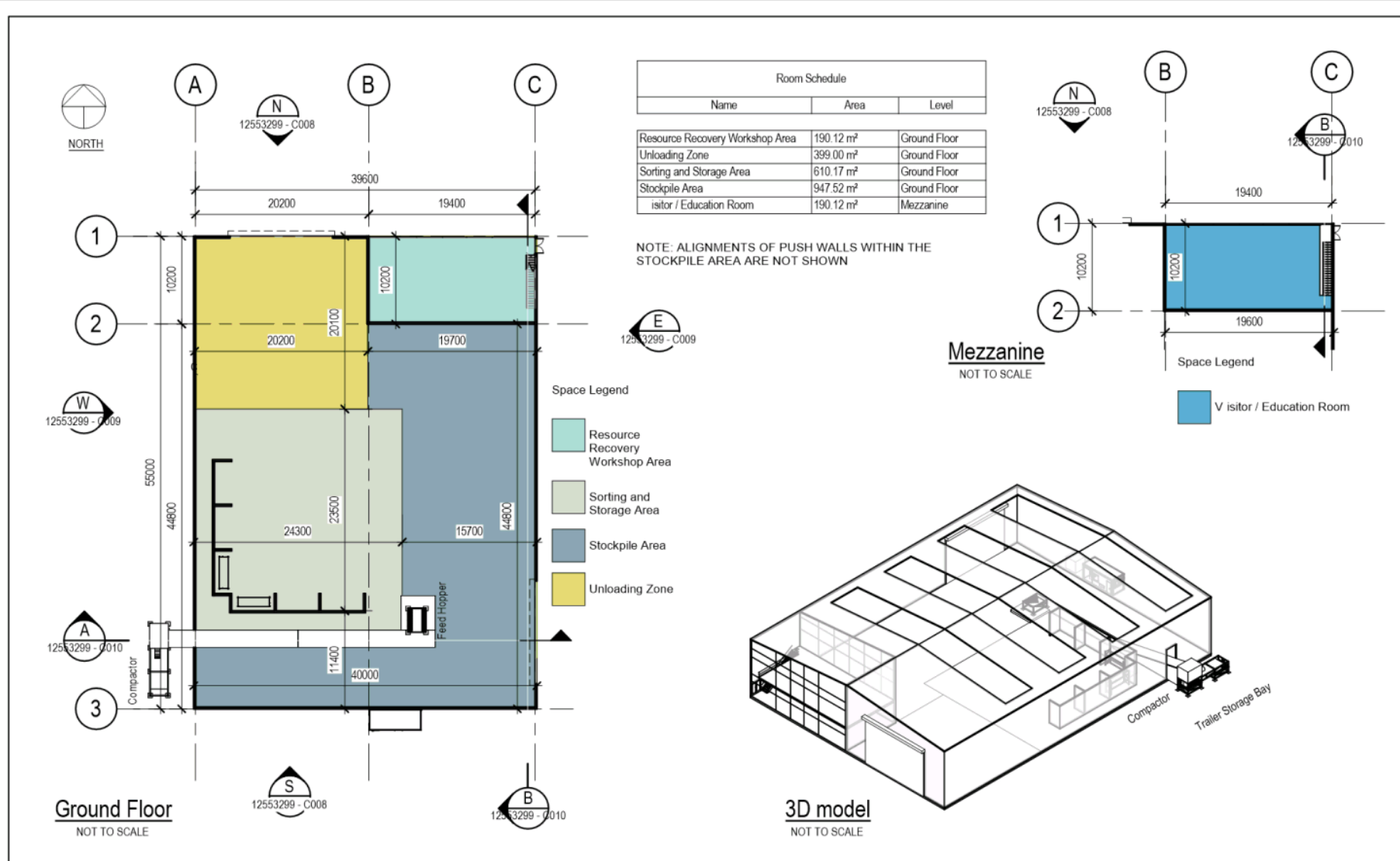


No.	Description	Date
0	Final Issue	24 Nov 2021

SHIRE OF ESPERANCE

MYRUP WASTE MANAGEMENT FACILITY

SECTIONS - MRF		
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Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	
Scale		

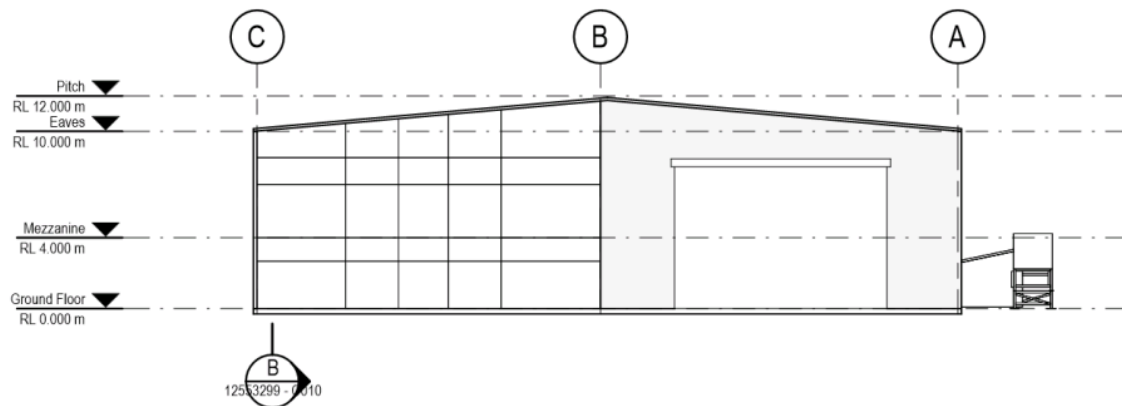


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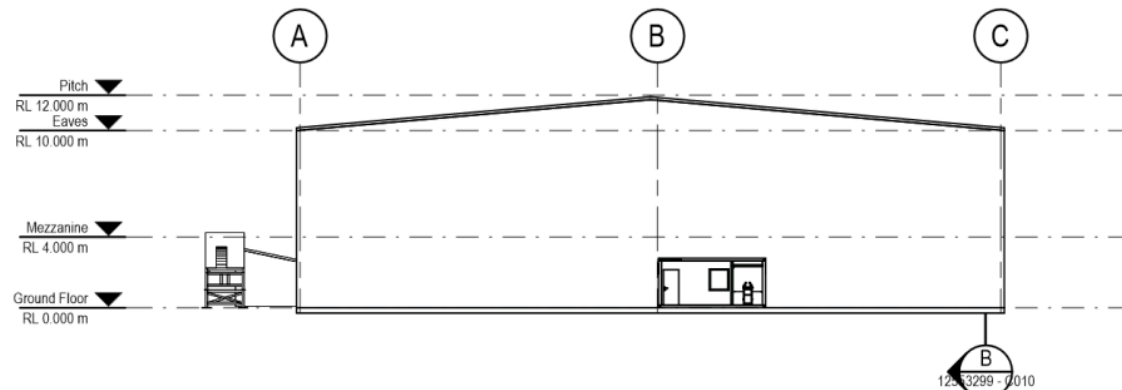
SHIRE OF ESPERANCE
 MYRUP WASTE MANAGEMENT FACILITY

FLOOR PLANS & 3D Model - TRANSFER STATION		
Project number	12553299	12553299 - C00
Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	Scale

North
NOT TO SCALE



South
NOT TO SCALE



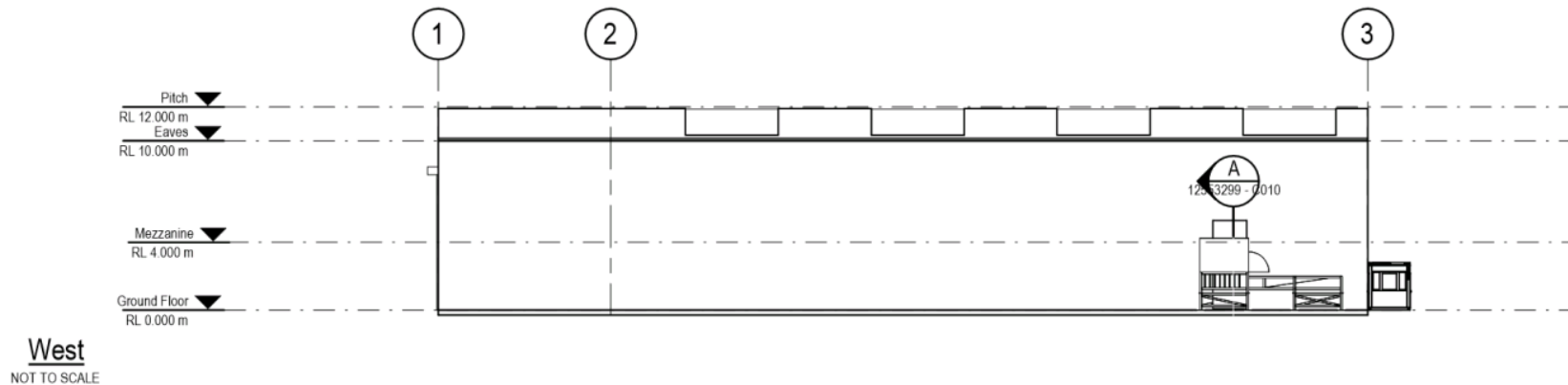
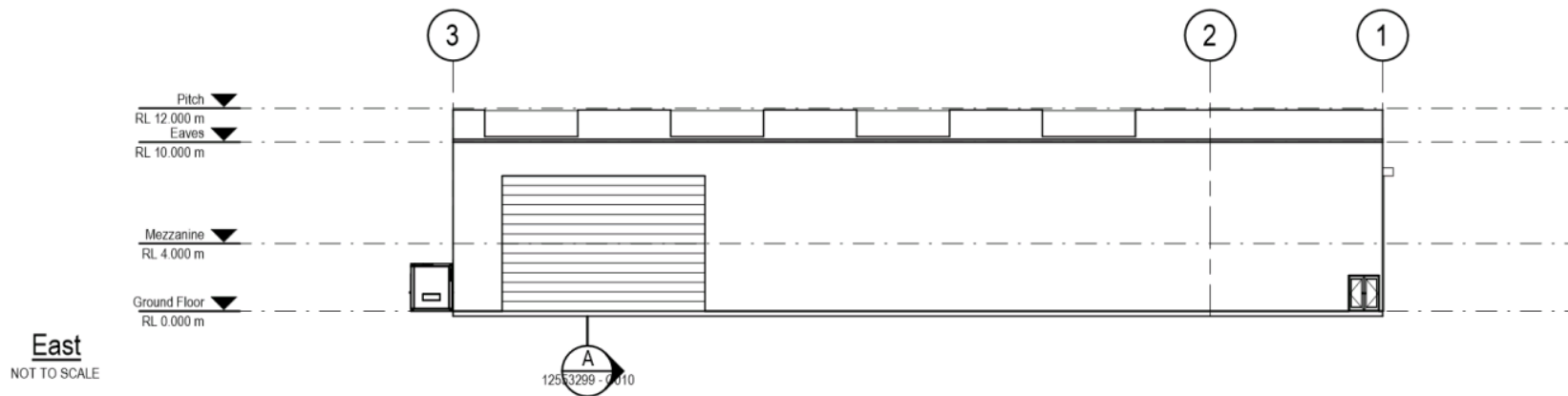
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MYRUP WASTE MANAGEMENT FACILITY

ELEVATIONS - TRANSFER STATION

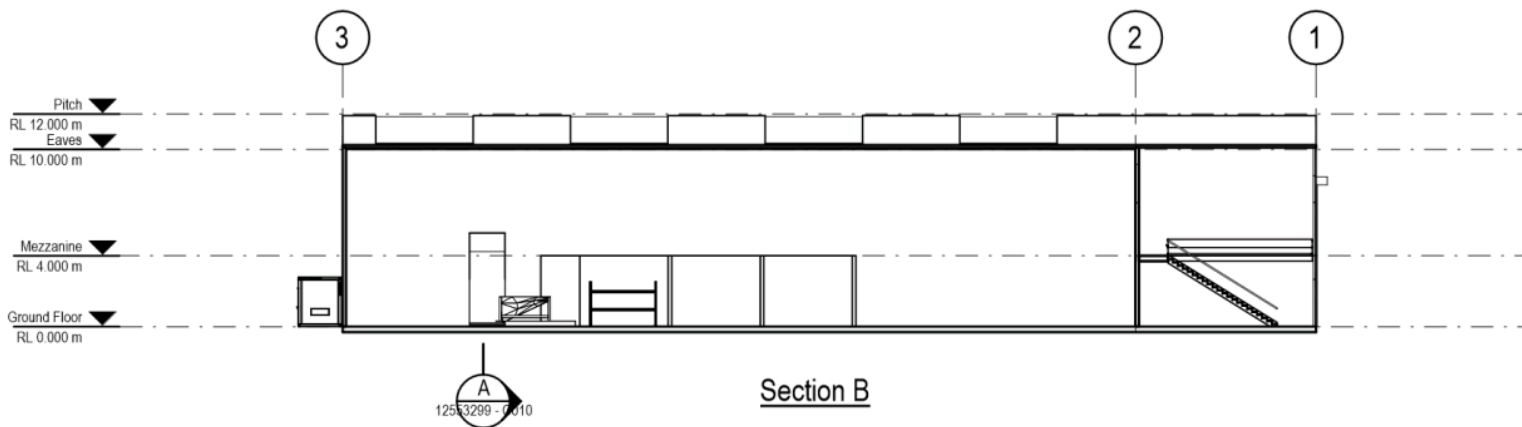
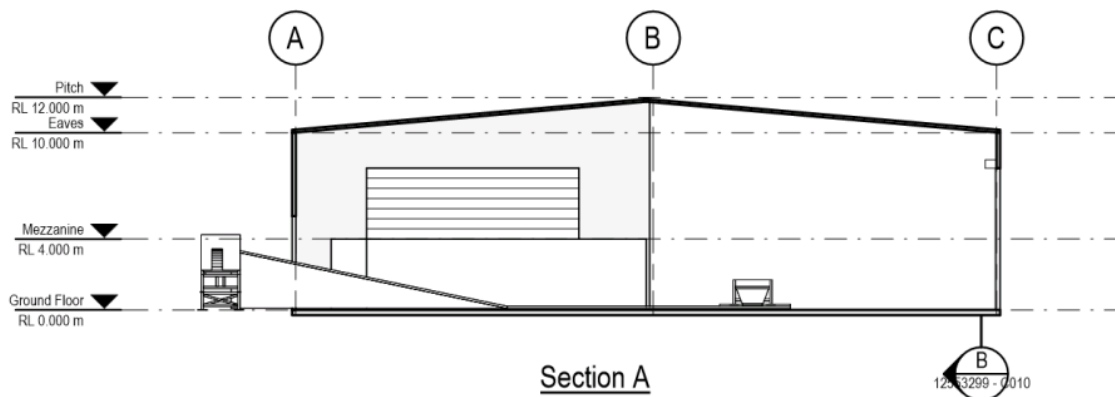
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Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	
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No.	Description	Date
0	Final Issue	24 Nov 2021

SHIRE OF ESPERANCE
 MYRUP WASTE MANAGEMENT
 FACILITY

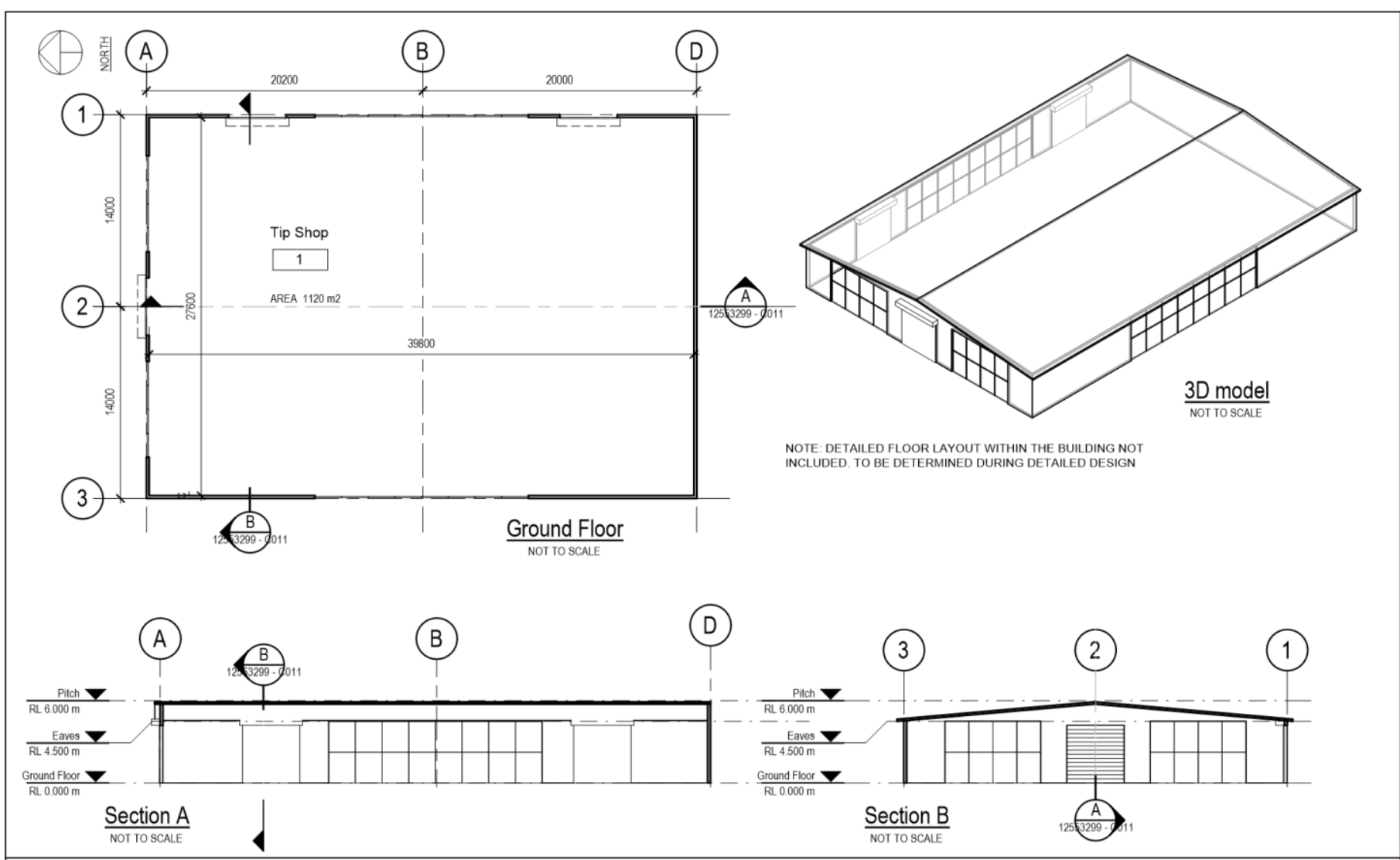
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Project number	12553299	12553299 - C009
Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	
Scale		



No.	Description	Date
0	Final Issue	24 Nov 2021

SHIRE OF ESPERANCE
MYRUP WASTE MANAGEMENT FACILITY

SECTIONS - TRANSFER STATION		
Project number	12553299	12553299 - C010
Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	Scale

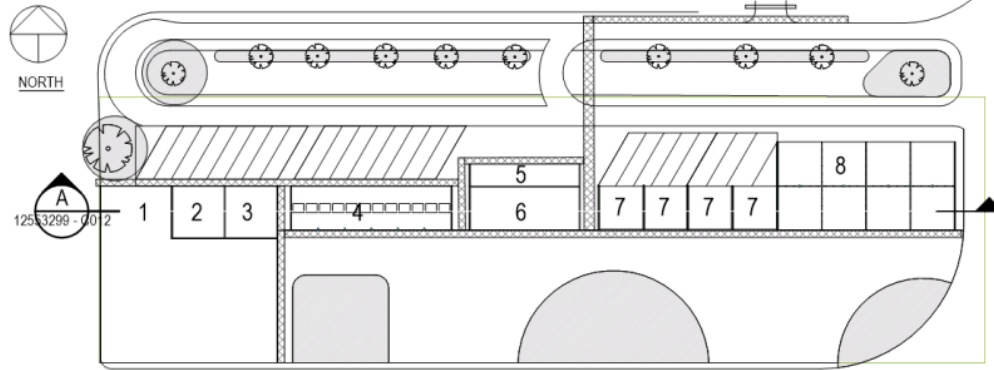


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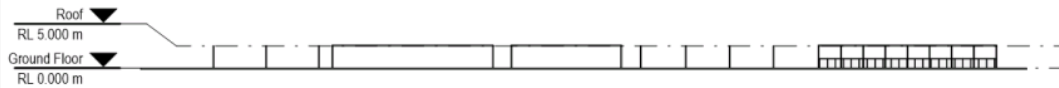
SHIRE OF ESPERANCE

MYRUP WASTE MANAGEMENT FACILITY

WEIGHBRIDGE OFFICE WITH TIP SHOP AND PUBLIC EDUCATION AREA		
Project number	12553299	12553299 - C011
Date	24 Nov 2021	
Drawn by	F Farshidfar	
Checked by	R Wilkes	
Scale		

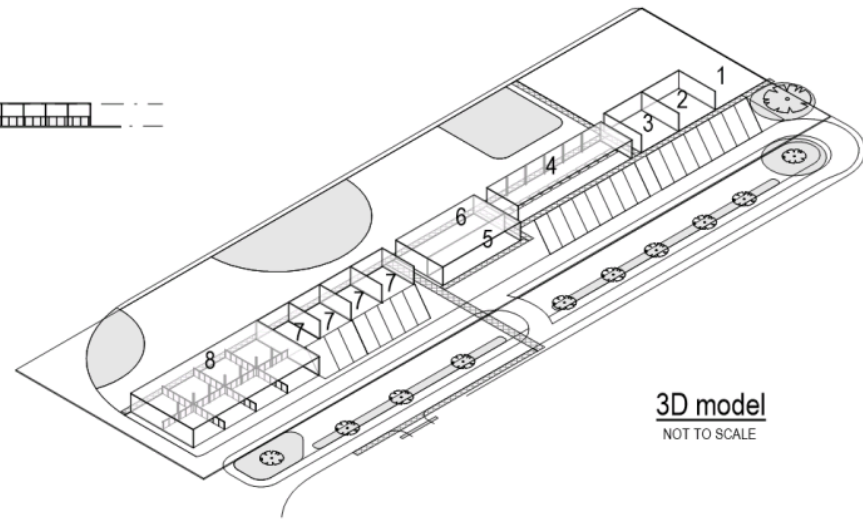


Ground Floor
NOT TO SCALE



Section A
NOT TO SCALE

- 1 Green waste drop off
- 2 Mulch collection
- 3 Cleanfill drop off
- 4 Bulky household recyclables
- 5 Household hazardous waste drop off
- 6 Household hazardous waste storage shed
- 7 Bulky drop off bays General waste scrap metal timber/ wood C D waste
- 8 Bulky drop off White goods mattresses tyres large furniture



3D model
NOT TO SCALE



No.	Description	Date
0	Final Issue	24 Nov 2021

SHIRE OF ESPERANCE

MYRUP WASTE MANAGEMENT FACILITY

COMMUNITY DROP OFF FACILITY	
Project number	12553299
Date	24 Nov 2021
Drawn by	F Farshidfar
Checked by	R Wilkes
Scale	

Appendix B

Safety in Design Risk Assessment



HSE040 Safety in Design Risk Assessment



Notes: *Designs with significant quantities of dangerous goods may require detailed risk assessments under Dangerous Goods or Major Hazard legislation
 * Most industrial processes will require an industry specific assessment, e.g. HAZOP and/or Quantitative Risk Assessment for facilities that have chemical or high-pressure processes under Dangerous Goods or Major Hazard legislation.

Design Life Cycle:	Investigation and Design	Setup, Construction and Commissioning	Operation	Maintenance	Disposal	Date:	24/11/2021	Revision No:	0						
Project Name:	Myrup Waste Management Facility - Detailed Concept Design		Project No:	12553299	Client	Shire of Esperance	Design:	Waste Management Facility							
People involved in Risk Assessment:		Natasha Ambrey, Reinhard Wilkes													
Design Ref	Design Life Cycle Stage <small>(Added from Drop Down Box)</small>	Hazards <small>What could cause injury or ill health, damage to property or damage to the environment?</small>	Risk <small>What could go wrong and what might happen as a result?</small>	Existing Control Measures	Initial Risk Rating			Potential Control Measures <small>Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE.</small>	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
					C	L	RR					C	L	RR	
General site roads and vehicle manoeuvring areas	Operation	Traffic movement	Site staff or customers struck by vehicle and injured or killed	Existing roads used by all vehicles with minimal signage	E- Catastrophic	3 - Possible	Extreme	One way traffic flow, with small and heavy vehicles separated, where possible. Additional signage, enforcement of speed limits, operational protocols and fences/barriers	Designers, site staff, management, site users	Design and during operations	No action yet	E- Catastrophic	2 - Unlikely	Significant	
Site access road and main road (Myrup Road)	Operation	Traffic backlog on access road	Trucks and cars might be backing on to the main road in case of traffic backlogs at the weighbridge, or otherwise, on the site access road, resulting in traffic hazards on the main road, potentially accidents	No controls	C- Severe	3 - Possible	Moderate	Adequate distance of the weighbridge entry from the main road is currently 75m, which must not be reduced. Traffic management plans for the site shall include measures and contingency arrangements in case of breakdowns or similar issues at the weighbridge.	Designers, site staff, management, site users	Design and during operations	No action yet	C- Severe	2 - Unlikely	Low	
Weighbridge	Operation	Vehicle accidents	Vehicle accidents could occur due to the single-deck weighbridge facility, with incoming and outgoing traffic colliding.	No controls	B - Major	3 - Possible	Low	Establishment and enforcement of traffic rules and directional signage and traffic lights at the weighbridge facility to ensure that only one vehicle enters the weighbridge at any time, with preference for incoming traffic, to avoid any backlogs towards the main road.	Site staff and management	During operations	No action yet	B - Major	2 - Unlikely	Negligible	
Public drop-off areas	Operation	Materials or waste snapping during clean-up operations	Injury to members of the public	No controls	C- Severe	3 - Possible	Moderate	Scheduling of bin-swapping or other clean-up operations such that no public are present	Site management and site staff	During operations	No action yet	C- Severe	2 - Unlikely	Low	
Site entrance/access gate	Operation	Unauthorised entry/access	Theft or property damage	No controls	B - Major	3 - Possible	Low	Access control systems, CCTV system	Site management and site staff	During operations	No action yet	B - Major	2 - Unlikely	Negligible	
General site areas	Operation	Slip, trip, falls	Site staff or customers fall resulting in injury	No controls	B - Major	3 - Possible	Low	Obstruction free surfaces, operational protocols	Site staff and site users	Design and during operations	No action yet	B - Major	2 - Unlikely	Negligible	
Public drop-off areas	Operation	Slip, trip, falls	Site operators or customers fall down the two-tiered drop off areas causing injury	No controls	C- Severe	3 - Possible	Moderate	Safety barriers and signage, as well as operational protocols, supervision and enforcement of access restrictions in case of breaches	Designers, site staff	Design and during operations	No action yet	C- Severe	2 - Unlikely	Low	
Liquid waste ponds	Operation	Liquid waste in the ponds	Site staff or site users could fall into the ponds resulting in injury or illness	No controls	C- Severe	3 - Possible	Moderate	A buffer distance between the ponds and WNF infrastructure will be designed, as well as a separation fence and signage	Designers, site staff	Design and during operations	No action yet	C- Severe	2 - Unlikely	Low	

Design Ref	Design Life Cycle Stage <small>(Select from Drop Down Box)</small>	Hazards <small>What could cause injury or ill health, damage to property or damage to the environment?</small>	Risk <small>What could go wrong and what might happen as a result?</small>	Existing Control Measures	Initial Risk Rating			Potential Control Measures <small>Consider Hierarchy of Control - Elimination, Substitution, Isolation, Engineering Controls, Administrative Controls, PPE.</small>	Responsibility	By When	Decision / Status	Residual Risk Rating			Comments
					C	L	RR					C	L	RR	
General site areas	Operation	Heat and sun exposure	Site staff or site users suffer from sunburn or heat stroke	No controls	C - Severe	3 - Possible	Moderate	Majority of WMF infrastructure will be well-ventilated sheds or covered areas	Designers, site staff	Design and during operations	No action yet	C - Severe	2 - Unlikely	Low	
Liquid waste ponds	Operation	Noxious or hazardous vapours	Site staff or site users could be exposed to vapours emitted from the liquid waste ponds following discharge of unsuitable or unacceptable liquid wastes, resulting in nausea, illness or injury	No controls	C - Severe	2 - Unlikely	Low	Waste acceptance procedures to be updated or introduced that will support in establishing the origins and nature of the liquid wastes to be discharged.	Site staff and management	During operations	No action yet	C - Severe	1 - Very Unlikely	Low	
Site roads and outdoor storage and processing of wastes	Operation	Dust	Site staff or site users could be exposed to dust emissions arising from vehicle movements or waste storage or processing areas, resulting in respiratory disease	No controls	B - Major	3 - Possible	Low	Maintenance of site roads and regular sweeping and spraying of site roads. Dust suppression to be applied during processing activities in designated processing areas, or in stockpile areas where wind could give rise to dust.	Site staff and management	During operations	No action yet	B - Major	2 - Unlikely	Negligible	
Transfer Station and Dry MRF	Operation	Material and waste handling	Site staff could be injured during the handling, sorting and processing of wastes and materials in the Dry MRF or in the Transfer Station	No controls	C - Severe	3 - Possible	Moderate	Establishment, review and testing of operations procedures should be undertaken, as well as strict observation and adherence to equipment manufacturer's manuals as well as operations and maintenance procedures.	Site staff and management	During operations	No action yet	C - Severe	2 - Unlikely	Low	
Waste storage and processing areas	Operation	Material and waste handling	Waste objects could fall during handling manually or with mobile plant, particularly in metal, C&D or timber storage areas, resulting in injury to site staff	No controls	C - Severe	3 - Possible	Moderate	Introduction of exclusion zones during material handling, and limitation of stockpiles to safe maximum heights and batter slopes	Site staff and management	During operations	No action yet	C - Severe	2 - Unlikely	Low	
Waste storage and processing areas	Operation	Contaminated runoff	Contaminated runoff from the stored materials could enter the surface water system and impact downstream environment.	No controls	D - Critical	3 - Possible	Significant	Concrete or asphalt surfaces designed with appropriate stormwater infrastructure, as well as appropriate storage and handling of contaminated material	Designers, site staff	Design and during operations	No action yet	D - Critical	2 - Unlikely	Moderate	



GHD RISK ASSESSMENT MATRIX



Risk Assessment Matrix		CONSEQUENCE				
		MINOR	MAJOR	SEVERE	CRITICAL	CATASTROPHIC
LIKELIHOOD		A	B	C	D	E
ALMOST CERTAIN	5	Low	Moderate	Significant	Extreme	Extreme
LIKELY	4	Low	Low	Moderate	Significant	Extreme
POSSIBLE	3	Negligible	Low	Moderate	Significant	Extreme
UNLIKELY	2	Negligible	Negligible	Low	Moderate	Significant
VERY UNLIKELY	1	Negligible	Negligible	Low	Moderate	Moderate

Appendix C

Engineer's estimate



**Shire of Esperance
Myrup WMF Detailed Concept Design
Preliminary cost estimate**

Client: Shire of Esperance
Project: Myrup WMF Detailed Concept Design
Subject: Preliminary Cost Estimate

Job Number: 12553299
Prepared by: N. Ambrey
Checked by: R. Wilkes

Revision: 0
Date of preparation: 18-Nov-21
Date of review: 23-Nov-21

Item #	Description	Quantity	Units	Rate	Amount	Notes
General infrastructure						
1.01	Supply and placement of security fencing	1,100	m	\$ 48.00	\$ 52,800.00	1800 mm high galvanised chain mesh rail-less fence with tubular posts (Rawlinsons 2021, Australian Construction Handbook, page 226)
1.02	Supply and placement of security gates	1	item	\$ 25,000.00	\$ 25,000.00	
1.03	Minor earthworks - haul roads	2,605	m ³	\$ 11.70	\$ 30,478.50	Assume 200 mm cut/fill across infrastructure footprint in light soil. (Rawlinsons 2021, Australian Construction Handbook, page 214)
1.04	Surface preparation - haul roads	13,025	m ²	\$ 3.25	\$ 42,331.25	Level ground surface under all haul roads. (Rawlinsons 2021, Australian Construction Handbook, page 214)
1.05	Supply and placement of heavy vehicle road base	2,960	m ²	\$ 70.00	\$ 207,200.00	200 mm 40 Mpa concrete (Rawlinsons 2021, Australian Construction Handbook, page 722)
1.06	Supply and placement of light vehicle road base	6,905	m ²	\$ 37.15	\$ 256,520.75	300 mm thick crushed limestone and three coats of sprayed bitumen sealing (Rawlinsons 2021, Australian Construction Handbook, page 716)
1.07	Supply and placement of gravel access roads	3,160	m ²	\$ 19.75	\$ 62,410.00	Assume 300 mm thick crushed rock/blue metal (Rawlinsons 2021, Australian Construction Handbook, page 716)
1.08	Connection of electrical services to tip shop, MRF and transfer station	1	item	\$ 250,000.00	\$ 250,000.00	Connection of services within buildings and MAF system
1.09	Connection of water services to tip shop, MRF and transfer station	1	item	\$ 40,000.00	\$ 40,000.00	
1.10	Connection of sewage services to tip shop, MRF and transfer station	1	item	\$ 12,000.00	\$ 12,000.00	Standard septic systems (3 septic tanks) (Rawlinsons 2021, Australian Construction Handbook, page 506)
1.11	Supply and placement of traffic signage, traffic signals and roadmarkings	1	item	\$ 50,000.00	\$ 50,000.00	
1.12	Supply and placement of potable and rainwater tanks	1	item	\$ 15,000.00	\$ 15,000.00	3 x 10,000L potable water tanks and 3 x 25,000 rainwater tanks
					Sub-total	\$ 1,043,740.50
Site entrance infrastructure						
2.01	Minor earthworks - customer parking area, weighbridge and tipshop	376	m ³	\$ 11.70	\$ 4,403.88	Assume 200 mm cut/fill across infrastructure footprint in light soil. (Rawlinsons 2021, Australian Construction Handbook, page 214)
2.02	Surface preparation - customer parking area, weighbridge and tipshop	1,882	m ²	\$ 3.25	\$ 6,116.50	Level ground surface under all infrastructure. (Rawlinsons 2021, Australian Construction Handbook, page 214)
2.03	Supply and placement of concrete pads - tipshop	1,220	m ²	\$ 56.70	\$ 69,174.00	200 mm thick concrete (32MPa), unreinforced (Rawlinsons 2021, Australian Construction Handbook, page 716)
2.04	Supply and placement of bitumen - carpark	464	m ²	\$ 11.95	\$ 5,544.80	100 mm thick bitumen stabilised crushed limestone. (Rawlinsons 2021, Australian Construction Handbook, page 716)
2.05	Supply and placement of shed structure - tip shop, including gatehouse and amenities	1	item	\$ 100,000.00	\$ 100,000.00	
2.06	Supply and placement of weighbridge	1	item	\$ 150,000.00	\$ 150,000.00	Single lane weighbridge
2.07	Civil works relating to the weighbridge	1	item	\$ 100,000.00	\$ 100,000.00	Single lane weighbridge
					Sub-total	\$ 435,239.18



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Item #	Description	Quantity	Units	Rate	Amount	Notes
Community drop-off infrastructure						
3.01	Minor earthworks - standing areas and building pads	1,746	m ³	\$ 11.70	\$ 20,428.20	Assume 200 mm cut/fill across infrastructure footprint in light soil. (Rawlinsons 2021, Australian Construction Handbook, page 214)
3.02	Surface preparation - standing areas and building pads	8,730	m ²	\$ 3.25	\$ 28,372.50	Level ground surface under all infrastructure. (Rawlinsons 2021, Australian Construction Handbook, page 214)
3.03	Supply and placement of concrete pads	4,090	m ²	\$ 56.70	\$ 231,903.00	200 mm thick concrete (32MPa), unreinforced (Rawlinsons 2021, Australian Construction Handbook, page 716)
3.04	Supply and placement of shed structure - household hazardous waste	1	item	\$ 20,000.00	\$ 20,000.00	
3.05	Supply and placement of shed structure - bulky recyclables area	1	item	\$ 40,000.00	\$ 40,000.00	
3.06	Supply and placement of shed structure - household recyclables	1	item	\$ 40,000.00	\$ 40,000.00	
3.07	Supply and placement of concrete bay walls - bulky recyclables	180	m ²	\$ 350.00	\$ 63,000.00	Assumes 2m high walls, 250 mm thick 25 Mpa reinforced concrete wall (Rawlinsons 2021, Australian Construction Handbook, page 125)
3.08	Supply and placement of bins - household recyclables	8	item	\$ 2,500.00	\$ 20,000.00	Assumes eight 6 m ³ bins
3.09	Supply and placement of shipping container - eWaste storage	1	item	\$ 7,500.00	\$ 7,500.00	40ft shipping container, including ventilation, doors etc
3.10	Supply and placement of pre-fabricated bunded oil storage unit	1	item	\$ 2,000.00	\$ 2,000.00	
3.11	Supply and placement of concrete pads - green waste, clean fill and mulch collection hardstands	1,600	m ²	\$ 56.70	\$ 90,720.00	200 mm thick concrete (32MPa), unreinforced (Rawlinsons 2021, Australian Construction Handbook, page 716)
				Sub-total	\$ 563,923.70	
Organic processing infrastructure						
4.01	Minor earthworks - hardstands	680	m ³	\$ 11.70	\$ 7,956.00	Assume 200 mm cut/fill across infrastructure footprint in light soil. (Rawlinsons 2021, Australian Construction Handbook, page 214)
4.02	Surface preparation - hardstands	3,400	m ²	\$ 3.25	\$ 11,050.00	Level ground surface under all infrastructure. (Rawlinsons 2021, Australian Construction Handbook, page 214)
4.03	Supply and placement of concrete pads	3,400	m ²	\$ 56.70	\$ 192,780.00	200 mm thick concrete (32MPa), unreinforced (Rawlinsons 2021, Australian Construction Handbook, page 716)
4.04	Supply and placement of bins - recovered contamination material	1	item	\$ 7,000.00	\$ 7,000.00	Assumes two 6 m ³ bins
4.05	Supply and placement of concrete walls	90	m ²	\$ 350.00	\$ 31,500.00	Assumes 2m high walls, 250 mm thick 25 Mpa reinforced concrete wall (Rawlinsons 2021, Australian Construction Handbook, page 125)
4.06	Supply and placement of MAF system	1	item	\$ 120,000.00	\$ 120,000.00	
				Sub-total	\$ 370,286.00	
Recyclables MRF infrastructure						
5.01	Minor earthworks - staff carpark, trafficable areas and building pads	1,346	m ³	\$ 11.70	\$ 15,748.20	Assume 200 mm cut/fill across infrastructure footprint in light soil. (Rawlinsons 2021, Australian Construction Handbook, page 214)
5.02	Surface preparation - staff carpark, trafficable areas and building pads	6,730	m ²	\$ 3.25	\$ 21,872.50	Level ground surface under all infrastructure. (Rawlinsons 2021, Australian Construction Handbook, page 214)
5.03	Supply and placement of concrete pads - staff carpark, trafficable areas and building pads	6,730	m ²	\$ 56.70	\$ 381,591.00	200 mm thick concrete (32MPa), unreinforced (Rawlinsons 2021, Australian Construction Handbook, page 716)
5.04	Supply and placement of shed structure - recyclable MRF	1	item	\$ 900,000.00	\$ 900,000.00	
5.05	Supply and placement of shed structure - baled cardboard storage	1	item	\$ 50,000.00	\$ 50,000.00	
5.06	Supply and placement of concrete bays - baled plastic storage	250	m ²	\$ 350.00	\$ 87,500.00	Assumes 2m high walls, 250 mm thick 25 Mpa reinforced concrete wall (Rawlinsons 2021, Australian Construction Handbook, page 125)
5.07	Supply and placement of staff room amenities	1	item	\$ 15,000.00	\$ 15,000.00	
5.08	Supply and placement of bins - sorted recyclables and residual	8	item	\$ 2,500.00	\$ 20,000.00	Assumes eight 6 m ³ bins
5.09	Supply and placement of bins - cardboard material	2	item	\$ 2,500.00	\$ 5,000.00	Assumes two 6 m ³ bins
5.1	Supply and placement of balers	1	item	\$ 300,000.00	\$ 300,000.00	
5.11	Supply and placement of polystyrene compactor	1	item	\$ 50,000.00	\$ 50,000.00	
5.12	Supply and placement of manual sorting station	1	item	\$ 850,000.00	\$ 850,000.00	Includes new above-ground feed hopper, overband magnet and Eddy Current Separator
				Sub-total	\$ 2,696,711.70	



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Prepared by: N. Ambrey
Checked by: R. Wilkes

Revision: 0
Date of preparation: 18-Nov-21
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Item #	Description	Quantity	Units	Rate	Amount	Notes	
Transfer station infrastructure							
6.01	Minor earthworks - staff carpark, trafficable areas and building pads	1,384	m ³	\$ 11.70	\$ 16,192.80	Assume 200 mm cut/fill across infrastructure footprint in light soil. (Rawlinsons 2021, Australian Construction Handbook, page 214)	
6.02	Surface preparation - staff carpark, trafficable areas and building pads	6,920	m ²	\$ 3.25	\$ 22,490.00	Level ground surface under all infrastructure. (Rawlinsons 2021, Australian Construction Handbook, page 214)	
6.03	Supply and placement of concrete pads - building pads	2,200	m ²	\$ 56.70	\$ 124,740.00	200 mm thick concrete (32MPa), unreinforced (Rawlinsons 2021, Australian Construction Handbook, page 716)	
6.04	Supply and placement of heavy vehicle road base - staff carpark and trafficable areas	4,720	m ²	\$ 70.00	\$ 330,400.00	200 mm 40 Mpa concrete (Rawlinsons 2021, Australian Construction Handbook, page 722)	
6.05	Supply and placement of shed structure - transfer station	1	item	\$ 900,000.00	\$ 900,000.00		
6.06	Supply and placement of shed structure - incinerator material storage	1	item	\$ 5,000.00	\$ 5,000.00	Allowing for ventilation doors etc.	
6.07	Supply and placement of staff room amenities	1	item	\$ 15,000.00	\$ 15,000.00		
6.08	Supply and placement of concrete bays - recyclables	92	item	\$ 350.00	\$ 32,200.00	Assumes 2m high walls, 250 mm thick 25 Mpa reinforced concrete wall (Rawlinsons 2021, Australian Construction Handbook, page 125)	
6.09	Supply and placement of bins - sorted recyclables	4	item	\$ 2,500.00	\$ 10,000.00	Assumes four 6 m ³ bins	
6.1	Supply and placement of feed hopper	1	item	\$ 120,000.00	\$ 120,000.00	Includes short feed conveyor	
6.11	Supply and placement of incinerator	1	item	\$ 35,000.00	\$ 35,000.00		
6.12	Supply and placement of feed conveyor belts	1	item	\$ 120,000.00	\$ 120,000.00		
6.13	Supply and placement of waste compactor	1	item	\$ 380,000.00	\$ 380,000.00	Includes hopper	
					Sub-total	\$ 2,111,022.80	
Stockpiling and processing infrastructure							
7.01	Minor earthworks - hardstands	896	m ³	\$ 11.70	\$ 10,483.20	Assume 200 mm cut/fill across infrastructure footprint in light soil. (Rawlinsons 2021, Australian Construction Handbook, page 214)	
7.02	Surface preparation - hardstands	4,480	m ²	\$ 3.25	\$ 14,560.00	Level ground surface under all infrastructure. (Rawlinsons 2021, Australian Construction Handbook, page 214)	
7.03	Supply and placement of concrete pads - hardstands	4,480	m ²	\$ 56.70	\$ 254,016.00	200 mm thick concrete (32MPa), unreinforced (Rawlinsons 2021, Australian Construction Handbook, page 716)	
					Sub-total	\$ 279,059.20	
Stormwater infrastructure							
8.01	Earthworks - table drain excavation	360.00	m ³	\$ 11.70	\$ 4,212	0.5 m total depth with 1V:2H batters	
8.02	Supply and placement of spray concrete - table drains	720.00	m ²	\$ 20.00	\$ 14,400		
8.03	Vegetation of infiltration areas	4,320.00	m ²	\$ 8.00	\$ 34,560	Ground cover including planting (Rawlinsons 2021, Australian Construction Handbook, page 229)	
8.04	Supply and placement of trees	15	item	\$ 120.00	\$ 1,800	Average (45 L) sized trees including planting (Rawlinsons 2021, Australian Construction Handbook, page 229)	
8.05	Installation of road culverts	10	item	\$ 631.00	\$ 6,310	750mm x 600mm precast concrete box culvert. (Rawlinsons 2021, Australian Construction Handbook, page 224)	
8.06	Earthworks - stormwater pond excavation	1,185	m ³	\$ 11.70	\$ 13,865	Cut/fill required to excavate detention basins. (Rawlinsons 2021, Australian Construction Handbook, page 214)	
8.07	Subgrade preparation - stormwater pond	2,013	m ²	\$ 3.25	\$ 6,542	Level surface of detention basins. (Rawlinsons 2021, Australian Construction Handbook, page 214)	
8.08	Supply and placement of LLDPE lining - stormwater pond	2,013	m ²	\$ 11.00	\$ 22,141	2 mm double sided textured LLDPE geomembrane. Additional 20% material accounting for overlaps.	
					Sub-total	\$ 103,828.90	



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Date of review: 23-Nov-21

Item #	Description	Quantity	Units	Rate	Amount	Notes	
Mobile plant							
9.01	Purchase of telehandler	1	item	\$ 250,000.00	\$ 250,000		
9.02	Purchase of wheel loader	2	item	\$ 300,000.00	\$ 600,000		
9.03	Purchase of primary FOGO shredder	1	item	\$ 300,000.00	\$ 300,000		
9.04	Purchase of Organics screen	1	item	\$ 150,000.00	\$ 150,000		
9.05	Purchase of mobile conveyor	1	item	\$ 25,000.00	\$ 25,000		
9.06	Purchase of shunter truck	1	item	\$ 100,000.00	\$ 100,000		
9.07	Purchase of small wheeled excavator	1	item	\$ 100,000.00	\$ 100,000	Fitted with grab/grapple	
9.08	Purchase of transfer truck and two spare trailers	1	item	\$ 1,200,000.00	\$ 1,200,000	Assumes one transfer truck and two plus two trailers	
					Sub-total	\$ 2,725,000.00	
					30% Contingency	\$ 3,098,643.59	
					Total	\$ 13,427,455.57	



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Item #	Description	Quantity	Units	Rate	Amount	Notes
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General Notes for Cost Estimate

- 1 This estimate is at preliminary level, based on the detailed concept design and GHD's general understanding of the site. The detailed concept design is considered to be at preliminary status.
- 3 Quantities of LLDPE for this estimate have been increased by 10% from design quantities to allow for wastage/overlaps.
- 4 GST not included in this estimate.
- 5 All costs in current (2021) dollars, based on Rawlinsons 2021 Australian Construction Handbook.

Items Excluded from Cost Estimate

- 1 Contractor preliminary construction costs including contractor establishment and management, environmental control, surface water control and quality management.
- 2 Infrastructure operation and management.
- 3 Construction contract and environmental management.
- 4 Construction environmental supervision.
- 5 Construction technical supervision (geotechnical and civil), audit testing, and completion reporting.
- 6 Environmental management measures during construction (e.g. dust suppression, monitoring, testing, material disposal, PPE).
- 7 Operational environmental monitoring program (surface water etc).





EXE 006: APPROVAL TO HOLD A CIVIC RECEPTION

Document Status:	Current	CM Ref:	D16/28998
Responsible Officer:	Executive Assistant to the Chief Executive Officer	Version No:	3
Date Adopted:	November 2003	Resolution #:	O1103-0727
Date Reviewed:	November 2019	Resolution #:	O1119-0248

Objective

To ensure that any requests received for a Council hosted civic reception is to be referred to the Shire President for consideration.

Policy

Any request for a civic reception is to be referred to the Shire President who is empowered to approve or reject the request provided that a specific or general budget authority exists.

Arrangements for civic receptions (format, invitation list, etc.) may be made by the Shire President and Chief Executive Officer jointly without referral to Council.

..... Policy Ends



EXE 007: ELECTED MEMBER ENTITLEMENTS

Document Status:	Current	CM Ref:	D16/28999[v3]
Responsible Officer	Chief Executive Officer	Version No:	4
Date Adopted:	March 2010	Resolution #:	O0310-1426
Date Reviewed:	June 2021	Resolution #:	O0621-149

Objective

1. To define the parameters under which Elected Members may be reimbursed expenses to attend meetings, workshops, conferences and functions, as well as any other entitlements to which they are entitled as prescribed by legislation.
2. To determine the nature and extent of Elected Member attendance at conferences and/or seminars, and ensure the application of this policy provides for fairness, equity and opportunity for all Elected Members

Policy

Travelling Expenses

Travelling allowances to Councillors will be paid at the prescribed rate per kilometre determined by the Salaries and Allowances Tribunal, as per the following table:

Vehicle Type	Award Rate c/km
Motorbike	32.55
Motor Vehicle	58.37

The above rates will be paid to Councillors attending the following category of meetings as follows:

Ordinary /Special Meeting of Council	Full rate as per table above
Council Committee	Full rate as per table above
Community Meetings as Council Delegates	Half rate as per table above
Civic Receptions and Ceremonies	Half rate as per table above
Council Briefings/Informal Meetings	Half rate as per table above
Observers at Meetings	Nil payment

Councillors must be the authorised delegate or deputy standing in for a delegate to qualify for the travelling allowance to the meetings specified in the table above.

Where Councillors travel to attend conferences or seminars as elected representatives of the Shire, travel expenses will be paid by the Shire as detailed under the Conference and Training Costs, Travel and Related Expenses section of this policy.

Meeting Attendance Fees

Council Policy
EXE 007: Elected Member Entitlements

Minimum and maximum values payable to Elected Members for attending Council and committee meetings are prescribed within the *Local Government (Administration) Regulations 1996*. The precise value payable to Elected Members for attending meetings will be determined annually via resolution at Budget, within the parameters of the *Local Government (Administration) Regulations 1996* and the Salaries and Allowance Tribunal.

Communications Allowance

The Shire will pay Elected Members a communications allowance, the value of which will be determined annually via resolution at Budget, within the parameters of the *Local Government (Administration) Regulations 1996* and the Salaries and Allowance Tribunal. The intent of this allowance is to cover costs incurred by the Elected Member in using their own telephone, mobile phone, ~~facsimile~~ and ~~portable electronic devices such as laptops, tablets and PDAs~~ etc, internet service provider fees for the purposes of their elected duties.

Child Care

Pursuant to the *Local Government (Administration) Regulations 1996*, the Shire will reimburse Elected Members child care costs incurred by an Elected Member because of the member's attendance at a Council or Committee meeting of which they are a member. Costs will be reimbursed at the actual cost per hour or \$30 per hour, whichever is the lesser amount, as determined by the Salaries and Allowances Tribunal.

Shire Uniforms

The Shire will provide Elected Members with \$495.00 (Inc GST) towards a uniform allocation, from the Shire's clothing supplier, in every new two year election term:

Additional items may be purchased by Elected Members from the Shire's clothing supplier by contacting the Executive Assistant. Additional items will be paid for by the purchaser.

Professional Development

Entitlements for professional development are available within the Shire's Elected Member Professional Development policy.

..... Policy Ends



EXE 008: SENIOR EMPLOYEES

Document Status:	Current	CM Ref:	D16/29000
Responsible Officer:	Chief Executive Officer	Version No:	3
Date Adopted:	March 1998	Resolution #:	O0398-254
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

To nominate the positions within the Shire of Esperance that are "Senior Employees" pursuant to the *Local Government Act 1995*.

Policy

For the purpose of Section 5.37 of the *Local Government Act 1995*, Council designates the following employees to be Senior Employees:

- Chief Executive Officer
- All Director Positions

..... Policy Ends



EXE 011: LEGAL REPRESENTATION COST INDEMNIFICATION

Document Status:	Current	CM Ref:	D16/29006
Responsible Officer:	Chief Executive Officer	Version No:	3
Date Adopted:	November 2000	Resolution #:	O1100-629
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

To define a process for meeting reasonable expenses incurred for legal representation that arises from being a member of council or staff (including past members and former employees) in the course of their official functions.

Policy

This policy is designed to protect the interests of Council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

General Principles

- a) The local government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the Local Government or otherwise in bad faith.
- b) The local government may provide such assistance in the following types of legal proceedings:
 - i. proceedings brought by members and employees to enable them to carry out their local government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
 - ii. proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
 - iii. statutory or other inquiries where representation of members or employees is justified.
- c) Once a court hearing or enquiry has been completed and an adverse finding has been determined in respect to an elected member or officer no further payment or refund of legal representation costs would be considered by Council.

Council Policy

EXE 011: Legal Representation Cost Indemnification

- d) The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms considered to be of relevance against the Local Government.
- e) The legal services the subject of assistance under this policy will usually be provided by the Local Government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.
- f) All applications for Financial Assistance and Repayment of Assistance will be made in accordance with the procedure outlined below.

Associated Procedure*Applications for Financial Assistance*

- a) Subject to item (e), decisions as to financial assistance under this policy are to be made by the Council.
- b) An elected member or employee requesting financial support for legal services under this policy is to make an application in writing, where possible in advance, to the Council providing full details of the circumstances of the matter and the legal services required.
- c) An application to the Council is to be accompanied by an assessment of the request and with a recommendation, which has been prepared by, or on behalf of, the Chief Executive Officer (CEO).
- d) An elected member or employee requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.
- e) Where there is a need for the provision of urgent legal services before an application can be considered by Council, the CEO may give an authorisation up to the value of \$5,000 ~~provided that the power to make such an authorisation has been delegated to the CEO in writing under section 5.42 of the Local Government Act 1995.~~
- f) Where it is the CEO who is seeking urgent financial support for legal services the Council shall deal with the application.

Repayment of Assistance

- a) Any amount recovered by a member or employee in proceedings, whether for costs or damages, will be off set against any monies paid or payable by the Local Government.
- b) Assistance will be withdrawn where the Council determines, upon legal advice, that a person has acted unreasonable, illegally, dishonestly, against the interest of the local government or otherwise in bad faith; or where information from the person is shown to have been false or misleading.
- c) Where assistance is so withdrawn, the person who obtained financial support is to repay any monies already provided. The Local Government may take action to recover any such monies in a court of competent jurisdiction.

..... Policy Ends



EXE 012: CONFERRING OF HONOURS

Document Status:	Current	CM Ref:	D16/29007
Responsible Officer:	Executive Assistant to the Chief Executive Officer	Version No:	3
Date Adopted:	February 2002	Resolution #:	O0202-0249
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

To provide guidelines for the bestowing of Honours by the Shire of Esperance including:

- Freedom of Entry;
- Keys to the Shire; and
- Freeman of the Shire of Esperance.

Policy

The following are high honours, which may be bestowed by the Shire of Esperance and bestow no legal right or privilege:

Freedom of Entry to the Shire of Esperance

The Freedom of Entry is to be granted to units of the Defence Forces, which have a significant attachment to the Shire of Esperance, as, determined by Council.

Key to the Shire of Esperance

The Key to the Shire of Esperance recognises the outstanding achievements by either an individual or organisation, as per the following guidelines:

- a) an individual or group must be considered to have reached a high level of achievement and service in their chosen field.
- b) individuals or groups must have been considered to have made a significant and meritorious contribution to the community of the Shire of Esperance, Western Australian, Australian or World Affairs.

Freeman of the Shire

The Freeman of the Shire is to be granted to Elected Members or Senior Staff of the Shire of Esperance:

- a) who have served the Shire for at least 12 years, although length of service is not the only criterion; and
- b) whose outstanding contribution to the community is recognisable through recorded achievements, which can be seen to stand above the contributions of most other persons; and
- c) who have consistently displayed commendable conduct; and
- d) who are no longer be a serving elected member or staff member of the Council.

.....Policy Ends

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Council Policy

EXE 014: PRESENTATION OF A SHIRE PLAQUE OF THE COUNCIL CREST

Document Status:	Current	CM Ref:	D16/29008
Responsible Officer:	Executive Assistant to the Chief Executive Officer	Version No:	3
Date Adopted:	February 2001	Resolution #:	O0201-0078
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

To provide standard guidelines for acknowledging the service of retiring Elected Members, senior Shire employees, community members/organisations, other local authorities and visiting naval ships/defence forces/dignitaries with the presentation of a Shire Plaque of the Council Crest.

Policy

To provide standard guidelines for acknowledging the service of retiring elected members, senior shire employees, community members/organisations, other local authorities and visiting naval ships/defence forces/dignitaries with the presentation of a Shire Plaque of the Council Crest.

That the Esperance Shire Council presents a Shire Plaque of the Council Crest at the agreement of the Shire President and Chief Executive Officer. All Elected Members must be notified of the awarding of the Shire Plaque of the Council Crest prior to the presentation occurring.

The plaques shall be presented by the Shire President at a special function, either Council or community orientated.

..... Policy Ends



EXE 017: VANDALISM REWARDS

Document Status:	Current	CM Ref:	D16/29009
Responsible Officer:	Chief Executive Officer	Version No:	3
Date Adopted:	January 1987	Resolution #:	O0187-111
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

To enable the CEO to offer a reward for information given in relation to wilful vandalism to Council property.

Policy

That Council may pay a reward to any person or persons giving information that leads to a successful conviction of persons who have wilfully damaged Council property. The amount of the reward is to be determined by the Chief Executive Officer when deliberating the matter.

Members of the Police Force are not eligible for the reward.

..... Policy Ends



EXE 019: RISK MANAGEMENT

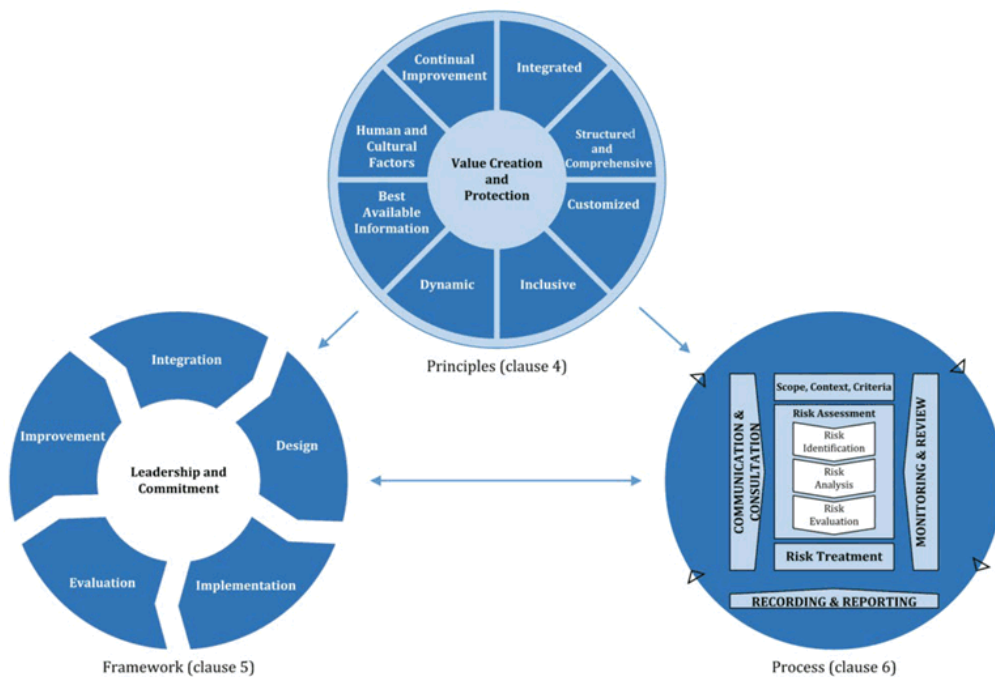
Document Status:	Current	CM Ref:	D16/29010[v3]
Responsible Officer:	OSH Risk Management Officer	Version No:	4
Date Adopted:	April 2013	Resolution #:	O0413-017
Date Reviewed:	October 2020	Resolution #:	O1020-317

Objective

This Policy and the Shire's Risk Management Procedures manual form the Risk Management Framework for the Shire of Esperance ("the Shire"). They set out the Shire's approach to the identification, assessment, management, reporting and monitoring of risks. All components of these documents are based on Australia/New Zealand Standard ISO 31000:2018 Risk Management.

It is essential that all areas of the Shire adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives is understood.



Council Policy
EXE 019: Risk Management

Risk Management Process (Source: AS/NZS 31000:2018)

Purpose

The Shire of Esperance's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy:

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2018 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

Council shall determine the Risk Management policy for the Shire. The Shire's Executive Management Team will communicate the Risk Management Policy and Objectives and determine Procedures for the implementation of Risk Management, as well as direct and monitor practice and performance.

Every Councillor, employee, volunteer and contractor within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2018):

Risk	Effect of uncertainty on objectives. Note 1: An effect is a deviation from the expected – positive, negative, or both and can address, create or result in opportunities and threats. Note 2: Objectives can have different aspects and categories and can be applied at different levels. Note 3: Risk is usually expressed in terms of risk sources, potential events, their consequences, and their likelihood.
Risk Management	Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Objectives:

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.

Council Policy
EXE 019: Risk Management

- Identify and provide for the continuity of critical operations.

Risk Appetite:

The Shire has defined its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities:

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures Operational Document.

Monitor & Review:

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by Council and will be reviewed biennially.

Appendix A – Risk Assessment and Acceptance Criteria

Shire of Esperance Measures of Consequence							
Rating (Level)	Safety / Health (Physical)	Safety / Health (Psychological)	Financial Impact	Service Interruption	Compliance	Reputational	Environment
Insignificant (1)	Negligible injuries/ First aid injuries	Temporary, no leave taken, short term with full recovery	Less than \$5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries (<= 9 days lost time)	Sick leave, short term impact, recovery 1-3 weeks	\$5,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
Moderate (3)	Medical type injuries (10 days - 3 months lost time)	Significant non-permanent, longer term illness, recovery 1-6 months	Up to \$500,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
Major (4)	Medical type injuries (> 3 months lost time)	Longer term illness, severe trauma, extended incapacity	Up to \$1.5M	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	Death, permanent severely disabling illness, e.g. Post-Traumatic Stress Disorder	More than \$1.5M	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

Council Policy
EXE 019: Risk Management

Shire of Esperance Measures of Likelihood				
Level	Rating	Description	Frequency	Project Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year	Greater than 90% chance of occurrence
4	Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurrence
3	Possible	The event should occur at some time	At least once in 3 years	40% – 60% chance of occurrence
2	Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurrence
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	Less than 10% chance of occurrence

Shire of Esperance Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Council Policy
EXE 019: Risk Management

Shire of Esperance Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with effective controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Esperance Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Controls are fully in place, are being well addressed / complied with, are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested
Adequate	There is some scope for improvement.	Controls are in place, are being addressed / complied with and are subject to periodic review and testing
Inadequate	A need for corrective and / or improvement actions exist.	Controls do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time

.....Policy Ends



EXE 020: EXTERNAL COMMITTEE REPRESENTATION

Document Status:	Current	CM Ref:	D16/29034
Responsible Officer:	Chief Executive Officer	Version No:	3
Date Adopted:	November 2013	Resolution #:	O1113-019
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

To provide a clear direction as to the role and responsibilities of Councillors appointed to external committees as a Council representative

Policy

Any Councillor appointed to an external committee as a representative of Council is to represent Council's interests at all times when involved in the business of the external committee. The Councillor also plays an important role by providing a conduit for information between the Council and the external committee.

Key duties of the Councillor are:

- To vote in accordance with any formally established position of Council.
- To vote with the best interests of Council and the community in mind when any issue is being considered that no formal position of Council has been established.
- Provide all committee minutes for inclusion in the Council records at the first available opportunity following any meeting of the external committee.
- Provide an informal briefing of the external committee's activities if requested.

..... Policy Ends



EXE 021: COMMUNITY ENGAGEMENT

Document Status:	Current	CM Ref:	D16/29035
Responsible Officer:	Manager Marketing & Communications	Version No:	3
Date Adopted:	December 2013	Resolution #:	O1213-010
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

The Shire of Esperance recognises that community engagement and participation processes are a vital part of local democracy. It helps strengthen the relationship Council and the Shire have with the community and is critical to good governance. For this reason both Council and Shire Staff are committed to engaging with the Esperance Community.

The Shire of Esperance Strategic Community Plan 2017-2027 highlights this commitment with Strategy L45:

Actively engage and communicate with the community to ensure informed decision making.

Community engagement does not necessarily mean achieving consensus. It does involve seeking broad informed agreement and the best possible solutions for Council, the Shire of Esperance and the community. Council will be presented each quarter with a review of all community engagement that has taken place for ongoing and project specific activities, this is provided through the monthly [Camm's Pulse](#) report.

[The Communications & Engagement Strategy 2021-2024 is the guiding document for the Shire of Esperance's engagement activities. In the Strategy it states](#)

[The purpose of community engagement is to ensure that the Shire:](#)

- [improves decision making](#)
- [maintains healthy relationships with the community](#)
- [increases community participation in the activities and decision making processes of Council](#)
- [enables the community to work together on issues that matter to them](#)
- [builds on the community's understanding of the Shire's role and responsibilities as well as our financial and legislative requirements, and](#)
- [provides engagement opportunities that are inclusive and accessible.](#)

Council's commitment to community engagement is supported by the *Local Government Act 1995* which outlines the essential roles of a Councillor:

2.10. A councillor —

- a) represents the interests of electors, ratepayers and residents of the district;
- b) provides leadership and guidance to the community in the district;

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Council Policy
EXE 021: Community Engagement

- c) facilitates communication between the community and the council;
- d) participates in the Local Government's decision-making processes at council and committee meetings; and
- e) performs such other functions as are given to a councillor by this Act or any other written law.

Policy

This policy applies to all aspects of Council and Shire operations to ensure the Esperance community is well informed about issues, strategies or plans that may directly or indirectly affect them. Development approvals and other planning related matters are the only exception to this rule as their engagement requirements are addressed by the *Planning and Development Act 2005*, *Land Administration Act 1997*, Town Planning Regulations 1967 and Local Planning Scheme No. 24.

It defines the principles underpinning engagement activities and the role of Councillors and staff in engaging with the community. By receiving diverse perspectives and potential solutions the quality of decisions improves and subsequently a higher standard of customer service is provided. Shire staff will ensure that the Councillors are fully informed of all community engagement activities regarding significant issues or high impact projects prior to occurring.

The decision to ~~develop an engagement strategy and~~ engage with the community may occur as part of, though not limited to:

- Planning the strategic direction of the Shire of Esperance
- Projects that require direct input from stakeholders in developing community based solutions
- Policy development and/or implementation
- Any changes to land zoning that may have impact on the community
- Service level planning and delivery
- When an issue is brought to Council by the community
- Changes to Local By-laws
- Impending legislative or statutory changes with local impact
- Major project development and/or implementation

The Community Engagement Policy provides a broad framework and policy direction for engagement. The Shire of Esperance Community Engagement Matrix (~~which is an attachment to this document~~), aims to provide staff with direction on engagement planning and guidance on when and how community engagement should occur.

The Council and Shire's approach to community engagement is based on the spectrum of engagement activities as advocated by the International Association for Public Participations (IAP2).

Figure 1: IAP2 Public Participation Spectrum

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Council Policy
EXE 021: Community Engagement

	Inform	Consult	Involve	Collaborate	Empower
Goal	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example Tools	Fact sheets; Websites; Open houses; Council Minutes; Newsletters	Public comment; Focus groups; Surveys; Public meetings	Workshops; Deliberate polling	Community Reference Group; Advisory committees; Consensus-building Participatory decision-making	Referendum; Ballots; Delegated decisions; Council Elections
Role of community	Listen	Contribute	Participate	Partner	Decide

The Community Engagement Matrix is relevant to Council and Shire officers when interacting with the community. It aims to guide Council and staff by ensuring the level of community engagement undertaken relates directly to the level of community involvement required and should make sure it is appropriate to the nature, complexity and impact of the issue, plan or strategy. In some cases requirements may be imposed by the State Government and this may override the policy and matrix.

Principles

Council Policy
EXE 021: Community Engagement

The Shire of Esperance's Community Engagement Policy is based on a set of core values adapted from the IAP2. These principles are used to guide the development, implementation and evaluation of Council and the Shire's engagement process. Council members are elected to govern thereby all final decisions and accountability rests with Council. Shire officers make recommendations to Council based on known facts and research. Community engagement does not remove these roles but it increases opportunities for the community to provide advice and influence planning. This process enables decisions to be made that are part of a continuous process recognising the needs and interests of the whole community.

The following principles embody Council's and Shire officers' commitment to community engagement:

- Be representative of the broader community and ensure their views are adequately reflected when making decisions.
- Seek out and encourage contributions from community members who may be affected by or interested in a decision.
- Actively listen so that the community's ideas and input can assist in making decisions.
- Inform the community about decisions, and how their input was considered.
- Prior to any decision Council and Shire staff will ensure that they are well informed regarding the benefits of alternative decisions, reflecting all sides of the argument and including any community input on matters before them.
- Collaborate with key stakeholders and other levels of Government to achieve common goals for the Shire.
- Provide relevant, timely and balanced information so the community/stakeholders can contribute in a meaningful way.
- Provide a variety of appropriate, inclusive and accessible ways for people to have their say and to speak honestly.
- Endeavour to ensure that engagement processes are appropriate, accessible, well planned and adequately resourced.
- Clearly identify the level of community influence and limitations if appropriate.
- The timing of community activities should take into account key dates (school holidays, special events etc.) to ensure that maximum opportunity is given to encourage community input.
- To ensure both the Council and the Shire are meeting legislative requirements regarding community consultation in all areas of service delivery.

.....Policy Ends.....



EXE-COR 021022: PUBLIC LAND ASSET STRATEGY

Document Status:	Current	CM Ref:	D16/29036
Responsible Officer:	Manager Community and Economic Development	Version No:	3
Date Adopted:	June 2014	Resolution #:	O0614-029
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

This Policy provides a framework to guide Council in the effective management of its land and property assets with the view to increasing the future economic capacity of the Shire of Esperance and assisting the delivery of Objectives outlined in the Strategic Community Plan.

Specifically the Shire's land and property assets will be used to achieve the following:

- The delivery of strategic projects as identified in the Strategic Community Plan;
- The facilitation of environmental, economic and social benefits to the Community;
- The stimulation and regeneration of areas within the Shire of Esperance;
- Where appropriate enable the adoption of a commercial approach to the management of land and property assets capable of producing a recurrent income; and
- Development of non-operational land and property assets that will facilitate additional income streams for the Council.

Definitions

In applying the Scope and Principles of this Policy, the Council will categorise all land and property assets in accordance with the following established Definitions for the purpose of consistency, risk management and performance outcomes.

Surplus properties	Surplus properties are considered to be of no benefit to either the community through the delivery of services or to the Shire as part of a more strategic land holding, part of a land bank of property assets or for any other purpose. i.e. surplus to requirements.
Civic properties	Civic properties are used for the delivery of services provided by the Shire to the Community. These properties differentiate from Public Open Space and Other Reserves in that they may be held in freehold title by the Council.
Commercial properties	Commercial properties are held by the Shire purely for the commercial return provided through the lease of the property to other entities. Such properties are not anticipated to provide services to the community but will yield an appropriate rate of return (on the capital value of the property) as a commercial proposition subject to appropriate levels of risk as determined by the Council.

Council Policy
EXE 022: Public Land Asset Strategy

Investment properties	Investment properties differ from Commercial Properties in that they have the potential to contribute towards the achievement of broader planning, social or strategic objectives of the Shire. Whilst such properties may include a commercial undertaking, subject to a commercial agreement between a third party and the Council, the purpose of the Shire's ownership of the property is as a contributory factor towards other outcomes rather than purely for commercial returns on the property investment. i.e. Urban Renewal Projects.
Residential properties	Residential properties are designed to provide residential facilities only. Such properties may be provided directly by the Shire to the end user, or as part of an agreement with another agency or residential service provider.
Utility properties	Utility properties are used to deliver utility services such as drainage or other key utility functions. The delivery of utility services should be subject to review to ensure that the location from which the service is being delivered is suitable, the need for the utility service can be validated and the tenure of the property does not result in the Shire having a significant value of freehold assets set aside for such uses with little opportunity to realise the value of these assets at any time in the future.
Public Open Space and Other Reserves	Public Open Space and others reserved properties are most often held as reserves vested in the care, control and management of the Shire. Such properties may provide an active service but may also include properties that have little activation but provide other tangible community benefits through environmental protection or community recreational amenity.

Principles

The Council will manage its property assets with the view to:

- Increasing the Shire's social, economic and environmental sustainability;
- Increasing the Shire's financial capacity;
- Providing essential services and facilities; and
- Developing an investment portfolio capable of providing income generation.

Use of proceeds

- The proceeds from the effective management of Council land and property assets are to be used in the delivery of essential services, facilities and projects which provide for a community benefit.
- The allocation of such proceeds will have due regard to the Council's Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and relevant council Policies.
- The Council will consider the use of funds in the development of its land and property assets where an appropriate community, social, environmental or economic benefits can be demonstrated.

Council Policy
EXE 022: Public Land Asset Strategy

- The proceeds derived from the application of this Policy will be allocated in accordance with the prevailing Financial Management Policies of the Council and in accordance with any Reserve Fund established for that purpose.

Policy

In applying this Policy, the Council will:

- Ensure all statutory and applicable governance requirements required by the Local Government Act 1995, associated Regulations and any other applicable legislation are adhered to.
- Ensure that this Policy complies with all other relevant Council Policies and practices.
- Ensure that suitable community engagement is undertaken as a fundamental component of any proposal to dispose of land and property assets in accordance with the Local Government Act 1995.

Acquisition and Disposal of Land and Property Assets

The Council will only consider the acquisition and disposal of land after the following steps have been taken:

- A thorough analysis of applicable financial, social and/or environmental benefits, undertaken in accordance with the established Procedure or any other endorsed template or methodology.
- Consideration has been given to the disposal of land and property by means of auction, tender or private treaty dependent upon the specific circumstances of the proposed disposal and in accordance with the provisions of the Local Government Act 1995.
- The acquisition or disposal follows a strategic approach to all land and property assets owned or controlled by the Shire of Esperance in preference to considering properties only on a case by case basis.
- Appropriate risk management strategies have been applied in accordance with any adopted Risk Management Policy.

Performance Management

The Council will give consideration to the establishment of a Business Plan and specific performance management indicators to guide its property asset development.

Such performance management indicators will provide the means by which the performance of land and property assets can be monitored and reported to the community and will enable the Council to consider acquisitions and disposals of land and property assets cognisant of these indicators and the benefit or dis-benefit such acquisitions and disposals may generate.

..... Policy Ends



EXE 023: USE AND STORAGE OF PRESIDENTIAL CHAIN

Document Status:	Current	CM Ref:	D16/29037
Responsible Officer:	Executive Assistant to the Chief Executive Officer	Version No:	3
Date Adopted:	October 2016	Resolution #:	O1016-015
Date Reviewed:	November 2019	Resolution #:	O1119-248

Objective

To provide guidelines for the use and storage of the Presidential Chain.

Policy

The Shire President in Office will have the discretion to determine when and where the Presidential Chain will be worn, with the following limitations:

- a) Official Swearing in of the Shire President and Councillors in the Council Chamber;
- b) Citizenship ceremonies held in the Shire of Esperance;
- c) Formal functions at which the Shire President has been invited to make an address;
- d) As a representative of the Shire of Esperance at official functions organised by Local, State and Federal Government representatives, the Prime Minister, Governor General, WA Governor, Premier, Ambassadors of State, Foreign Dignitaries, Business Groups and Associations as may be deemed appropriate;
- e) As a representative of the Esperance Shire Council at graduations and dedication ceremonies held by universities and institutes of education, schools, charitable organisations, churches, sporting and community groups;
- f) Australia Day Ceremonies;
- g) Ceremonies associated with state or national Local Government Association Conferences and/or Assemblies;
- h) Any Civic ceremonies that require the formality for the Presidential Chain to be worn by the Shire President;
- i) Presentation of Citizen of the Year Awards and other Awards of Honor, issued by the Shire of Esperance;
- j) For the purpose of official portraits of the Shire President;
- k) As a representative of Esperance Shire Council as part of a delegation travelling outside Australia approved by Council resolution;
- l) Any occasion agreed to from time to time by a Council resolution;
- m) At full Council meetings and other approved meetings/receptions.

Council Policy
EXE 023: Use and Storage of Presidential Chain

Relevant procedures in the policy are as follows:

1. The Presidential Chain is not to be worn by any other elected Councillors, Esperance Shire staff or citizens except by the Acting Shire President where necessary, with the approval of the Shire President.
2. The Presidential Chain is to be regarded as an "asset of the Shire of Esperance."
3. The Presidential Chain must be kept in a secure area in the Shire of Esperance Office and the Executive Assistant to the CEO will be the custodian for its safe keeping.
4. The Shire President will be responsible for the safe keeping of the Presidential Chain whilst in his/her possession.
5. All subsequent Shire Presidents, on the completion of their time with Council, will have their full name and period held office as President inscribed on the links of the Chain; this task will be the responsibly of the CEO or his staff.
6. The Chief Executive Officer and/or his delegate will be responsible for ensuring the maintenance of the Presidential Chain, log of use, insurance and safe storage of the item.

..... Policy Ends



Council Policy

EXE-024COR 022: CIVIC CENTRE HIRE FEES NOT TO BE WAIVED

Document Status:	Current	CM Ref:	D16/29057[v2]
Responsible Officer:	Manager Community and Economic Development	Version No:	3
Date Adopted:	September 1999	Resolution #:	O0999-152
Date Reviewed:	June 2020	Resolution #:	O0620-183

Objective

To ensure that Civic Centre Hire Fees are not waived unless in extenuating circumstances and with the express approval of Council.

Policy

That the Esperance Civic Centre hire fees not be waived for any organisation unless extenuating circumstances can be shown to exist to the satisfaction of Council.

..... Policy Ends



EXE-025COR 023: SPORTING ASSOCIATION GROUND FEES

Document Status:	Current	CM Ref:	D17/20732[v2]
Responsible Officer:	Manager Community and Economic Development	Version No:	2
Date Adopted:	July 2017	Resolution #:	O0717-169
Date Reviewed:	June 2020	Resolution #:	O0620-183

Objective

This policy provides the methodology for utilising the Sporting Association Ground Fees "Charge per Unit" as specified within the Annual Shire of Esperance Schedule of Fees and Charges.

Policy

This policy applies to seasonal users of Shire of Esperance sporting grounds. Council will set a 'unit' charge for the seasonal use of Shire of Esperance sporting fields. Seasonal sporting association fees will be calculated based on the following formula:

Number of Grounds x Field Size x Length of Season x Impact x Junior Discount = No. of units.

The number of units is then multiplied by the "charge per unit" to determine the total owing by each seasonal user.

Notes:

Field size is determined per 5000m2 (approximately). All football/cricket ovals are rated as being 20,000m2.

Season Length is measured either as ½ year or full year.

Impact of each sport on the grounds is measured as either high or low.

The *Junior Discount* (at a rate of 75%) is only applied in instances where there is no senior competition with regards to that particular sport.

Allowance is for 1 day of competition or club day per sport per field. No charge for training however competition/club days have priority. Additional days attract an additional charge, although discretion is available where a full day's activity is split across two days without impacting on other sports and/or resulting in a lower impact on the sporting grounds.

Sports will not have their fee increase by more than \$300 or 10% (whichever is greater) in a single year (unless they add an additional ground or day to their previous booking).

..... Policy Ends



EXE 026: LIVE STREAMING AND RECORDING OF MEETINGS

Document Status:	Current	CM Ref:	D20/27916
Document Controller:	Executive Assistant to the Chief Executive Officer	Version No:	1
Date Adopted:	September 2020	Resolution #:	O0920-324
Date Reviewed:		Resolution #:	

Objective

To provide guidance for employees, Councillors and the community with regard to the live streaming and/or recording of Meetings of Council at the Shire of Esperance.

To improve the accessibility and transparency of Council's decision making process.

Scope

This policy applies to;

- Ordinary and Special Meetings of Council, plus any other public forums or meetings as authorised by the Chief Executive Officer;
- Councillors and officers; and
- Members of the public, both as visitors in the public gallery and as contributors to any Meeting of Council held in the Council Chamber.

This policy does not apply to any parts of a Meeting of Council closed to the public in accordance with section 5.23 of the *Local Government Act 1995* ('Act').

Definitions

CEO means the Chief Executive Officer of the Shire of Esperance

Live Stream means transmitting live audio or video coverage of a Meeting over the internet

Meeting means Meetings of Council, plus any other public forums or meetings as authorised by the CEO

Meetings of Council means any Ordinary Council Meeting or Special Council Meeting

Policy

Meetings to be streamed live and recorded

All Meetings of Council will be recorded and live streamed. The CEO may authorise the recording or streaming of other public meetings and/or forums held in Council Chambers at their discretion. Recordings will be made publicly available as soon as practical following the meeting.

Where a meeting or part of a meeting is closed to the public, these may also be recorded, however will not be live streamed or made available to the public.

Council Policy
EXE 026: Live Streaming and Recording of Meetings

A sign will be prominently displayed at the Council Chambers notifying attendees that the meeting will be live streamed and recorded.

The presiding member will make an announcement at the start of every meeting, drawing attention to the fact that the meeting will be live streamed and recorded on the Shire's website and that those in attendance should refrain from making comments that are deemed to be inappropriate under this policy.

The presiding member of a meeting may at any time, direct the live streaming to be terminated if the content of discussion is determined to be inappropriate to be published.

Material that is inappropriate to be published may include, but is not limited to that which is;

- An infringement of copyright;
- A breach of Privacy or discloses personal information;
- Is defamatory, offensive, abusive or discriminatory in nature;
- Misinformation;
- Incites hatred or vilifies another person; or
- Is confidential or privileged council information.

Positioning of cameras during the live streaming of a Council meeting

Cameras will be positioned so that members of the public are not visible, as far as practically possible. It is not intended that there be either live or visual recorded footage of the public, however, it is recognised that there may be incidental capture, for example in the background behind a Councillor.

It is intended that the camera positions will provide live and recorded vision of all Councillors who are present at a Meeting of Council. There will be live and recorded audio of Councillors when they speak for the duration of the meeting (other than for confidential items or meetings). Council officers who address Council may be seen and heard on the live stream.

Opinions or statements made during a meeting

Unless set out in a resolution of Council, the Shire of Esperance does not support the opinions views, standards or statements made by individuals during a meeting, which may be contained in the live streaming/recording of the meeting.

The Shire does not accept any responsibility or liability for any loss, damage, cost or expense a person might incur as a result of the viewing, use, or reliance of information or statements provided in the live streaming/recording of meetings. Endorsed Council minutes provide the definitive record of Council's resolutions.

Public Participation at Meetings

The full content of the meeting will be recorded including questioners from the public gallery; a person's full name and where they are from may be read out and recorded.

Any person/s invited to speak at a meeting, will be invited to a designated location within the Council Chamber, from where they will be audio recorded but not seen on the live stream footage.

Members of the public wishing to speak at a meeting will be advised that the meeting will be live streamed and that the recording will be made publicly available on the Shire's website.

Council Policy
EXE 026: Live Streaming and Recording of Meetings

By participating in a meeting, the person/s attending consent to being audio recorded. If the person/s do not wish to be audio recorded, they are to notify the presiding member at the commencement of their submission.

Technical disclaimer

Whilst every effort will be made to ensure the live stream is running smoothly, the Shire takes no responsibility for and cannot be held liable for, the live stream being temporarily unavailable due to technical issues beyond its control.

Technical issues may include, but are not limited to;

- the availability of the internet connection;
- device failure or malfunction;
- unavailability of social media platforms; or
- power outages.

Copyright Terms

Copyright in the recording of proceedings vests in the Shire of Esperance, and permission must be sought to copy, communicate or transmit a recording of the proceedings, or a part of a recording of the proceedings.

The following conditions apply to the use of recordings of Meetings of Council or any other meetings or forums and will be placed on Shire's website:

- Copying or use of recordings of meetings is expressly prohibited unless specifically authorised in writing by the CEO;
- The user acknowledges that the Shire is the owner of the copyright in the recording of a meeting, and that the Shire has reserved all of its legal rights; and
- Users must not make or copy single images from the recordings.

Disclaimer

A disclaimer has been prepared and will be published in the public gallery, meeting agenda, on the Shire's website and announced by the presiding member of the meeting to ensure that members in the public gallery are aware of the live streaming of the meeting.

Record Keeping

The official record of the meeting will be the written minutes kept in accordance with the *Local Government Act 1995* and any regulations.

Recordings of Meetings of Council will be accessible on the Shire's website for a period of at least one (1) year.

All recordings will be retained as part of the Shire's records in accordance with the *State Records Act 2000*.

Council Policy
EXE 026: Live Streaming and Recording of Meetings

Responsibilities

Councillors and staff are required to act in accordance with the *Local Government Act 1995* (and regulations), Code of Conduct and other relevant policies.

Members of the public are required to extend due courtesy and respect to the Council, staff and other members of the public in attendance.

..... Policy Ends



EXE 027: ELECTORAL CARETAKER PERIOD

Document Status:	Current	CM Ref:	D20/31149
Document Controller:	Chief Executive Officer	Version No:	1
Date Adopted:	October 2020	Resolution #:	O1020-317
Date Reviewed:		Resolution #:	

Objective

This Policy establishes protocols for the purpose of preventing actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the Shire of Esperance during the period immediately prior to an election.

Policy

This policy applies to Council Members and Employees, and specifically applies during a 'Caretaker Period' to:

- (a) Decisions made by the Council;
- (b) Decisions made under delegated authority;
- (c) Decisions made administratively;
- (d) Promotional materials published by the Shire of Esperance
- (e) Discretionary community consultation;
- (f) Events and functions, held by the Shire of Esperance or other organisations;
- (g) Use of the Shire of Esperance's resources;
- (h) Access to information held by the Shire of Esperance

Definitions

'Caretaker Period' means the period of time prior to an Election Day, specifically being the period from the close of nominations (37 days prior to the Election Day in accordance with s.4.49 (a) of the Local Government Act 1995) until 6.00pm on Election Day.

'CEO' means the Chief Executive Officer of the Shire of Esperance

'Election Day' means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election. For the purposes of this Policy, 'Election Day' meaning excludes an Extraordinary Election Day unless otherwise specified in this Policy.

'Electoral Material' means any advertisement, handbill, pamphlet, notice, letter, email, social media post or article that is intended or calculated to affect an Election Day result, but does not include:

- (a) An advertisement in a newspaper announcing the holding of a meeting (s.4.87 (3) of the *Local Government Act 1995*); or

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- (b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; or
- (c) Any materials produced by the Shire of Esperance relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

'Events and Functions' means gatherings for the purpose of discussion, review, acknowledgement, communication, consultation, celebration or promotion, of any matter relevant to the Shire of Esperance and / or its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions, including; gatherings coordinated or facilitated by the Shire of Esperance or an external entity.

'Extraordinary Circumstances' means a circumstance that requires the Council to make or announce a Major Policy Decision during the Caretaker Period because, in the CEO's opinion, delaying the decision or announcement to occur after the Caretaker Period has reasonable potential to:

- (a) Incur or increase legal, financial and/or reputational risk; or
- (b) Cause detriment to the strategic objectives of the Shire of Esperance

'Major Policy Decision' means any decision:

- (a) Relating to the employment, remuneration or termination of the CEO, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their Contract of Employment), pending the Election Day result;
- (b) Relating to the Shire of Esperance entering into a sponsorship arrangement with a total Shire of Esperance contribution that would constitute Significant Expenditure, unless the Council resolved "in principle" support for the sponsorship prior to the Caretaker Period taking effect and sufficient funds are allocated in the Annual Budget;
- (c) Relating to the Shire of Esperance entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*;
- (d) That would commit the Shire of Esperance to Significant Expenditure or actions that, in the CEO's opinion, are significant to the Local Government operations, strategic objectives and / or will have significant impact on the community,
- (e) To prepare a report, initiated by the Administration, a Council Member, candidate or member of the public that, in the CEO's opinion, may be perceived as or is actually an election campaign issue;
- (f) Initiated through a Notice of Motion by a Council Member, where the effect of that motion will change the status quo or, in the CEO's opinion, may be relevant to the circumstances described in sub-clauses (a) to (e) above.
- (g) That adopts a new policy, service or service level or significantly amends an existing policy, service or service level, unless the decision is necessary to comply with legislation.
- (h) That initiates or adopts a new Local Planning Scheme, amendment to a Local Planning Scheme or Planning Policy.

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- (i) Major Policy Decision does NOT include any decision necessary in response to an Emergency, either declared by the State or Federal Government or by the Shire of Esperance in accordance with s.6.8(1)(c) of the *Local Government Act 1995*.

'Caretaker Protocol' means the practices or procedures prescribed in this Policy.

'Public Consultation' means a process which involves an invitation to individuals, groups, organisations or the wider community to provide comment on a matter, proposed action or proposed policy which may be perceived as or is actually an electoral / campaign issue, but does not include statutory consultation / submission periods prescribed in a written law.

'Significant Expenditure' means expenditure that exceeds the Shire of Esperance's tender threshold.

Caretaker Period Protocols - Decision Making

The CEO will ensure that:

- (a) Council Members and employees are advised in writing of the impending Caretaker Period and Policy requirements at least 30-days prior to the commencement of a Caretaker Period.
- (b) Candidates are provided with a copy of this Policy at the time of their nomination for election, to ensure their awareness of the protocols and equitable access requirements.

Scheduling Major Policy Decisions

1. During a Caretaker Period, unless Extraordinary Circumstances apply, the CEO will reasonably ensure that:
 - (a) Council or Committee Agenda, do not include reports and / or recommendations that constitute Major Policy Decisions; and
 - (b) Council Forums, Workshops or Briefings, do not list for discussions matters that relate to Major Policy Decisions.
2. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Major Policy Decisions are either:
 - (a) Considered by the Council prior to the Caretaker Period; or
 - (b) Scheduled for determination by the incoming Council.
3. The CEO shall reasonably ensure that, unless Extraordinary Circumstances apply, Delegated Authority from the Council to the CEO or a Committee is not exercised where the exercise of that delegated authority relates to a Major Policy Decision or an election campaign issue.

Council Reports Electoral Caretaker Period Policy Statement

Each report included in an Agenda for Council's consideration during a Caretaker Period, will include a statement that demonstrates due consideration of the requirements of this Policy.

If the matter is not a Major Policy Decision, the following statement must appear in the Report:

Electoral Caretaker Period Policy Statement

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The Officer Recommendation has been reviewed in context of the Shire of Esperance's Electoral Caretaker Period Policy and the CEO has determined that it does not constitute a Major Policy Decision. The CEO therefore provides this report for Council's consideration.

Council Reports

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may submit a report on a Major Policy Decision for Council's consideration, subject to the report including:

- (a) Details, if applicable, of:
 - (i) Options for what aspects of the decision are necessary to be made within the Caretaker Period and what aspects may be deferred until after the Caretaker Period.
 - (ii) How potential electoral impacts will be managed or mitigated.
- (b) An Electoral Caretaker Period Policy Statement, which details why Extraordinary Circumstances apply.
- (c) An Officer Recommendation for Council to accept that Exceptional Circumstances apply and receive the report for consideration. This Recommendation is to be considered and resolved by Council, prior to debate of the substantive recommendation relating to the Major Policy Decision

Electoral Caretaker Period Policy Statement

The Officer Recommendation has been determined as a Major Policy Decision within the context of the Shire of Esperance's Electoral Caretaker Period Policy for the following reasons:

[list reasons here]

In accordance with the Shire of Esperance's Electoral Caretaker Period Policy, the CEO seeks a Council Resolution to enable Council's consideration of the matter due to the following Exceptional Circumstances:

[list reasons here]

Officer Recommendation

That Council, in accordance with the Electoral Caretaker Period Policy, determines in regard to the Report titled "*insert report title*" to:

1. Accept that Exceptional Circumstances exist: and therefore
2. Receives the Report for Council's consideration.

Council Forums, Workshops or Briefings

Where, during a Caretaker Period, the CEO determines that Extraordinary Circumstances apply, the CEO may include matters relating to a Major Policy Decision for Council Member discussion at Council Forums, Workshops or Briefings.

The CEO is required to provide Council with advice as to why Exceptional Circumstance apply and how potential electoral impacts will be managed or mitigated. Details of this advice is to be retained, with the Forum, Workshop or Briefing notes, as a Local Government record.

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Managing CEO Employment

This Policy, prohibits Major Policy Decisions relating to the employment, remuneration or termination of the CEO during a Caretaker Period.

The Council is however required to fulfil its obligations as the CEO's employer regardless of a Caretaker Period. Therefore, during a Caretaker Period:

1. The Council may consider and determine:
 - (a) CEO's leave applications;
 - (b) Appoint an Acting CEO, where necessary;
 - (c) Suspend the current CEO, where appropriate and in accordance with the terms of their contract
2. The Council may not initiate a new CEO recruitment process or initiate or undertake a CEO performance review process, during a Caretaker Period.

Delegated Authority Decision Making in Extraordinary Circumstances

During a Caretaker Period, Employees who have Delegated Authority shall not exercise that delegated authority where the matter relates to a Major Policy Decision or an election campaign issue. All such decisions under delegated authority must be referred to the CEO for review in consideration of point 3 of the *Scheduling Significant Local Government Decisions* section above.

Caretaker Period Protocols - Candidates

Candidates, including Council Members who have nominated for re-election, shall be provided with equitable access to the Shire of Esperance's public information.

The CEO shall ensure that assistance and advice provided to candidates as part of the conduct of the election is provided equally to all candidates.

Council Members nominating for re-election, may access information and assistance regarding the Shire of Esperance's operations and Council matters during a Caretaker Period, but only to the extent necessary to perform their role as a Councillor and limited to matters currently relevant to the Shire of Esperance.

All election process enquiries from Candidates, including Council Members who have nominated for re-election, will be directed to the Returning Officer, or where the matter is outside the responsibility of the Returning Officer, to the CEO.

Candidate Requests on behalf of Electors, Residents or Ratepayers

Where a Candidate, including Council Members who have nominated for re-election, requires the assistance of the Administration to respond to a request made by an Elector, Resident or Ratepayer, then the Administration will provide the response directly to the requesting Elector, Resident or Ratepayer and will also advise the candidate of the outcome.

Candidate Campaign Electoral Materials

Candidates, including Council Members who have nominated for re-election, are prohibited from using the Shire of Esperance's official crest or logo in any campaign Electoral Materials.

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Candidate attendance at Meetings

To ensure equitable access to information about Council's decision making during a Caretaker Period, the CEO shall ensure that Candidates, who are not sitting Council Members, are advised of Ordinary and Special Council Meetings (if open to the public) called and convened during a Caretaker Period; providing each Candidate with a copy of the meeting agenda at the time it is distributed to Council Members.

For the purposes of transparency and the benefit of the public gallery, Candidates are requested to identify themselves as an election candidate prior to asking a question or making a statement at a Council or Committee meeting.

Council Member Caretaker Period Protocols

Access to Information and Advice

All Council Members will scrupulously avoid using or accessing Shire of Esperance information, resources or employee resources and expertise for the purpose of gaining electoral advantage or disadvantage relevant to their own candidacy or any other person's candidacy.

All Council Member requests for information and advice from the Shire of Esperance will be reviewed by the CEO and where the subject of the information or advice is considered as being related to an election campaign issue, the CEO will have absolute discretion to determine if the information or advice is/is not provided, including where information is provided to one candidate, if that information is also to be provided to all candidates (i.e. including candidates who are not current Council Members).

Media and Publicity

All Council Member requests for media advice or assistance during a Caretaker Period, including Council Members who have nominated for re-election, will be referred to the CEO for review.

The CEO will only authorise Council Member access to media advice or assistance where, in the CEO's opinion, the subject matter is relevant to the Shire of Esperance's objectives or operations and is not related to an election campaign purpose or issue or to the Council Member's candidacy or the candidacy of another person.

Council Member Business Cards, Shire of Esperance Printed Materials

Council Members must ensure that Shire of Esperance business cards and printed materials are only used for purposes associated with their role of a Councillor, in accordance with section 2.10 of the *Local Government Act 1995*.

Council Members are prohibited from using Shire of Esperance business cards or printed materials at any time, including times outside a Caretaker Period, for any election campaign purpose, either in support of their own candidacy or the candidacy of another person.

Council Member Participation in Events and Functions

During a Caretaker Period Council Members may continue to fulfil their role through attendance at events and functions hosted by external bodies.

Council Member Delegates to External Organisations

At any time, including times outside of a Caretaker Period, Council Members who are the Council's appointed delegate to an external organisation, must not use their attendance at an

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external organisation's meeting, event or function for any purpose associated with an election campaign purpose, including; recruiting campaign assistance or to promote their own candidacy or the candidacy of another person.

Council Member Addresses / Speeches

Excluding the Shire President and Deputy Shire President, when fulfilling their functions prescribed in sections 2.8 and 2.9 of the *Local Government Act 1995*, Council Members who have nominated for re-election, shall not be permitted to make speeches or addresses during a Caretaker Period at events or functions organised or sponsored by the Shire of Esperance, unless expressly authorised by the CEO.

In any case, the Shire President, Deputy President and Council Members are prohibited from using an official speech or address during a Caretaker Period to promote an election campaign purpose.

Council Member Misuse of Local Government Resources

A Council Member who uses Shire of Esperance resources for the purpose of persuading electors to vote in a particular way is a "misuse of Local Government resources" breach in accordance with Regulation 8 of the *Local Government (Rules of Conduct) Regulations 2007*.

This prohibition on misuse of Local Government Resources for electoral purposes applies at all times and is not only applicable to a Caretaker Period.

For clarity, Local Government resources includes, but is not limited to; employee time or expertise, Shire of Esperance provided equipment, stationery, hospitality, images, communications, services, reimbursements and allowances provided by the Shire of Esperance.

Shire of Esperance Publicity, Promotional and Civic Activities

Publicity campaigns and promotional activities during a Caretaker Period may be undertaken only for the purposes of:

- (a) Promoting Shire of Esperance services and activities, where such promotion do not relate to an electoral campaign issue and would otherwise be undertaken as part of normal operations; and,
- (b) Conducting the Election and promoting Elector participation in the Election

All other, publicity and promotional activities of Shire of Esperance initiatives will be, where reasonably practicable, avoided during the Caretaker Period, including the announcement of Major Policy Decisions, made prior to the commencement of a Caretaker Period or proposed to be made after a Caretaker Period.

The CEO may determine if Exceptional Circumstances apply and if a Major Policy Decision announcement is necessary during a Caretaker Period.

Civic Events and Functions

The Shire of Esperance will avoid the scheduling of Civic Events and Functions during a Caretaker Period, so as to avoid any actual or perceived electoral advantage that may be provided to Council Members who have nominated for re-election.

Where the Shire of Esperance is required to schedule a Civic Event or Function during a Caretaker Period, all Candidates will be invited to attend and will be provided with the similar prominence and protocol courtesies as provided to Council Members. For example; Candidates will be introduced at the function immediately following the introduction of Council Members.

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Shire of Esperance Publications and Communications

All Shire of Esperance publications and communications distributed during a Caretaker Period must not include content that:

- (a) May actually, or be perceived to, persuade voting in an election; or
- (b) is specific to a candidate or candidates, to the exclusion of other candidates;
- (c) Draws focus to or promotes a matter which is a Major Policy Decision or which is an electoral campaign issue.

All Shire of Esperance publications and communications proposed to occur immediately prior to, throughout or during, a Caretaker Period must be reviewed and approved by the CEO prior to publication or distribution.

Shire of Esperance Website and Social Media Content

1. During the Caretaker Period, the Shire of Esperance’s website and social media will not contain any material which does not accord with the requirements of this Policy. For example, Council Member profiles will be removed from the website during a Caretaker Period.

Website and social media content regarding Council Members will be limited to: Council Member names, contact details, membership of committees and Council appointments as Shire of Esperance Delegates on external committees and organisations.

2. Historical website and social media content, published prior to a Caretaker Period, and which does not comply with this policy will not be removed.
3. New website or social media content which relates to Major Policy Decisions or election campaign issues will not be published during a Caretaker Period, unless Exceptional Circumstances apply.
4. Content posted by the public, candidates or Council Members on the Shire of Esperance’s social media channels, which is perceived as candidate election campaign material or promotes a candidate or candidates will be removed.

Community Consultation

Unless consultation is mandated under a written law or Exceptional Circumstances apply, community consultation relevant to Major Policy Decisions or potentially contentious election campaign issues, will not be initiated so that the consultation period is conducted immediately prior to, throughout or concluding during, a Caretaker Period.

..... Policy Ends



EXE 028: CULTURAL PROTOCOLS

Document Status:	Current	CM Ref:	D20/34718
Document Controller:	Executive Assistant	Version No:	1
Date Adopted:	November 2020	Resolution #:	O1120-360
Date Reviewed:		Resolution #:	

Objective

To establish protocols for Shire staff with regard to appropriate and consistent recognition and acknowledgement of Nyungar and Ngadju people(s) as the Traditional Custodians of the land on which the Shire of Esperance is situated.

Policy

The Shire of Esperance recognises the Nyungar and Ngadju people's custodianship of country, and is committed to observing appropriate protocols for acknowledging this custodianship at formal Shire events to which members of the public and external stakeholder groups attend.

The Shire of Esperance is committed to greater visibility and promotion of First Nation people's culture and connection to country.

This Policy outlines cultural protocols of "Welcome to Country", "Acknowledgement of People and Country", and "Cultural Performances", and provides guidance as to their appropriate use.

Definitions:

Welcome to Country: a formal welcome onto Nyungar and Ngadju land given by an Elder or Traditional Owner of that land. The Welcome to Country should be the first item on the order of proceedings for the event and may comprise a single speech with or without an accompanying cultural performance.

Acknowledgement of People and Country: a statement of recognition of the Traditional Owners of the land. An Acknowledgement can be given by any person.

Cultural Performance: includes but is not limited to, dance, song or musical performance, and/or other means of artistic expression.

Elder: is defined as someone who has gained recognition as a custodian of knowledge and lore, and who has permission to disclose knowledge and beliefs. It is important to understand that age alone doesn't necessarily mean that one is recognised as an Elder.

Welcome to Country:

A Welcome to Country can only be performed by Elders who are recognised as Traditional Owners of Nyungar or Ngadju country, as this gives Traditional Owners the opportunity to formally welcome people to their land.

Events where it is appropriate for a Welcome to Country to be performed include:

- Official civic events by invitation;
- ~~Citizenship ceremonies;~~

Council Policy
 EXE 028: Cultural Protocols

- Where visiting dignitaries are being hosted by Shire staff or Elected Members. These can include Members of Parliament, state and federal government Ministers, Heads of State and their representatives, and/or visiting persons of high renown or esteem;
- Openings of significant new public buildings or facilities;
- NAIDOC and Reconciliation Week events hosted by the Shire or Council;
- Openings or official launches of large public events;
- Shire of Esperance civic and significant awards presentations; and
- Conferences organised or hosted by the Shire, where people from outside the municipality are in attendance.

Where it is identified that a Welcome to Country should be performed, the following should occur:

- The Shire employee (project leader, manager) should record that a Welcome to Country is required and forward a request to the Executive Assistant to the Chief Executive Officer (Executive Assistant) no less than four weeks prior to the event.
- The Executive Assistant will inform the Shire President and the CEO of the event details and requirement for a Welcome to Country.
- The Executive Assistant will organise arrangements for the Welcome to Country inclusive of sourcing an appropriate Elder or Traditional Owner, liaising with the recognised Traditional Owner's body corporate for the area where the Welcome to Country will take place.

Acknowledgement of People and Country:

An Acknowledgement of People and Country can be performed by anyone, and is a respectful public acknowledgement of the Traditional Owners of the land. Generally an acknowledgement will be performed by the host or Master of Ceremonies of the event or gathering, unless a specific person has been requested to perform this.

Events where an Acknowledgment should be considered include:

- Preceding Council or Committee meetings;
- Citizenship ceremonies;
-
- Large meetings where external stakeholders are present;
- Official openings or launches of intimate public events, either by invitation or not and;
- Special events as determined by staff managing the event.

Where it is identified that an Acknowledgement of People and Country should be performed, the following should occur:

- The Shire employee (project leader, manager) should prepare suitable agendas and/or speech notes and insert the requirement for an Acknowledgement of People and Country.
- The preferred Acknowledgement of People and Country is as follows:

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Council Policy
EXE 028: Cultural Protocols

"I'd like to begin by acknowledging the Nyungar and Ngadju people, who are the Traditional Custodians of this Land, and their continuing connection to land, waters and community. We pay our respect to their Elders past, present and emerging and we extend that respect to other Aboriginal Australians today."

Cultural Performance:

Cultural Performances include dance, song, artistic expression and music, and are an optional addition to a Welcome to Country or Acknowledgement of People and Country.

Cultural Performances will most commonly accompany a Welcome to Country, however can also be considered to accompany an Acknowledgment of People and Country.

Where it is identified that a Cultural Performance is necessary or possible the following should occur:

- The Shire employee (project leader, manager) should record that in addition to a Welcome to Country or Acknowledgement of People and Country, an opportunity to include a Cultural Performance with the program is necessary or possible. This should be forwarded to the Executive Assistant no less than four weeks prior to the event.
- On confirmation from the Executive Assistant that the event has been approved, the Shire employee (project leader, manager) should discuss options for a Cultural Performance.
- The Executive Assistant will organise arrangements for the Cultural Performance inclusive of sourcing an appropriate program and liaising with the event coordinator regarding run sheets, logistics and the management of honorarium payments.

The determination of whether a Cultural Performance is necessary or possible shall be made by the Chief Executive Officer, Shire President and Project Manager. Contingent factors shall be accounted for including but not limited to:

- Logistical constraints of the event or function – including physical and time constraints; project budgets; and appropriateness.

.....Policy Ends.....



EXE 029: ATTENDANCE AT EVENTS

Document Status:	Current	CM Ref:	D20/34719
Document Controller:	Executive Assistant	Version No:	1
Date Adopted:	November 2020	Resolution #:	O1120-355
Date Reviewed:		Resolution #:	

Objective

To address Elected Member and Chief Executive Officer (CEO) attendance at events, whether free of charge, part of a sponsorship agreement, or paid by the Shire of Esperance.

The purpose of the policy is to provide transparency for Elected Member and CEO attendance at events.

Definitions

Event: an occasion hosted by an individual or organisation, including concerts, conferences, functions, sporting events or any other activity in accordance with 5.90A(1)(e) of the Act.

Act: *Local Government Act 1995.*

Policy

Invitations

A ticket or invitation received by a person not in their capacity as an Elected Member or CEO will not be captured by this Policy. The requirement to disclose a financial interest where the amount exceeds the amount prescribed under the Local Government (Administration) Regulation 20A applies in this case.

A ticket or invitation provided to an individual in their capacity as an Elected Member or CEO is to be treated as a gift to that person, unless the ticket or invitation is referred to the local government for consideration with regard to this policy.

The following events and attendees are pre-approved for the purposes of this policy;

Event	Event Organiser or Date	Approved Attendee/s
Local Government Week	Western Australian Local Government Association (WALGA)	All Elected Members Chief Executive Officer
Local Events (within the Shire of Esperance)	Sporting Cultural Industry	Shire President Deputy Shire President
WALGA Annual General Meeting	Western Australian Local Government Association (WALGA)	Shire President Deputy Shire President Chief Executive Officer

Approval of attendance

In making a decision on attendance at an event, Council must consider:

Council Policy
EXE 029: Attendance at Events

- a) who is providing the invitation or ticket to the event;
- b) the location of the event in relation to the Shire (within the region or out of the region);
- c) the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
- d) whether the event is sponsored by the Shire of Esperance;
- e) the benefit of Shire of Esperance representation at the event;
- f) the number of invitations / tickets received; and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority of Council or by the Shire President.

In addition to invitations or tickets provided by event organisers, the CEO, in consultation with the Shire President, may purchase tickets for an event where Shire attendance is deemed to be beneficial and appropriate.

Where attendance at an event is approved in accordance with this policy, the requirement to disclose a financial interest under the Act will not apply.

Payments of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the region if the Council determine attendance to be of value to the organisation.

For any events where a member of the public is required to pay, unless previously approved or listed in this policy as a pre-approved event, Council will determine whether it is in the best interests of the Shire for an Elected Member, the CEO or another officer to attend on behalf of Council.

If Council determines that an Elected Member or CEO in consultation with the Shire President should attend a paid event, the Shire will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised Shire representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.

This policy does not apply where a Councillor or the CEO attends an event at their own cost and in a personal capacity.

..... Policy Ends

Code of Conduct Behaviour Complaint



Council Members, Committee Members and Candidates

How to make a complaint about an alleged breach of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates

Behaviour Complaint

Please read the Shire of Esperance's Code of Conduct Behaviour Complaints Policy on our website www.esperance.wa.gov.au before submitting a complaint. This Policy details:

- How the Shire of Esperance will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid *Behaviour Complaint*:

1. The allegation must relate to a breach of the behaviour standards in *Division 2* of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.
2. Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. *The Behaviour Complaints Officer may contact you to clarify or ask for more information.*
3. The completed Behaviour Complaint Form MUST be lodged with the Shire of Esperance's Behaviour Complaints Officer **within one (1) month of the alleged behaviour breach.**

Rules of Conduct Complaint

A *Rules of Conduct Complaint* refers to a breach of the Rules of Conduct outlined in *Division 3* of the Shire of Esperance's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: **(08) 6552 7300** or www.dlgsc.wa.gov.au; OR
- The Shire of Esperance's Rules of Conduct Complaints Officer: **(08) 9071 0621** or shire@esperance.wa.gov.au.

Need Advice?

If you require advice in making a Behaviour Complaint, please contact the Shire of Esperance's Behaviour Complaints Officer.

Director Corporate & Community Services:
(08) 9071 0693, or shire@esperance.wa.gov.au.

Behaviour Complaint Form



Shire of Esperance Code of Conduct for Council Members, Committee Members and Candidates

COMPLAINANT DETAILS

Full Name:

Contact Number:

Residential Address:

Postal Address:

Same as above

Email:

COMPLAINT DETAILS

Name (Person in breach):

Date Breach Occurred:

Location of Breach:

Position that the person was fulfilling at the time of the breach (please tick):

- Council Member
 Committee Member
 Candidate for Election

Which of the behaviours prescribed in Division 2 of the Shire of Esperance's Code of Conduct do you allege this person has breached? (please tick):

Clause 2.2 Personal Integrity

A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
 (b) must only publish material that is factually correct

A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 (b) must comply with all policies, procedures and resolutions of the local government.

Clause 2.3 Relationship with Others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
 (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
 (c) must not use offensive or derogatory language when referring to another person; and
 (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
 (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

Clause 2.4 Council or Committee Meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

State the full details of the alleged breach.

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List any additional information *(Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered).*

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Have you made any efforts to resolve the complaint with the respondent? *(you MUST complete this section)*

- Yes No

If yes, please describe the efforts you have made.

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If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent.

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COR-10 Behavioural Complaint Form Reviewed 22 April 2021

The Shire of Esperance has a policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.

The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.

Please contact the Behaviour Complaints Officer if you would like more information.

Would you agree to participate in an Alternative Dispute Resolution process?

Yes No

Desired outcome of the Complaint *(Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution).*

Signature
Complainant

Date

Please submit the completed Behaviour Complaint Form to the Shire of Esperance's Behaviour Complaints Officer:

Mail - PO Box 507, Esperance WA 6450

In Person - 77 Windich Street, Esperance WA 6450

COMPLAINT DETAILS

Entered into CM

Received by: _____

Date Received: _____

Signature
Behaviour Complaints Officer

Date

COR-10 Behavioural Complaint Form Reviewed 22 April 2021

Statutory Declaration

Oaths, Affidavits and Statutory Declarations Act 2005



Must be completed and submitted with the completed Behaviour Complaint Form

I _____
Insert Name

_____ *Insert Residential Address*

_____ *Insert Occupation*

Sincerely declare that the information I have provided in the attached Behaviour Complaint dated _____ is a true and accurate representation of the alleged behaviour breach.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at _____ *Insert Place*

Signature
Person Making the Declaration

Date

In the presence of (See over page for list of authorised witnesses prescribed in the *Oaths, Affidavits and Statutory Declarations Act 2005*):

_____ *Insert Name*

_____ *Qualification as Such a Witness*

Signature
Authorised Witness

Date

Reviewed 22 April 2021

Behavioural Complaint Form COR-10

Oaths, Affidavits and Statutory Declarations Act 2005
 Authorised witnesses for statutory declarations **Schedule 2**

Schedule 2 — Authorised witnesses for statutory declarations

[s. 12(6)(a)]

Item	Formal description	Informal description
1.	A member of the academic staff of an institution established under any of the following Acts — <ul style="list-style-type: none"> • <i>Curtin University Act 1966</i>; • <i>Edith Cowan University Act 1984</i>; • <i>Murdoch University Act 1973</i>; • <i>University of Notre Dame Australia Act 1989</i>; • <i>University of Western Australia Act 1911</i>; • <i>Vocational Education and Training Act 1996</i>. 	Academic (post-secondary institution)
2.	A member of any of the following bodies — <ul style="list-style-type: none"> • Association of Taxation and Management Accountants (ACN 002 876 208); • CPA Australia (ACN 008 392 452); • The Institute of Chartered Accountants in Australia (ARBN 084 642 571); • Institute of Public Accountants (ACN 004 130 643); • National Tax & Accountants' Association Limited (ACN 057 551 854). 	Accountant
3.	A person who is registered under the <i>Architects Act 2004</i> .	Architect
4.	An Australian Consular Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Consular Officer
5.	An Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.	Australian Diplomatic Officer
6.	A bailiff appointed under the <i>Civil Judgments Enforcement Act 2004</i> .	Bailiff

Reviewed 22 April 2021

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Behavioural Complaint Form

Oaths, Affidavits and Statutory Declarations Act 2005**Schedule 2** Authorised witnesses for statutory declarations

Item	Formal description	Informal description
7.	A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the <i>Banking Act 1959</i> of the Commonwealth.	Bank manager
8.	A member of Governance Institute of Australia Ltd (ACN 008 615 950).	Chartered secretary, governance adviser or risk manager
9.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the pharmacy profession.	Chemist
10.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the chiropractic profession.	Chiropractor
11.	A person registered as an auditor or a liquidator under the <i>Corporations Act 2001</i> of the Commonwealth.	Company auditor or liquidator
12.	A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth.	Court officer
13.	A member of the Australian Defence Force who is — <ul style="list-style-type: none"> • an officer within the meaning of the <i>Defence Force Discipline Act 1982</i> of the Commonwealth; or • a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or • a warrant officer within the meaning of that Act. 	Defence force officer
14.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the dental profession whose name is entered on the Dentists Division of the Register of Dental Practitioners kept under that Law.	Dentist

Reviewed 22 April 2021

COR-10 Behavioural Complaint Form

COR-10 Behavioural Complaint Form

Oaths, Affidavits and Statutory Declarations Act 2005
 Authorised witnesses for statutory declarations **Schedule 2**

Item	Formal description	Informal description
15.	A person who is registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the medical profession.	Doctor
15A.	A person appointed under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)	Electorate officer of a member of State Parliament
16.	A member of the Institution of Engineers, Australia, other than at the grade of student.	Engineer
17.	The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul style="list-style-type: none"> • <i>Industrial Relations Act 1979</i>; • <i>Workplace Relations Act 1996</i> of the Commonwealth. 	Industrial organisation secretary
18.	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).	Insurance broker
19.	A Justice of the Peace.	Justice of the Peace
19A.	A person who is a member of the Authority's staff within the meaning given to that term by the <i>Land Information Authority Act 2006</i> section 3.	Landgate officer
20.	An Australian lawyer within the meaning of that term in the <i>Legal Profession Act 2008</i> section 3.	Lawyer
21.	The chief executive officer or deputy chief executive officer of a local government.	Local government CEO or deputy CEO
22.	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .	Local government councillor
23.	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).	Loss adjuster
24.	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.	Marriage celebrant
25.	A member of either House of Parliament of the State or of the Commonwealth.	Member of Parliament

Reviewed 22 April 2021

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Behavioural Complaint Form

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Oaths, Affidavits and Statutory Declarations Act 2005**Schedule 2** Authorised witnesses for statutory declarations

Item	Formal description	Informal description
25A.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the midwifery profession.	Midwife
26.	A minister of religion registered under Part IV Division 1 of the <i>Marriage Act 1961</i> of the Commonwealth.	Minister of religion
27.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the nursing profession.	Nurse
28.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the optometry profession.	Optometrist
28A.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the paramedicine profession.	Paramedic
29.	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.	Patent attorney
30.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the physiotherapy profession.	Physiotherapist
31.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the podiatry profession.	Podiatrist
32.	A police officer.	Police officer
33.	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.	Post office manager
34.	A person registered under the <i>Health Practitioner Regulation National Law (Western Australia)</i> in the psychology profession.	Psychologist
35.	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .	Public notary
36.	An officer of the Commonwealth public service.	Public servant (Commonwealth)

Reviewed 22 April 2021

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Behavioural Complaint Form

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Oaths, Affidavits and Statutory Declarations Act 2005
 Authorised witnesses for statutory declarations **Schedule 2**

Item	Formal description	Informal description
37.	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.	Public servant (State)
38.	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .	Real estate agent
39.	The holder of a licence under the <i>Settlement Agents Act 1981</i> .	Settlement agent
40.	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.	Sheriff or deputy sheriff
41.	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .	Surveyor
42.	A person registered under the <i>Teacher Registration Act 2012</i> .	Registered teacher
43.	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.	Tribunal officer
44.	A registered veterinary surgeon within the meaning of the <i>Veterinary Surgeons Act 1960</i> .	Veterinary surgeon

Reviewed 22 April 2021

COR-10 Behavioural Complaint Form



EXE 030: CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT

Document Status:	Current	CM Ref:	D21/17096
Document Controller:	Executive Assistant	Version No:	1
Date Adopted:	May 2021	Resolution #:	O0521-001
Date Reviewed:		Resolution #:	

Objective

To establish, in accordance with clause 15(2) of the Local Government (Model Code of Conduct) Regulations 2021 and clause 2.9(2) of the Shire of Esperance's Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 2 of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Scope

This Policy applies to complaints made in accordance with clause 2.5 of the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act means the *Local Government Act 1995*.

Behaviour Complaints Officer means a person authorised in writing under clause 2.5(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 2 of the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Esperance's Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Council Policy
EXE 030: Code of Conduct Behaviour Complaint

Committee Member means a Council Member, employee of the Shire of Esperance or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under clause 2.5 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor means a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 2.5(2)(a) of the Code of Conduct.

Council means the Council of the Shire of Esperance.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 2.6(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 2.6(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Policy

1. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan is implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

Council Policy
EXE 030: Code of Conduct Behaviour Complaint

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire of Esperance will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

In order to allow the Respondent to understand and respond to the complaint against them, the name of the Complainant will be provided to the Respondent, unless the Complainant provides appropriate reasons this should not occur.

The Complainant's contact information will not be provided to the Respondent.

The Complainant's name and contact information will not be included in any publicly available documents such as meeting agenda or minutes.

The Complainant should be aware that Complaint Documents may be subject to an FOI request, noting that they must be consulted before any documents are released, and exemptions may apply.

1.4. Accessibility

The Shire of Esperance will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Building and on our website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

The Shire of Esperance's Behaviour Complaints Officer is;

Director Corporate and Community Services

Phone: 08 9071 0693

Email: shire@esperance.wa.gov.au

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 2.5(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

Council Policy
EXE 030: Code of Conduct Behaviour Complaint

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

2.2. Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial employee or third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

3. Procedure

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 2 of the Code of Conduct.

A Complaint must be made within one (1) month after the alleged Breach.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made.

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

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EXE 030: Code of Conduct Behaviour Complaint

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

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If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire of Esperance recognises that Alternative Dispute Resolution may support both parties to reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor. The Complaints Assessor may be either an Employee of the Shire of Esperance or a third party appointed in accordance with the Shire's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

3.9. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

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EXE 030: Code of Conduct Behaviour Complaint

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Shire of Esperance's Standing Orders Local Law 2015.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.11. Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by Council; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 2.6(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Respondent and Claimant will be provided with a draft copy of the Complaint Report, and an opportunity to make submissions, before the Complaint Assessor finalises the Complaint Report.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of Council. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

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In accordance with Regulation 11(d)(a) of the Local Government (Administration) Regulations 1996, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with clause 2.7 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 2.7(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 2.6 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 2.6(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 2.6(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 2.6(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 2.6(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 2.6(5) of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 3.9 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

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The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 2.7(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Esperance's Standing Orders Local Law 2015

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 2 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

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The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Any requirements identified within a Plan will be arranged by the Shire in accordance with the Elected Member Professional Development Policy once adopted.

..... Policy Ends



EXE 031: ELECTED MEMBER PROFESSIONAL DEVELOPMENT

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Objective

To ensure that Elected Members of the Shire of Esperance meet and comply with the prescribed professional development requirements under the Local Government Act 1995, and to encourage participation in other conferences and training specifically designed to enhance skills and knowledge relating to roles and responsibilities, as an Elected Member.

Definitions

Professional Development training, conferences, conventions, congresses, study tours, forums, information sessions, workshops and events related to local government

Policy

Compulsory Training

The *Local Government Act 1995* requires all Elected Members to undertake compulsory training within 12 months of being elected. The Shire of Esperance is required under the *Local Government Act 1995* to adopt and report on compulsory training, and additionally, continuing development for Elected Members of the Shire of Esperance.

Elected Members of the Shire of Esperance must undertake and successfully complete the following prescribed professional development training modules titled "Council Member Essentials" within a period of 12 months from election, unless a prescribed exemption applies:

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interest; and
- Understanding Financial Reports and Budgets.

All units and associated costs will be paid for by the Shire and must be completed within 12 months following election. The training is valid for 5 years.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

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Ongoing Professional Development

The professional development of Elected Members is an important activity of the Shire to ensure that its decision making is of the highest standard and is the product of informed and ethical debate by well trained and committed Elected Members acting in the best interest of all of the community.

Elected Members are encouraged to nominate to attend other conferences or training opportunities to enhance and broaden their knowledge of local government issues to support the community.

In order to be eligible for approval under this policy, Professional Development must be relevant to the role of a Council Member, and offer demonstrable benefit to the Council as a governing body, the Shire as an organisation, and the broader community.

This includes Continuing Professional Development that:

- Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the Shire
- Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the Shire community.

Eligible Formal Training Events

The formal training events to which this policy applies is limited to those conducted by, or organised by, any of the following organisations or individuals:

- The West Australian Local Government Association (WALGA);
- Local Government Professionals WA;
- Accredited training organisations offering training which directly related to the role and responsibilities of Elected Members;
- Information sessions organised by the Department of Local Government, Sport and Cultural Industries; or
- Seminars, training and/or information sessions provided by individuals with a demonstrably strong knowledge of local government in Western Australia.

The following are examples of other conferences or training opportunities as described above:

- WA Local Government Week;
- Special "one off" conferences sponsored by WALGA or the Department of Local Government, Sport and Cultural Industries on important local government issues;
- Annual conferences of major professions of local government;
- Conferences which advance the development of Elected Members in their role as Councillors; or

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- Conferences of organisations on which an Elected Member has been elected or appointed as a delegate.

Approval of Professional Development

Councillors must submit their application for professional development to the Shire President or Chief Executive Officer. Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

- a) Course or event title, provider or organiser name, location and date;
- b) Copy of, or link to program, course outline or other summary of content;
- c) An outline of the anticipated benefits of attendance, with reference to this policy; and
- d) Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire will seek to take advantage of reduced prices for early registration.

The Shire President and Chief Executive Officer have the ability to approve or refuse applications for training or professional development. Considerations for approval include:

- The costs of attendance including registration, travel and accommodation (if required);
- The budget provisions allowed and the uncommitted or unspent funds remaining as per the Elected Member Entitlement Policy,
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and as a collective;
- The Elected Member holding a position on the relevant Council Committee that deals with the subject matter of the conference.
- If no nominees are available from the relevant portfolio or Committee then the nomination will be at the discretion of Council.
- The current or future strategic direction and activities of the Shire and its priorities as related to the Shire's Strategic Community Plan.
- The equity of opportunity and the remaining period of office of the Elected Member concerned including recognition of the number of opportunities already provided to the respective Elected Member.
- A maximum of two (2) Councillors attending any one conference (excluding Local Government Week), unless resolved otherwise by Council.

Travel Arrangements

All booking arrangements for conferences and training for Elected Members are coordinated through the Chief Executive's Office.

Bookings allocated to Elected Representatives of the Shire cannot be exchanged, downgraded or rebated. Efforts will be made to modify departure times only.

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Bookings will not be revised to include personal travel that is not part of the scheduled conference itinerary. Efforts will be made to upgrade or alter the booking if the Elected Member is personally paying for the additional costs.

The proposed duration of conference or training attendance together with travel time and planned supplementary pre or post conference activities relevant to the Shire of Esperance will be notified to Council or the Chief Executive Officer for confirmation and/or amendment prior to the delegate's departure for the conference or training.

Loyalty Program and Reward Points

Council Members are not to obtain personal benefits from expenditure of Shire funds and must not claim personal frequent flyer or accommodation loyalty points for air travel or accommodation paid for by the Shire.

Reporting and Publishing

All Elected Members attending any conference or training are expected to report to Council on the benefits achieved by attending and should make the conference papers available to other Councillors.

A record of conferences or training attended by Elected Members will be maintained by the Chief Executive Officer.

The Chief Executive Officer is to prepare a report each financial year on professional development training completed by Elected Members in the financial year.

This report is to be published on the Shire official website within 1 month after the end of the financial year to which the report relates.

Conference/Seminar Attendance

This statement applies to all conferences and seminars, in order that Council provides an opportunity for Elected Members to further their knowledge, professional development and to establish industry networks. Council recognises that Elected Members, in carrying out their duties and responsibilities, will be required to represent the Council by attendance at various conferences or seminars.

Definition

For the purpose of this policy Conference means: a gathering within a structured, learning environment or event related to the industry of local government in the form of a Conference, Congress, Seminar, Forum and Workshops.

Attendance

1. Subject to budgeted funds being available, an allocation of \$4,500 per financial year will be allocated to each Elected Member to attend approved conferences, including interstate and intrastate conferences. The cost of attending Local Government Week and travel and accommodation costs related to attending conferences and seminars will be included within this financial limit. The Budget allocation for Elected Members for Conferences/Seminars, and Travel and Accommodation will be reviewed annually.
2. Elected Members may be nominated and authorised to attend Conferences by:
 - (a) the Council through a resolution passed at a Council Meeting for interstate and/or international conferences; or

Council Policy
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- (b) the Shire President, or CEO acting within delegated authority, for intrastate conferences.
3. In applying this policy authority is delegated to the CEO to authorise attendance at intrastate conferences and to nominate and authorise a substitute Elected Member to attend any conference in lieu of the person/s approved, if they are unable to attend the conference.

Limitations on Conference Attendance

1. Elected Members conference attendance will be limited to the annual member allocation amount of \$4,500 and this will be applied to a combination of Local Government Week and other intrastate conferences to the combined maximum value of \$4,500 or alternatively one (1) interstate conference and other intrastate conferences to the maximum combined value of \$4,500. This allowance applies to all conferences but does not include dedicated training courses provided for Elected Members via WALGA or the Department of Local Government, this is determined under the Elected Member Training and Personal Development section of this policy.
2. The Council shall have the authority to nominate the Shire President to attend any conference; however the maximum value shall be 1.5 times the Member's allocation in any financial year.

Elected Member Training Allowance

An annual training allowance of \$3,000 per Elected Member will be available in order for Elected Members to undertake approved training courses for personal development. This allocation is for course fees only and does not include travel and accommodation costs.

Cost for travel and accommodation during approved training will be allocated from the \$4500 conference allowance.

Conference and Training Costs, Travel and Related Expenses

The Shire will be responsible for the costs associated with training or professional development approved in accordance with this policy, as detailed in this section.

Travel, registration fees and accommodation are to be arranged directly by the Shire administration.

Expenses relating to conferences and training as approved, will be paid direct by the Shire. Expenses may include the following items:

- Airfare;
- Conference registration;
- Copy of conference proceedings;
- Accommodation;
- Meals

Incidental expenses include:

- Travel to and from the conference venue; and
- Travel to and from all airport destinations.

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EXE 031: Elected Member Professional Development

1. For each Council delegate authorised to attend a conference, training or seminar in accordance with this Policy, Council would cover direct expenses of such attendances, including the cost of registration, official conference functions/dinners/tours, travel arrangements, accommodation, and reasonable out-of-pocket expenses for the duration of the conference.
2. Reasonable out-of-pocket expenses would not include excessive in-room charges; mini bar costs; entertaining expenses; meals and drinks where provided for by conference registration; or personal costs such as dry-cleaning or personal care appointments.
3. Where the conference, training or seminar is held at a hotel, accommodation in the first instance will be sought from that particular hotel, or if not available, from an accommodation provider as near as practicable to the venue.
4. In the event that accommodation is not onsite, the Shire will reimburse Elected Members any taxi or public transport costs incurred for travel to or from the conference, training or seminar.
5. The preferred method of travel to and from a conference, training or seminar in Perth or interstate is via air travel. Alternatively, or where air travel is not available, the preferred method of road travel is by Shire provided vehicle. Where an Elected Member chooses to take their own private vehicle to suit personal arrangements, the Shire will:
 - a) Pay the Elected Member the equivalent of a single return flight to Perth (equivalent to the cost of a Rex Community Fare) for travel by private motor vehicle; or
 - b) Pay the Elected Member the rate stipulated in the table on page 1 of this Policy where the travel is outside of the Perth metropolitan region (i.e. Kalgoorlie, Ravensthorpe, Norseman etc.).
6. Where the mode of transport to attend a conference, training or seminar is a motor vehicle, the Shire will pay for parking costs incurred relating to attendance at the conference, training or seminar.
7. Hire cars will be made available to Elected Members to facilitate their attendance at a conference, training or seminar where the CEO considers it favourable as opposed to utilising taxis or public transport. In this instance parking costs will also be reimbursed.
8. Where meals are not included as part of the associated conference, training, seminar or accommodation, Elected Members will receive an allowance or reimbursement at the following rates in accordance with the Public Service Award 1992;

• Breakfast	\$16.30
• Lunch	\$16.30
• Dinner	\$46.50

Any expenditure over and above these amounts will be at the cost of the Elected Member.
9. Where the CEO or a Director pays for the costs of a group meal via corporate credit card, those Elected Members in attendance will not be paid the meal allowance referred to in point 8 above.

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Elected Member Delegate – Accompanying Person

Where an Elected Member is accompanied at a conference or training course, all costs for or incurred by the accompanying person are at their personal expense and not covered by Council. The exception to this being the cost of shared accommodation, provided there is no increase in accommodation costs from the rate if the elected member attended the event alone, and attending any official conference dinner where partners would normally attend, then the Council would pay that cost.

Sharing of Knowledge

At the next Ordinary Council Meeting following the return from an approved conference, training or seminar, the Elected Member concerned shall provide at least a verbal report on the attendance for the information of other Elected Members. Any written papers or materials should be handed to the CEO for circulation within the organisation.

..... Policy Ends



EXE 032: ELECTED MEMBER SOCIAL MEDIA

Document Status:	Current	CM Ref:	D21/28773
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Objective

The Council is committed to engaging with the Esperance community and enhancing existing communication and information circulation. Social media has increasingly become an essential part of daily life and method of communication. The use of social media by the Shire and the Elected Members can enhance communication, engagement and collaboration with our community, and share the positive and professional identity of our organisation.

Definitions

Social media includes all of the means by which information in the form of text, still and video images, sound files, data or preferences are communicated to an audience of more than one via the internet. Some examples of popular social media are:

- Social networking sites (e.g. Facebook, LinkedIn, Google+)
- Blog posts including video and podcasts
- Video hosts (e.g. Youtube, Vimeo)
- Image sharing sites (e.g. Flickr, Instagram and Pinterest)
- Text or voice chat
- Forums or discussion groups Geolocation based media (e.g. Foursquare)
- Wikis and online collaborations (e.g. Wikipedia)
- "The Shire" refers to the Shire of Esperance as an organisation/governing body.
- "Code of Conduct" refers to the Code of Conduct - Council Members, Committee Members and Candidates.

Related Documents

- Code of Conduct - Council Members, Committee Members and Candidates
- *Local Government Act 1995*
- *Local Government (Elections) Regulations 1997*

Policy Scope

The purpose of this policy is to provide guidance and direction for the use of social media by Elected Members to meet the expectations of the community and their professional requirements, particularly engaging with the community in both a private and public capacity. With new forms of social media continuously being developed, it is not possible to provide a definitive list of all, or even the most significant types of social media.

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Policy

Social media, in its various forms, plays a huge role in the public forum and offers a public means for discussion around council and community issues, particularly around high-profile or topical issues/decisions, especially in the lead-up to Council Meetings and Local Government Elections. Social media can help remove barriers in engaging wide sectors of the community and enhance existing communications and information circulation. One of the roles of Elected Members is to facilitate communications between the community and Council. Communication via social media means that our community has come to expect instant responses from Elected Officials. Where social media encourages short and attention-grabbing statements, the community expects thoughtful, well-reasoned and responsible communications from its representatives. The existing expectations around professional conduct such as those contained in the Code of Conduct and *Local Government Act 1995* apply.

As part of Elected Members induction into Council, a training session will be convened to provide advice to all Elected Members on the best practice use of social media in their role.

These guidelines should be read in conjunction with the Code of Conduct and form part of Council's policies, codes and decisions. A breach of these guidelines may be considered a breach of the Code.

It is important to remember that the use of social media is not without risk and the speed and reach of publishing online means content is available immediately to a wide audience. Anything posted can be difficult to delete and may be replicated endlessly. It may be sent to, or seen by people the author never intended or expected.

Elected Members must not make 'improper use of office' to cause detriment to the Shire or another local government. Standards for Elected Members include the requirement to avoid damage to the reputation of the Shire and the legal fidelity to the Council. It is important to ensure the language and approach used online is consistent with what the community would expect from an Elected Member and meets the requirements of the Code of Conduct.

It is important that when an Elected Member is posting, commenting or liking posts/comments on social media that they think about the language and tone. When commenting it is essential for Elected Members to communicate that their comment/s are their **own personal opinion**, not those of the Council. Comments by Elected Members of the Council have the capacity to affect the Shire's reputation.

Private Profiles and Private Groups

Nothing that is posted online is truly 'private'. Private profile settings and private groups are no guarantee information is only seen by the target audience. Posts may have been screenshot and distributed to individuals, groups and organisations that were never intended to see the content, even after the original post has been deleted.

Privacy settings are not enough to stop someone who disagrees with what has been posted from screen shotting and using it.

Guidelines

Social media can help remove barriers in engaging wide sectors of the community and enhance existing communications and information circulation. The following information is provided to guide Elected Members in the preparation of social media content and responses. Elected Members should:

- remember the Shire President and the CEO are the official spokespersons for the Shire; any statements on behalf of the Council should only be made with specific authority.
- clearly label social media content and responses as personal views and not those of the Shire or the Council. A statement such as '*As an Elected Member for the Shire of*

Council Policy
EXE 032: Elected Member Social Media

Esperance the views expressed here are mine alone and should not be taken to represent the decisions and opinions of either the Council as a whole or its staff will remove any ambiguity.

- ensure content is accurate, relevant and complies with current policies, if in doubt check with the CEO prior to publishing.
- not pre-empt announcements, posts etc. by the administration on behalf of Council.
- avoid offensive, defamatory, intimidating and provocative language, and avoid commenting on or liking posts that contain this type of language.
- avoid making personal comments about other Elected Members, staff or members of the community.
- maintain a positive and respectful tone.
- adhere to copyright, privacy, defamation, discrimination, harassment and other applicable laws.
- observe confidentiality.
- remember Council decision making is by majority, and whilst there may be decisions that are disagreed with, alternative points of view should be made respectfully and constructively.
- where requests for service or official feedback has been posted, comments should encourage direct contact with the Shire to enable the matter to be dealt with.
- where misinformation or factually incorrect information is posted, encourage the original poster to make contact with the Shire for clarification.
- liking, sharing or reacting to a post on social media is generally taken to be an endorsement of that material, as if you had created it yourself, and may be seen by a wider audience than intended.
- not make public statements expressing their opinion on matters before the Council that would indicate a predetermined voting position.

The intent of this Policy is not to stifle Elected Members using social media, but rather to ensure that comments, likes, posts and the use of all forms of social media by Elected Members are thoughtful, well-reasoned and responsible communications suited to their professional position and standing in the community and aligns with the adopted policies of the Council.

It is a statutory requirement for Shire staff to monitor relevant social media posts and retain them in the Shire's document management system for record keeping purposes.

Use of Social Media During Local Government Elections

During a Local Government election period social media may fall into the category of 'election material'. Election material is any material which is published in any format which is intended to affect the result of the election. All election material must contain the **name** and the **address** of the person who authorises the material. Therefore any social media which may in some way comment on Candidates or Council during an election campaign must meet the requirements of the *Local Government (Elections) Regulations 1997* and associated Regulations. Elected Members and Candidates should familiarise themselves with these requirements. If in doubt, act on the side of caution and refrain from using social media to make comment. Advice can be obtained from the Office of the CEO or Electoral Commissioner's delegate.

..... Policy Ends



Shire of Esperance

**GREATER SPORTS GROUND REDEVELOPMENT
COMMITTEE**

THURSDAY 23 SEPTEMBER 2021

MINUTES

we make it happen

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Esperance for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Esperance disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Esperance during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Esperance. The Shire of Esperance warns that anyone who has any application lodged with the Shire of Esperance must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Esperance in respect of the application.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

ATTACHMENTS

Please be advised that in order to save printing and paper costs, all attachments referenced in this paper are available in the original Agenda document for this meeting.

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SHIRE OF ESPERANCE
MINUTES
**GREATER SPORTS GROUND REDEVELOPMENT COMMITTEE MEETING HELD IN
COUNCIL CHAMBERS ON
23 September 2021
COMMENCING AT 5:15PM**

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 5:15pm.

2. ATTENDANCE

Members

Cr J O'Donnell	Shire of Esperance
Cr I Mickel	Shire of Esperance (Deputy)
Mr G Mackenzie	Indoor Sports Stadium Management Committee
Mr P Jones	Indoor Sports Stadium Management Committee (Deputy)
Mr G Cooper	Esperance Districts Agricultural Society
Mr D Pengilly	Esperance Districts Agricultural Society (Deputy)
Mrs F McDonald	Esperance District Recreation Association (Deputy)
Mrs C Waight	Community Representative
Mr C Bennier	Community Representative
Mrs R Norwood	Community Representative

Ex Officio

Mr S Tobin	Community Development & Events Coordinator
Mrs S Moroney	Club & Community Development Officer
Mr T Ayers	Manager Economic & Community Development
Mr M Walker	Director Asset Management (Zoom)

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr D Piercey	Apology
Mrs E Austen	Apology
Mr D Rigney	Apology
Mr D Ball	Apology
Ms E Bond	Apology
Mr S Burge	Apology

4. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS

Nil

5. DECLARATION OF MEMBERS INTERESTS

- 5.1 **Declarations of Financial Interests – Local Government Act Section 5.60a**
Nil
- 5.2 **Declarations of Proximity Interests – Local Government Act Section 5.60b**
Nil
- 5.3 **Declarations of Impartiality Interests – Admin Regulations Section 34c**
Nil

6. CONFIRMATION OF MINUTES

Moved: Mr G Cooper
Seconded: Mrs F McDonald

GSG0921-159

That the Minutes of the Greater Sports Ground Redevelopment Committee Meeting of the 1 February 2021 be confirmed as a true and correct record.

CARRIED

7. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Nil

8. REPORTS

Item: 8.1

GSG Masterplan

Author/s Trevor Ayers Manager Community & Economic Development

Authorisor/s Felicity Baxter Director Corporate & Community Services

File Ref: D21/31340

Applicant
Internal report

Location/Address



Executive Summary

The proposed Greater Sports Ground Redevelopment Masterplan 2021-2041 updates the precinct plans with recent developments and prepares for potential future development projects over the next 20 years.

Recommendation in Brief

That the GSG Redevelopment Committee recommend the Esperance Greater Sports Ground Redevelopment Masterplan 2021-2041 to Council for adoption.

Background

The Greater Sports Ground (GSG) is the premier sporting complex within Esperance and is currently home to 14 sporting and recreation groups as well as being used extensively by the community outside of organised sporting activities. It also provides a home for the annual agricultural show and accommodates a significant number of campers during peak tourism season as the overflow camping area.

Since 2015 a significant number of upgrades have occurred within the GSG, including construction of the new indoor stadium, installation of a new playground and refurbishment of the Noel White Centre. This resulted in the GSG Redevelopment Committee (the Committee) recommending to Council in early 2019 that the existing GSG masterplan be reviewed and updated to reflect these changes and identify development opportunities and priorities for the future. This was supported by Council at the June 2019 Ordinary Council meeting.

The Committee initiated this process with a user group workshop in July 2019, with a request for further information regarding each of the user group's needs, priorities and plans requested following this. The process was initially slowed as the stadium and Noel White Centre were being completed and a full understanding of the opportunities and constraints they would present was being understood by the user groups and Committee. The onset of COVID-19 also presented challenges for the user groups to provide timely input and have confidence around their short-medium term needs.

By August 2020 the feedback required had been captured to enable a draft future layout to be developed for the GSG, a number of workshops with the Committee then occurred to get the draft to a point that there was comfort in presenting back to the user groups for review and comment. This proposed masterplan takes into consideration feedback received from the user groups and follow-up discussions with the Committee on incorporating this feedback. The implementation plan and initial priority projects identified within this document were a key part of these discussions.

Officer's Comment

With considerable feedback and input received from both Committee members and user groups in developing this updated masterplan (Attachment A and B), it is now time to present to Council to enable new works in the GSG precinct to reflect the long-term vision captured in the updated document.

Option One

That the Committee recommend the masterplan as presented to Council.

Option Two

That the Committee recommend the masterplan, with identified amendments, to Council.

Consultation

The masterplan has been developed as a collaboration between the Asset Management and Community Development and Events sections of Council. It has had significant input from both the GSG Redevelopment Committee members and the GSG user groups.

Financial Implications

Nil

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Strategic Community Plan 2017 - 2027

Community Connection

A variety of accessible sport, recreation, arts and cultural activities that can be pursued by all
Facilitate and support sport, recreation, arts and cultural activities

Environmental Considerations

Nil

Attachments

[A.1.](#) Esperance Greater Sports Ground Redevelopment Masterplan 2021-2041

[B.1.](#) Esperance Greater Sports Ground Redevelopment Masterplan 2021-2041 - Appendix 1

RECOMMENDATION AND DECISION

Moved: Mr G Cooper

Seconded: Mr P Jones

GSG0921-160

Committee Recommendation

That the Greater Sports Ground Redevelopment Committee endorse the attached Esperance Greater Sports Ground Redevelopment Masterplan 2021-2041 and recommend to Council for adoption.

CARRIED



we make it
happen

**ESPERANCE
GREATER SPORTS GROUND
REDEVELOPMENT
Masterplan 2021-2041**

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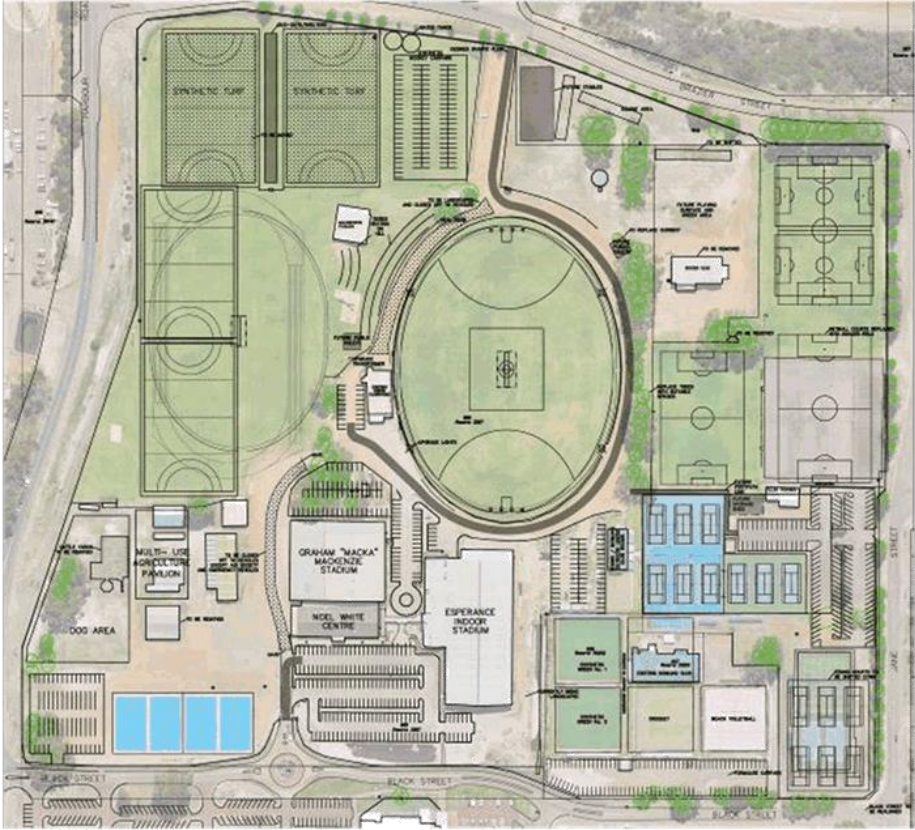
1 EXECUTIVE SUMMARY

The Esperance Greater Sports Ground Redevelopment Masterplan provides a common sense approach for future redevelopment projects at the Greater Sports Ground. The plan identifies projects that are Likely to occur over a 20 year timeframe and how they fit in the overall context of the Greater Sports Ground so that any detrimental impacts are avoided.

Priority projects identified from the Esperance Greater Sports Ground Redevelopment Masterplan:

- Sealing of internal roads
- Closure of internal roads to prevent the Greater Sports Ground being used for through traffic
- Power Upgrade to the Greater Sports Ground
- Construction of four new outdoor Netball courts
- Replacement of the Tuart trees with a more suitable species.

STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment



STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

2 INTRODUCTION

2.1 Strategic Context

The Shire of Esperance is over 44,000km² and is located on Western Australia's South East coast 725km from the capital, Perth. As of the 2016 census, Esperance had a population of 14,281 and an average age of 40. As a coastal destination, Esperance receives a significant influx of visitors during the warmer months. A strong, connected community has evolved due to the locations remoteness and isolation. This sense of community spirit is characterised by our high number of volunteers and the 106 sporting and recreation groups across the Shire.

The Esperance Strategic Community Plan highlights the importance of providing community sporting facilities as part of its strategic objectives under Community connections:

- Thriving Community Groups: A variety of accessible sport, recreation, arts and cultural activities that can be pursued by all
- Inclusive & Accessible Opportunities: A Community where everyone feels welcome, involved and connected to each other

The Greater Sports Ground (GSG) on Black Street and bound by Jane Street, Brazier Street and Harbour Road, and is comprised of the following reserves:

- R 3287 vested to the Shire of Esperance for the purpose of Racecourse, Recreation and Agricultural Showgrounds;
- R 30202 vested to the Shire of Esperance for the purpose Recreation (Bowling and Beach Volleyball Clubs); and
- R 30201 vested to the Shire of Esperance for the purpose of Club and Club Premises.



The GSG is the premier sporting complex for Esperance and home to 14 sports and recreation groups. The grounds caters for a number of sports and activities, including hockey, soccer, ultimate frisbee, tennis, volleyball, netball, basketball, badminton, lawn bowls, football, cricket, little athletics, dog training

and the annual agricultural show. Additionally the grounds feature a playground, are used as an off leash dog exercise area and accommodate overflow camping during the tourism season.

2.2 Project Background

The Greater Sports Ground has undergone a number of significant upgrades since 2015 including the construction of a new indoor stadium, which features four courts, a new playground, and the refurbishment of the Noel White Pavilion. There are still a number of projects to be undertaken to continue to improve the GSG and accommodate the future growth of all user groups.

The Greater Sports Ground Redevelopment Committee (the Committee) is a formal Committee of Council tasked with reviewing the GSG Redevelopment Implementation Plan over the next 20 years. The Committee consists of two elected members, representatives from Esperance Districts Agricultural Society, Indoor Sports Stadium Management Committee and Esperance District Recreation Association and up to five community members.

In May 2019, the GSG Redevelopment Committee recommended to Council that the GSG Redevelopment Master Plan be reviewed and updated to reflect current needs of all user groups. Following this, at an Ordinary Council Meeting in June 2019, it was resolved that the current Greater Sports Ground Master Plan must be updated.

The GSG Redevelopment Committee commenced the review with a workshop in July 2019 to answer a number of questions relating to user group's current and future needs, priorities and plans, possible co-locations and space requires. These questions were sent out to groups and in September 2019, six (6) submissions were received. This project was delayed due to the construction of the new indoor stadium and the COVID-19 pandemic.

In August 2020, using the previous feedback collected, staff created a proposed layout map of the GSG showing potential future developments. In February 2021, this was presented to the GSG Committee and further workshoped in March 2021. Once initial changes were made, an information session was held with all user groups, followed by a questionnaire sent out to gather feedback. At the closure of the feedback period, five (5) groups had replied to voice concerns or support the proposal. The feedback was discussed with the Committee and further changes were made to the proposed layout map to reflect user sentiment.

An implementation plan has been developed to compliment the proposed layout map and this document has been created to detail the proposed improvements.

2.3 Purpose

The Esperance Greater Sports Ground Redevelopment Masterplan aims to provide direction for the future redevelopment projects at the GSG, so that the functionality and impact of a projects enhance the GSG and avoids unintended consequences. The Masterplan identifies likely projects and upgrades that may occur over the next 20 years and prerequisite projects that are required to enable the project to happen.

The Masterplan also identifies a number of Shire lead projects that are for the overall benefit of the plan. These project will help improve the overall functionality of GSG and enable the other projects to have a more effective outcome.

The masterplan is not intended to demonstrate the feasibility of a particular project identified and in most cases larger projects identified will require further investigation and feasibility studies before an investment decision can be made.

STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

3 AREA SUMMARIES

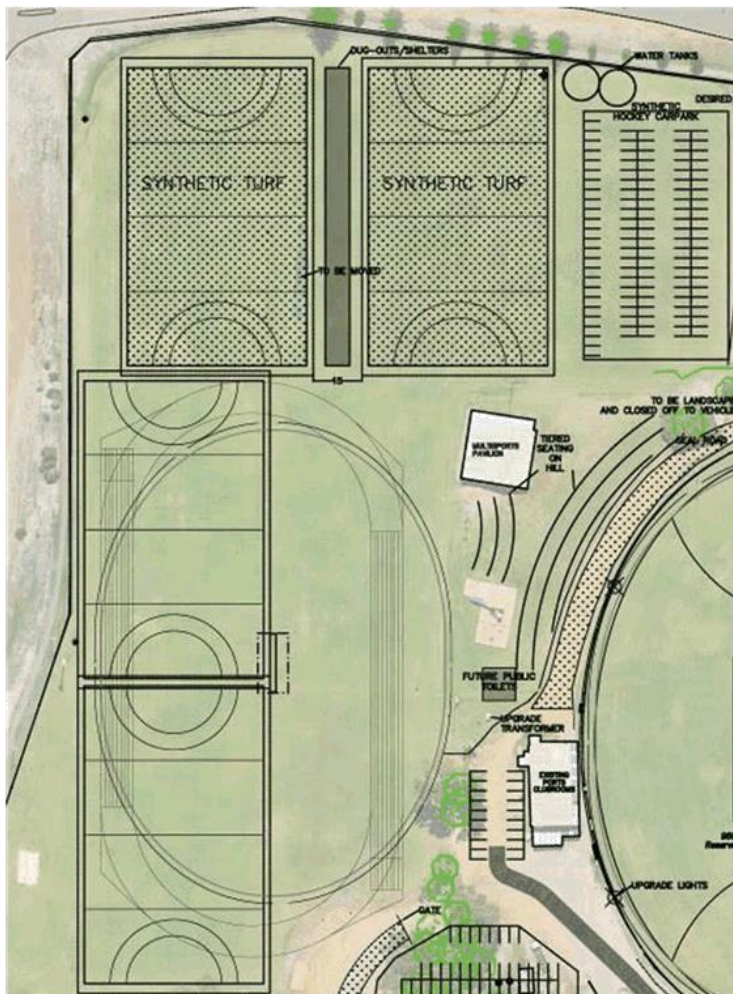
3.1 Multi Sports Area



Current User Groups	<ul style="list-style-type: none"> • Esperance Hockey Association • Esperance Cricket Association • Esperance Junior Cricket Association • Esperance Little Athletics • Esperance & District Agricultural Society • Esperance Softball (not currently operating)
Current Condition	<ul style="list-style-type: none"> • Green playing space for 5 Hockey fields • Cricket oval with a synthetic pitch • A 400m Distance running track and Sand pit for long & triple jump • Multi-sports Pavilion (Club rooms) • Green
Future User Groups	<ul style="list-style-type: none"> • Esperance Hockey Association • Esperance Cricket Association • Esperance Junior Cricket Association • Esperance Little Athletics

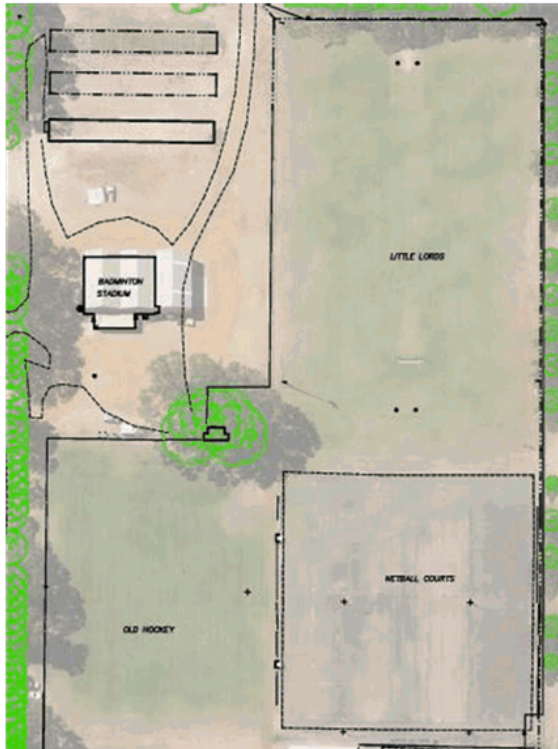
STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

	<ul style="list-style-type: none">• Esperance & District Agricultural Society• Esperance Softball
Future Development of space	<ul style="list-style-type: none">• Allowance for two synthetic turf Hockey fields• Relocation of the cricket oval• Extending the green playing space in south-west corner to better accommodate running track• Provision of space for cricket training nets and storage.



STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

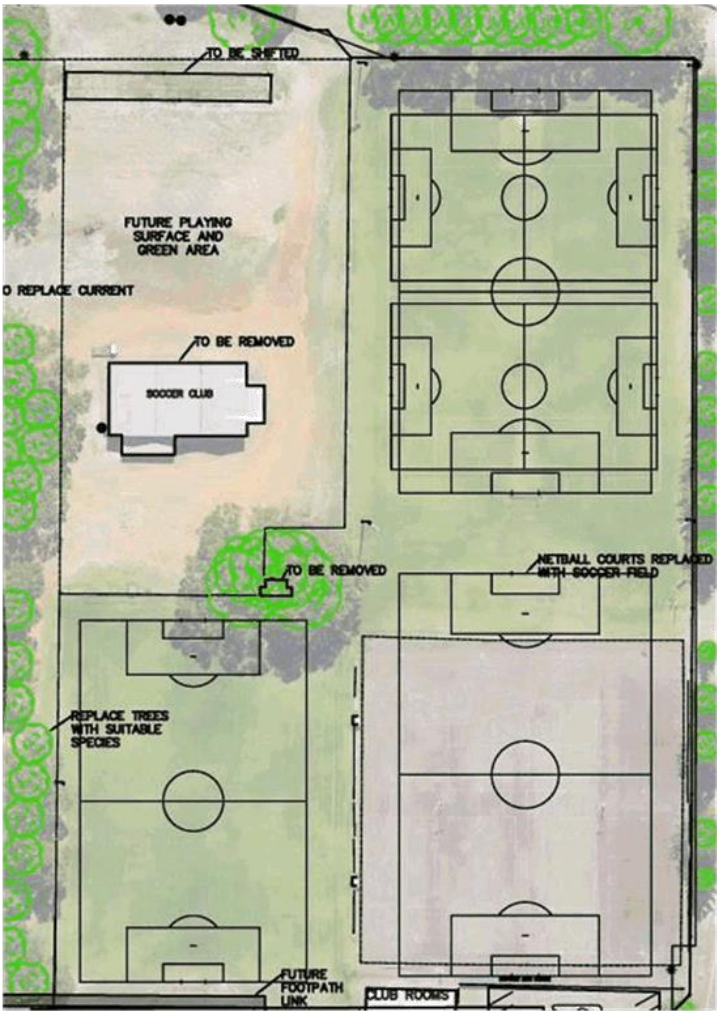
3.2 Little Lords and Surrounding Areas



Current User Groups	<ul style="list-style-type: none"> • Esperance Soccer Association • Esperance Dog Club • Esperance Ultimate Frisbee • Esperance & District Agricultural Society • Esperance Equestrian Club
Current Condition	<ul style="list-style-type: none"> • One full size soccer field • One ¾ size soccer field • Eight outdoor netball courts • Netball club rooms/storage space • Public toilet • Horse yards
Future User Groups	<ul style="list-style-type: none"> • Esperance Soccer Association • Esperance Ultimate Frisbee • Esperance & District Agricultural Society • Esperance Equestrian Club
Future Development of space	<ul style="list-style-type: none"> • Relocate the outdoor netball courts and create a new green playing space • Relocate the public toilets to better location • Relocate horse stables to Agricultural Society's leased area.

STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

- Deconstruct soccer shed and create a new green recreation/playing space
- Create a storage shed to replace the current soccer shed



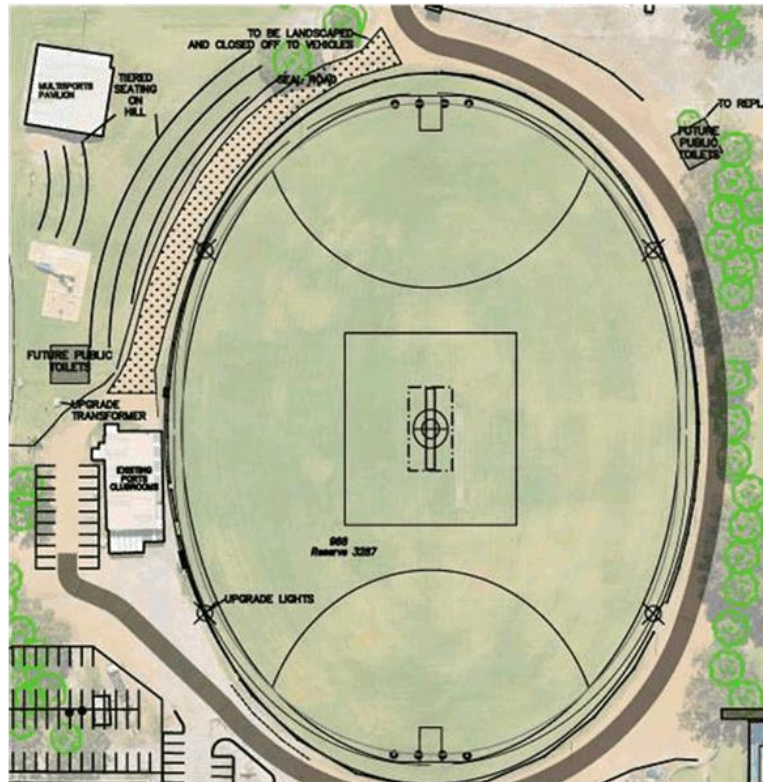
STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

3.3 Ports Oval



Current User Groups	<ul style="list-style-type: none"> • Ports Football Club • Ports Cricket Club • Gibson Football Club (Juniors) • Esperance Cricket Association • Esperance Junior Cricket Association • Esperance & District Football Association • Esperance & District Agricultural Society • Esperance Equestrian Club
Current Condition	<ul style="list-style-type: none"> • One game size football field • Football club rooms • Small lighting towers • Cricket oval and synthetic pitch
Future User Groups	<ul style="list-style-type: none"> • Ports Football Club • Ports Cricket Club • Gibson Football Club (Juniors) • Esperance Cricket Association • Esperance Junior Cricket Association • Esperance & District Football Association • Esperance & District Agricultural Society • Esperance Equestrian Club
Future Development of space	<ul style="list-style-type: none"> • Upgrade match lighting to 100 lux (large ball) and future 300 Lux (small ball) • Change the synthetic cricket pitch to a turf cricket pitch • Co-location of clubhouse facilities with other sports

STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment



STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

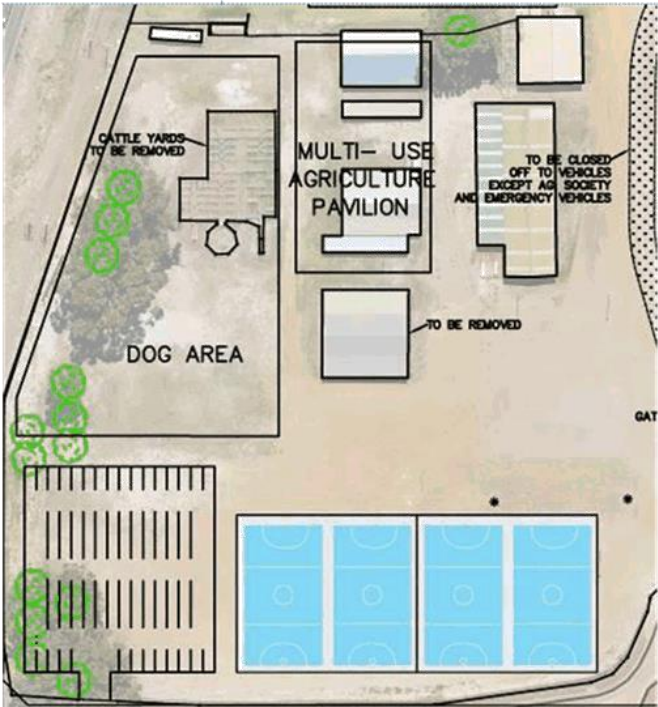
3.4 Agricultural Pavilions and Surrounding Areas



Current User Groups	<ul style="list-style-type: none"> • Esperance & District Agricultural Society
Current Condition	<ul style="list-style-type: none"> • Storage sea container (Little Athletics) • Cattle Yards • Large gravel pit area (used for side-show alley/amusement rides during the annual Agricultural Show) • Agricultural pavilions for cattle, poultry, sheep • Shearing shed/display • Preferred Overflow Camping area
Future User Groups	<ul style="list-style-type: none"> • Esperance & District Agricultural Society • Esperance Netball Association • Esperance Dog Club
Future Development of space	<ul style="list-style-type: none"> • Construct four outdoor netball courts • Widen Black Street Access gate • Remove cattle yards • Develop dog park/dog training area/sheep dog trial area

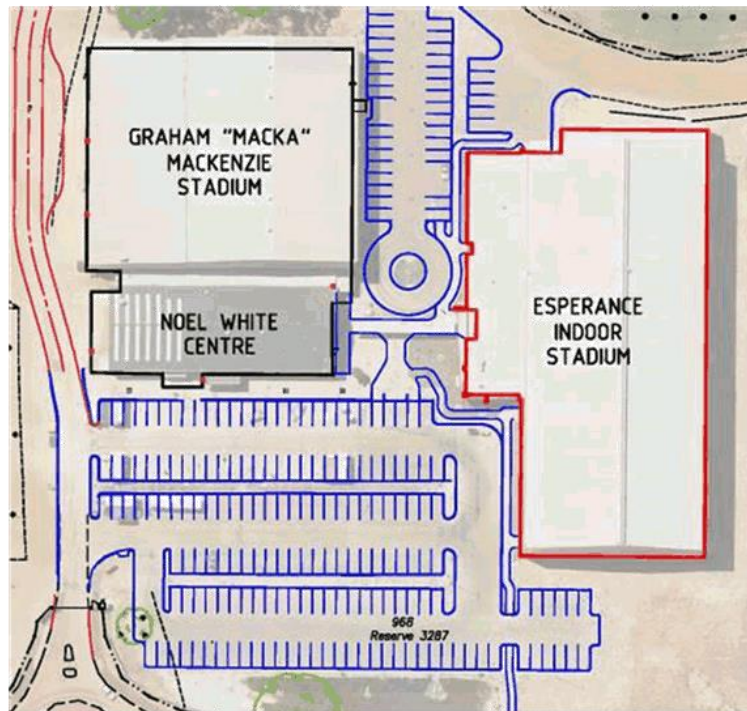
STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

- Replace the poultry and cattle pavilions with one large multi-use pavilion
- Little Athletics sea container to be removed and storage within multi-use pavilion used



STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

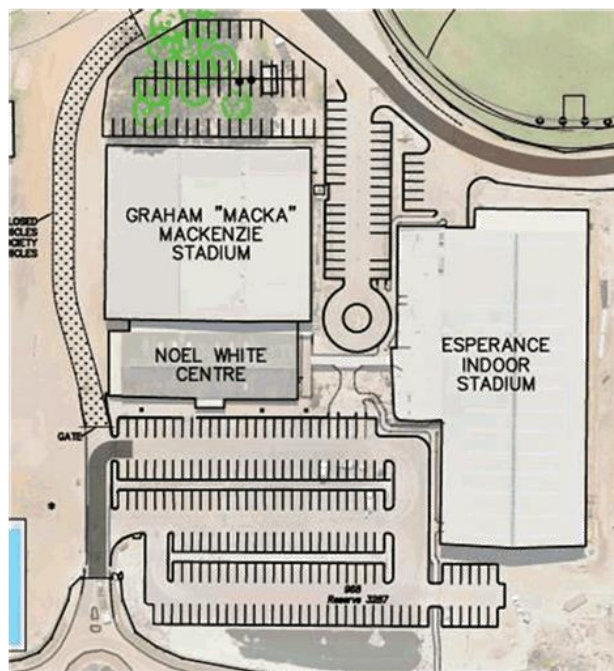
3.5 Indoor Complex



<p>Current User Groups</p>	<ul style="list-style-type: none"> • Esperance & District Agricultural Society • Esperance Basketball Association • Esperance Badminton Association • Esperance Volleyball Association • Esperance Netball Association • Esperance Soccer Association • Overflow Camping • Esperance Brass Band • Esperance & District Football Association • Esperance Toy Library • Esperance District Recreation Association
<p>Current Condition</p>	<ul style="list-style-type: none"> • Four Court Indoor Sports Stadium – Esperance Indoor Stadium • Noel White Centre (including Offices, meeting and function room, storage space and campers kitchen) • Three Court Indoor Stadium - Graham Mckenzie Stadium
<p>Future User Groups</p>	<ul style="list-style-type: none"> • Esperance & District Agricultural Society • Esperance Basketball Association • Esperance Badminton Association • Esperance Volleyball Association • Esperance Netball Association • Esperance Soccer Association

STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

	<ul style="list-style-type: none">• Overflow Camping• Esperance Brass Band• Esperance & District Football Association• Esperance Toy Library• Esperance District Recreation Association
Future Development of space	<ul style="list-style-type: none">• The Graham Mckenzie Stadium redevelopment



STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

3.6 Bowling Club and Tennis Club Area



Current User Groups	<ul style="list-style-type: none"> • Esperance Tennis Club • Esperance Bowling Club • Esperance Volleyball Association • Esperance Croquet Club • Esperance Darts Association
Current Condition	<ul style="list-style-type: none"> • 13 outdoor tennis courts • Tennis club rooms • Two artificial bowling greens • One grassed bowling green used for croquet • Four beach volleyball courts • Bowling Club Rooms
Future Development of space	<ul style="list-style-type: none"> • Tennis court reconfiguration

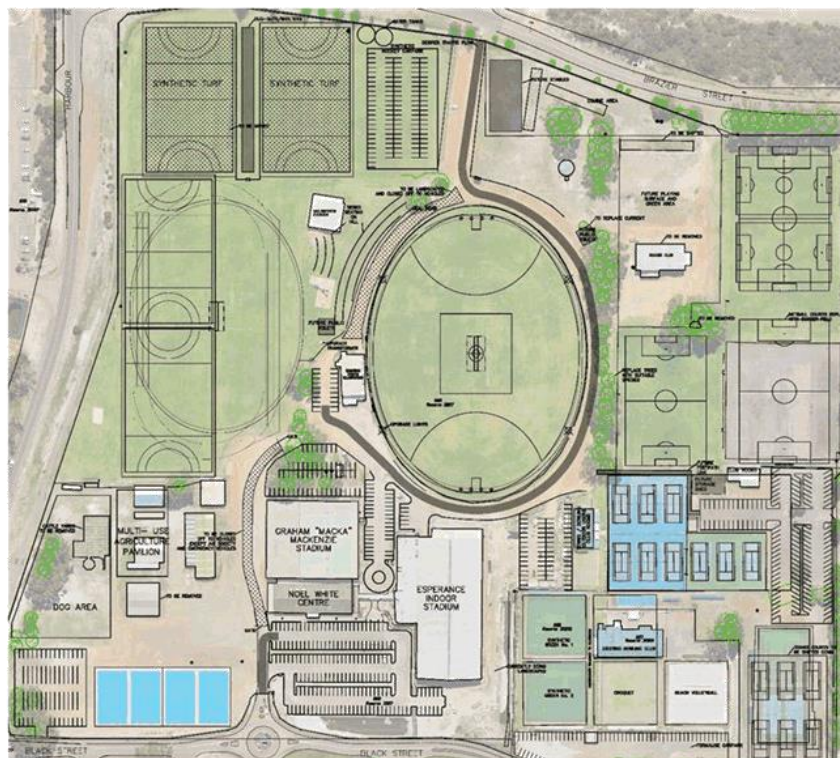
STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment



STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

3.7 General and Common Facilities

Current User Groups	<ul style="list-style-type: none"> All
Current Condition	<ul style="list-style-type: none"> Internal gravel roads Two toilet blocks Informal path network Playground Gated access points
Future User Groups	<ul style="list-style-type: none"> All
Future Development of space	<ul style="list-style-type: none"> Bituminise and widen internal roads Close parts of the internal roads to remove use as a thoroughfare through the grounds Remove all tuart trees and replace with suitable species in a staged approach Create tiered seating on the hill overlooking ovals Formalise path from Jane Street parking to Tennis Club Widen Harbour Road/Black Street Access gate Replace toilet blocks in new locations



4 PROJECTS

NO	PROJECT	LEAD ORGANISATION	OTHER ORGANISATIONS	PREREQUISITE PROJECTS	PROPOSED TIMEFRAME
Shire of Esperance Lead Projects					
1.	Additional / Formalising Parking throughout GSG Provide formalised and sealed car parking at various locations identified in the plan.	Shire of Esperance			Progressive
2.	New Outdoor Netball Courts Provide 4 outdoor netball courts in closer proximity to the Indoor Stadium for juniors and senior training. This project is required before the third soccer pitch / green space can commence.	Shire of Esperance	Netball		Short
3.	Closure of road between playground and Ports Oval The closure of the road will improve safety especially for children using the playground and contribute to a space for watching sports on Ports Oval. The area would be grassed / landscaped and would complement the tiered seating proposal.	Shire of Esperance		Seal Internal Road from Brazier St	Short
4.	Tiered Seating on both sides of the Hill Provide tiered seating built into the hill for spectators to watch sports on the Ports and Multi Sports ovals and the annual fireworks at the Ag Show.	Shire of Esperance			Medium
5.	Seal Internal Road from Brazier Street Seal the internal road from Brazier street to Ports Club Rooms, allowing for enough width around the Ports Oval to park a vehicle on the fence and two way traffic around the back.	Shire of Esperance		Removal of Tuart Trees	Short
6.	Third Soccer Pitch / Playing Surface The requirement for a third soccer pitch / playing surface has been a high priority for a number of years. The current over usage on the main soccer field from various sports causes significant damage each year, which takes a significant amount of time to rehabilitate after each winter season. This project requires the construction of new outdoor netball courts before proceeding.	Shire of Esperance	Soccer Frisbee	New Outdoor Netball courts	Short-Medium
7.	Fourth Soccer Pitch / Playing Surface The requirement for a fourth soccer pitch / playing surface has been allowed for when demand warrants.	Shire of Esperance	Soccer Frisbee	Replacement of Storage shed for Soccer	Long

STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

NO	PROJECT	LEAD ORGANISATION	OTHER ORGANISATIONS	PREREQUISITE PROJECTS	PROPOSED TIMEFRAME
8.	NE Public Toilet Block Relocated Relocation of the toilet block to a more suitable location will enable the ¾ soccer pitch to become full size and will have better access to more spectators watching the ports oval.	Shire of Esperance			Short
9.	Graham Mackenzie Stadium Redevelopment Redevelopment of the Graham Mackenzie Stadium will resolve the current structural issues and provide a more multipurpose building.	Shire of Esperance			Short-Medium
10.	Graham Mackenzie Stadium Public Toilet Block Relocated Relocating the toilet block will enable the formalisation of car parking in this area and will be provided in a better location for the public toilet near the tiered seating on the hill.	Shire of Esperance			Medium
11.	Removal of Tuart trees The tuart trees around the GSG should be progressively replaced with more appropriate species that are more compatible with overflow camping and the general amenity of the GSG.	Shire of Esperance			Short-Medium
12.	Power Upgrade The existing GSG power supply is at capacity and requires upgrading before any new development can occur.	Shire of Esperance			Short
13.	Close Road behind Graham Mackenzie Stadium The current road through the GSG encourages drivers to use it as short cut, creating issues around safety and amenity particularly if the new netball courts are constructed in their proposed location. It is proposed to close off the road between the Graham Mackenzie Stadium and the Agricultural Society sheds and have a chain gate across the roads, to allow access only during certain events e.g. overflow camping or the Agricultural Show.	Shire of Esperance		Seal Internal Road from Brazier St	Short
14.	Multi Sports Oval Small Extension A small extension of the Multi Sports ovals is require to fit the athletics track and cricket, when it is required to be shifted down due to the because Synthetic Hockey project.	Shire of Esperance	Athletics		Medium
Externally Lead Projects					

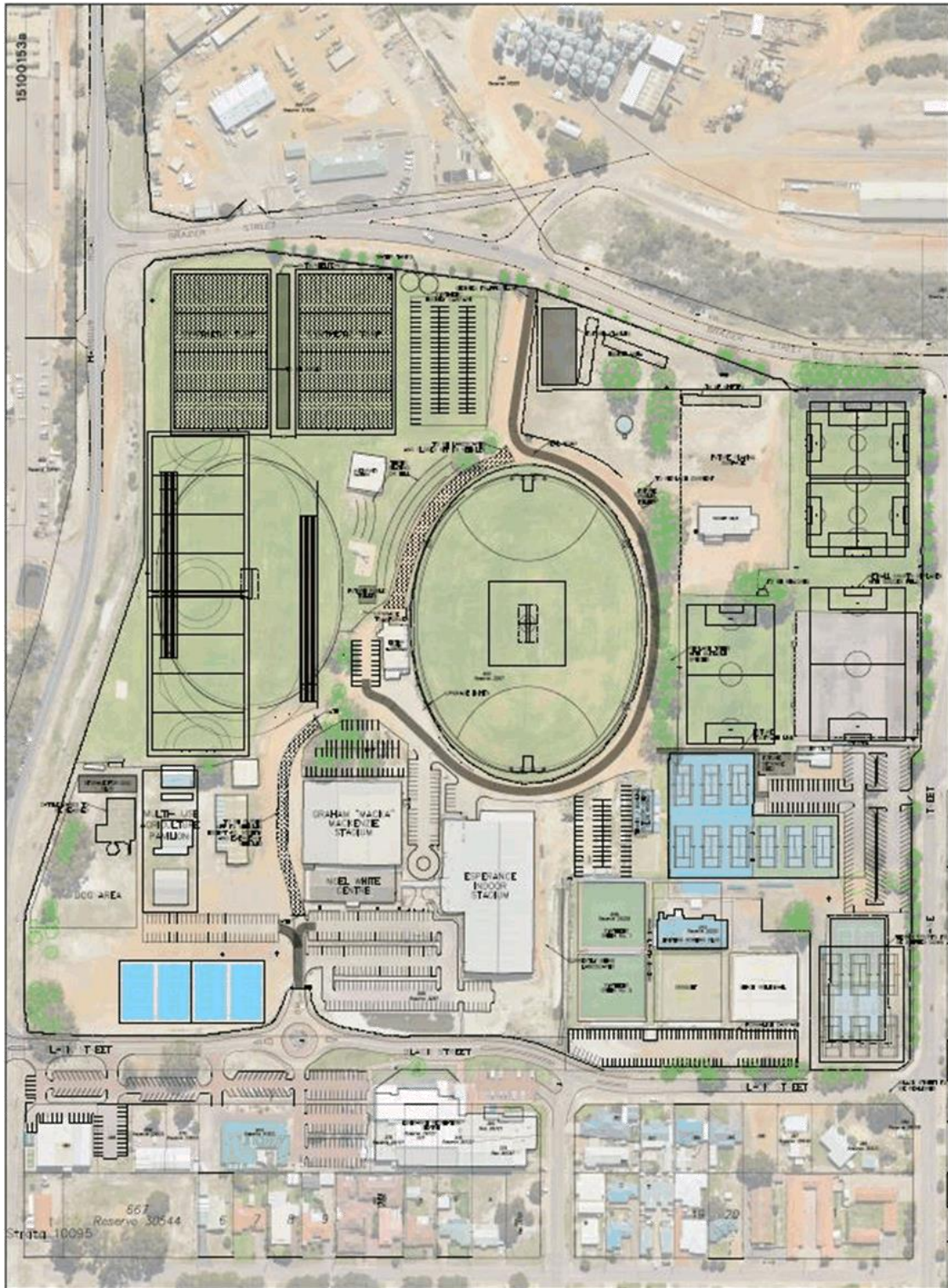
STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

NO	PROJECT	LEAD ORGANISATION	OTHER ORGANISATIONS	PREREQUISITE PROJECTS	PROPOSED TIMEFRAME
1.	Cricket Pitch relocated on Multi-sports oval The cricket pitch relocation will be required to shift the cricket oval to the South. This will work in better with the tiered seating on the hill and is required before the Synthetic Hockey Pitches. The cricket oval in this space isn't considered as a premier ground. The Ports oval is the premier location for cricket on the GSG.	Cricket			
2.	Synthetic Turf Hockey pitches The allowance of two synthetic turf hockey pitches on NW of Multi-sports oval is provided in the plan to provide a higher level of hockey standard. A central area between the pitches (15m) is provided for viewing shelters / dug outs. Consideration should be given to what other sports could use the synthetic turf to maximise its usage.	Hockey		Cricket Pitch relocation Transformer upgrade Multi Sports Oval Small Extension	
3.	Tennis Courts SE corner Relocated The expansion of the South-eastern corner tennis courts will better utilise the current space and allow for additional tennis courts if required in the future and more parking.	Tennis			
4.	Upgraded Playing lights for Ports Oval Provide competition standard lighting for Ports oval, minimum 100 Lux. This will enable twilight / night games. Consideration is to be given to installing poles that could accommodate 300 Lux. This would mean that small ball sports could play if the need arises.	Ports Football Club		GSG Power upgrade	
5.	Replacement of Storage shed for Soccer When the future playing space is warranted, the current Soccer Shed needs to be replaced for storage adjacent to the current netball club room.	Soccer			
6.	Relocation and Replacement of Horse Stables The relocation of the current stables into the Esperance Agricultural Society's leased area would create space for additional playing fields. Old horse stables were dismantled due to their poor condition, the need for new horse stables should be considered if the demand for their use can be justified.	Agricultural Society			
7.	New Single Multi-Use Pavilion The potential for a new co-located multi-use pavilion interfacing with both Ports and Multi-sports ovals to replace existing multi-sports pavilion and Ports clubrooms. User groups could include football, hockey, cricket, frisbee, little athletics and dog club.	TBC	Ports Cricket Hockey		

STRATEGIC PLAN 2021-2041
Greater Sports Ground Redevelopment

NO	PROJECT	LEAD ORGANISATION	OTHER ORGANISATIONS	PREREQUISITE PROJECTS	PROPOSED TIMEFRAME
8.	<p>Consolidation of Ag Society Sheds</p> <p>The consolidation of the Ag Society sheds with one large 60m x 20m multi use shed built adjacent to the shearing/livestock sheds. This multi-use shed would include a community toilet and storage for other GSG user groups. This would also free up the current area for other activities i.e. circus or events.</p>	Agricultural Society			
9.	<p>Netball Club Rooms</p> <p>The current Netball Club Rooms should be considered for their ongoing usage given the new stadium, proposed new outdoor netball courts and the Noel White Centre redevelopment. If it is advantageous to relocate netball to the New Stadium Complex, then there is an opportunity for the likes of Soccer and Frisbee to utilise this facility. This will need to be negotiated with netball as they own the building.</p>	Netball	Soccer Frisbee	New Outdoor Netball courts	

APPENDIX 1 – GREATER SPORTS GROUND MASTERPLAN



9. FINANCIAL REPORTS

Nil

10. NEW BUSINESS OF AN URGENT NATURE

Nil

11. CLOSURE

The Presiding Member declared the meeting closed at 5:37pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

ESPERANCE ROADWISE COMMITTEE

MONDAY 21 JUNE 2021

MINUTES

**we make it
happen!**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Esperance for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Esperance disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Esperance during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Esperance. The Shire of Esperance warns that anyone who has any application lodged with the Shire of Esperance must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Esperance in respect of the application.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

ATTACHMENTS

Please be advised that in order to save printing and paper costs, all attachments referenced in this paper are available in the original Agenda document for this meeting.

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SHIRE OF ESPERANCE

MINUTES

**ESPERANCE ROADWISE COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON
21 June 2021
COMMENCING AT**

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 2:31pm.

2. ATTENDANCE**Members**

Cr R Chambers	Shire of Esperance (Deputy)
Mr J Jose	Department of Transport
Mrs A McAlinden	Main Roads WA
Sgt Devine	Esperance Police
Mr P Gaughan	St John Ambulance
Rev R Dummermuth	Community Representative

Ex Officio

Mr N Williams	Manager Asset Development
Ms E Prendergast	WALGA Roadwise Officer
Miss H Logan	Trainee Administration Assistant - Asset Management

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr S McMullen	Shire of Esperance	Presiding Member
Mr D Lykke	Department of Health	
Ms M Smillie	Department of Health (Deputy)	
Mrs J Fitzpatrick	Department of Education	
Ms S Shortland	Department of Transport (Deputy)	
Mr S Khan	Main Roads WA (Deputy)	
C I Mack-Johnston	Esperance Police (Deputy)	
Mr M Walker	Director Asset Management	
Ms J Appleby	Supervisor Asset Management	

4. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS

Nil

5. DECLARATION OF MEMBERS INTERESTS**5.1 Declarations of Financial Interests – Local Government Act Section 5.60a**

Nil

5.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

Nil

5.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

Nil

6. CONFIRMATION OF MINUTES

Moved: Mr R Dummermuth
Seconded: Mrs A McAlinden
RW0621-137

That the Minutes of the Esperance Roadwise Committee Meeting of the 10 May 2021 be confirmed as a true and correct record.

CARRIED
F9 - A0

Voting Requirement: Simple majority

7. ADVISORY COMMITTEE RECOMMENDATIONS

Nil

8. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Nil

9. REPORTS

Nil

10. FINANCIAL REPORTS

Nil

11. GENERAL BUSINESS

Nil

12. NEXT MEETING

To be confirmed

13. CLOSURE

The Presiding Member declared the meeting closed at 2:43pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

MUSEUM MANAGEMENT REFERENCE GROUP

MONDAY 31 MAY 2021

MINUTES

**we make it
happy**

DISCLAIMER

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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SHIRE OF ESPERANCE**MINUTES****MUSEUM MANAGEMENT REFERENCE GROUP MEETING HELD IN COUNCIL
CHAMBERS MEETING ROOM ON 31 MAY 2021 COMMENCING AT 2PM****1. OFFICIAL OPENING**

The CEO declared the meeting open at 1:59pm.

2. ATTENDANCE**Members**

Cr J O'Donnell	Shire of Esperance (Presiding Member)
Mr B Freeman	Esperance Bay Historical Society (Deputy)
Mr K Young	Esperance Mechanical Restoration Group
Mr D Smallwood	Esperance Family History Society
Mrs J Ford	Museum Volunteer Representative
Mr J Guest	Community Representative

Ex Officio

Ms L Horn	Cultural Officer
Mrs J Arnold	Library and Culture Coordinator
Mrs E Austen	Acting Manager Community Support
Mrs M Ammon	Acting Director External Services
Mr S Burge	Chief Executive Officer

Guests

Mrs P Smallwood	Esperance Family History Society
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3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Wendy Plunkett	Esperance Bay Historical Society
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4. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS

Nil

5. DECLARATION OF MEMBERS INTERESTS

- 5.1 **Declarations of Financial Interests – Local Government Act Section 5.60a**
Nil
- 5.2 **Declarations of Proximity Interests – Local Government Act Section 5.60b**
Nil
- 5.3 **Declarations of Impartiality Interests – Admin Regulations Section 34c**
Nil

6. CONFIRMATION OF MINUTES

MOVED: J Ford
SECONDED: J Guest

That the Minutes of the Museum Management Reference Group Meeting of the 10 June 2019 be confirmed as a true and correct record.

CARRIED

7. MATTERS REQUIRING A DETERMINATION OF COMMITTEE**Item: 7.1****Appointment of Presiding Member**

Author/s	Lynda Horn	Cultural Officer
Authorisor/s	Mel Ammon	Acting Director External Services

File Ref: D21/14926**Applicant**
Internal**Executive Summary**

To appoint the presiding member for the Museum Management Reference Group.

Recommendation in Brief

That the Chief Executive Officer (or nominee) call for nominations and appoint a presiding member.

Background

This is the first meeting of the Museum Management Reference Group since council elections and the committee is required to choose a presiding member from within its membership.

The Chief Executive Officer (or nominee) will call for nominations for the position of Presiding Member and if there is more than one nomination will conduct a secret ballot to determine the election

Statutory Implications

Local Government Act 1995, Part 5 Division 2, Schedule 2.3 Division 1

Strategic Implications

Strategic Community Plan 2017 - 2027

Community Leadership

Work together to enhance trust participation and community pride

Actively engage and communicate with the community to ensure informed decision-making

Attachments

Nil

RECOMMENDATION AND DECISION**7.1 Appointment Of Presiding Member**

The Chief Executive Officer called for nominations for the position of presiding member.

The Chief Executive Officer advised he has received one (1) nomination for the position of Presiding Member as follows:

Cr J O'Donnell

As no further nominations were received, Cr O'Donnell was declared duly elected as Presiding Member.

Cr O'Donnell took the chair.

Mr S Burge left the meeting at 2:02pm and did not return.

8. REPORTS**Item: 8.1****Museum Strategic Plan Status Report**

Author/s	Lynda Horn	Cultural Officer
Authorisor/s	Mel Ammon	Acting Director External Services

File Ref: D21/14931**Executive Summary**

Review of the Esperance Museum Strategic Plan Status Report.

Background

The role of the Museum Management Reference Group as outlined in the Terms of Reference is as follows:

“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”

A status report providing an update on the work towards the goals and strategies identified in the Museum Strategic Plan has been provided for the group to review.

Attachments

- A. Status Report - Museum Strategic Plan 2017-2023

Museum Strategic Plan Status Report

A status report providing an update on the work towards the goals and strategies identified in the Museum Strategic Plan was provided for the group to review. Below are the discussion points and actions for follow up:

- D Smallwood and B Freeman requested a copy of the Museum collection policy. L Horn will provide a copy to all Reference Group members.
- J Ford asked for a follow up on the RSL records to review if an MOU is required.
- J Guest asked if there was an update on the EBHS MOU. M Ammon advised that due to staff shortages and having to act in other roles there has been a delay, however, there will be further communication with EBHS in the near future.
- B Freeman enquired about 1.3a and the discussions with the Visitor Centre colocation. M Ammon advised that since those discussions in 2018 the James Street Cultural Precinct Planning has evolved and the current community consultation around the whole cultural precinct will help guide the pathway forward.
- B Freeman asked how a curator fits in with the Museum. J Arnold advised that the curator position is a volunteer position and we have been trying to attract a volunteer into the position for some time. The role of the curator requires a dedicated volunteer with a specific skill set or willingness to learn. L Horn will follow up with EVRC to ensure the role is active on the Volunteer website.
- J Ford enquired about the interpretation plan progress. J Arnold advised that we are waiting on the draft report to be provided by the consultant. Once the draft has been reviewed it is anticipated that we will have a final document by the end of June.
- B Freeman requested improvements on the marketing of the Museum. J Ford asked B Freeman if there were any suggestions towards this. None were provided at this time. L Horn will work with the Shire's Media and Communications department towards improvements.
- D Smallwood advised that the Esperance Family History Society (EFHS) would like to work more closely with the Museum to provide more accessible Family History of local people. L Horn will follow up with EFHS and work collaboratively towards an outcome.
- D Smallwood asked if the Museum collects documents from organisations in town that are no longer operating and how they can be accessed. L Horn advised that the Museum Archives is a community resource and anyone can make an appointment to access the records at no cost. J Ford advised, as a Museum volunteer she is able to assist with providing guidance on what records should be kept and how they should be delivered to the Museum. It is also ideal that a 'volunteer' from the organisation assists in this process.

Shire of Esperance
[Esperance Museum – Museum Strategic Plan Status Report
 May 2021](#)



Responsibility Key (RK): VA (Volunteer Archivist), VO (Volunteer Object Officer), SMA (Shire of Esperance Museum Administration), SAM (Shire of Esperance Asset Management Department).

Timeframe Key (TK): ST (Short Term 2017-2019), MT (Medium Term 2019-2021), LT (Long Term 2021-2023)

Goal 1: Apply best practice in management, operations and customer service

Strategy: 1.1 Improve and align governance, management systems, policies, plans and reporting

Rationale: A clearer direction for the future will assist in succession planning and volunteer stability. Transparent work practices are needed to improve workflow and support volunteer work. Succession of capable volunteers to fill key roles must continue to be achieved to ensure that the Museum remains an active, dynamic and rewarding organisation that attracts experienced volunteers.

Action	RK	TK	Update/Notes
a) Review and update Museum policies and governing documents.	SMA	ST	<p>June 2018 Identification of policies that need to be reviewed/completed:</p> <ul style="list-style-type: none"> • Museum Collection Policy – adopted by council Sept 2017 • Conservation Policy • Exhibition Policy • Interpretation • Loans • Education • Volunteers <p>Review of Museum Management Committee undertaken and New Museum Management Reference Group established.</p>
b) Review and update Museum management practices and workflow.	SMA	ST	<p>June 2018 Identification of practices and workflows that need to be reviewed/completed:</p> <ul style="list-style-type: none"> • Donation • Accession

Shire of Esperance
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			<ul style="list-style-type: none"> • De-accession • MOSAIC data entry <p>June 2019 Work has commenced on the accession workflow process. Areas of improvement have been identified. Work will continue over the coming months to ensure that the workflow process and identified training is undertaken.</p> <p>May 2021 Have continually identified workflow practices. A number of Work Instructions have been reviewed and re-drafted. This is an ongoing item.</p>
c) Develop MOU's with partnering organisations.	SMA	ST	<p>June 2018 MOU Esperance Family History Society – Completed in November 2017 MOU Esperance Bay Historical Society – Draft with Shire Management for review.</p>
d) Develop a succession plan to maintain operational and key volunteer roles.	SMA	ST	<p>November 2018 Review of Volunteer Position Descriptions and Museum Hierarchy completed.</p> <p>June 2019 Roll out of Volunteer Position descriptions has commenced.</p> <p>May 2021 A catch-up with all Volunteers at the beginning of 2020 provided valuable in preparing forward planning. Unfortunately impacts of COVID and low staffing levels has delayed progression. This is an ongoing item.</p>
e) Implement and coordinate a sustainable Museum volunteer program.	SMA	ST	<p>June 2018 Working with the Shire HR department reviewing Volunteer Management Policy and Management Practice. Once completed these guiding documents will help form the basis of a volunteer program across the Shire and into</p>

Shire of Esperance
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May 2021



			<p>each department. The Museum volunteer program will be built up through this process.</p> <p>June 2019 Volunteer recruitment over the past 6 months has been successful under the improvements with working with HR.</p> <p>May 2021 Unfortunately impacts of COVID and low staffing levels has delayed progression. This is an ongoing item.</p>
f) Maintain memberships and subscriptions to relevant professional organisations.	SMA	ST	<p>June 2018 Identification of relevant organisations will be conducted in this financial year.</p> <p>June 2019 Membership to AMaGA this year</p> <p>May 2021 Continued membership with AMaGA has proven valuable.</p>

Strategy: 1.2 Support and empower volunteers

Rationale: Volunteers are the workforce behind the Museum and provide essential support for key activities such as accessioning, archives, research and front of house duties. A high priority is given to the volunteering program by providing an interesting, rewarding and friendly place for people of all ages to be actively involved and, in return, to share their time and skills.

Action	RK	TK	Update/Notes
a) Provide induction and training to ensure volunteers have the necessary skills, including an annual refresher course and professional development opportunities.	SMA	ST	<p>June 2018 Currently all new volunteers are undertaking building induction with SMA member and on the ground training with existing volunteers supervised by SMA. Through the development of the Shire's Volunteer Management program, Museum Management Practices and Work Instructions and supervision from SMA this action will continue to develop.</p> <p>Identified training includes:</p>

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May 2021



			<ul style="list-style-type: none"> • Mosaic Database – SMA attended Training on MOSAIC Database in Oct 2017. SMA to produce training guides for volunteers. • Archives – Basic Principles (provenance, original order, transcripts with originals etc). <p>June 2019 Two training sessions have been made available to volunteers in the past 6 months. One workshop on digitisation and a second on copyright.</p>
b) Develop volunteer guides for the displays and collection items.	SMA, VA, VO	MT	

Strategy: 1.3 Explore potential revenue raising opportunities and develop a sustainable operating model.

Rationale: The Museum is funded through the Shire of Esperance annual operational budget. However, a strategic imperative is that the Museum operations develop the capacity to support the future sustainability of the Museum.

Action	RK	TK	Update/Notes
a) Explore opportunities for partnering with other Shire services and facilities.	SMA	MT	<p>June 2018 Established working relationship with the Library which has enabled community and children's events being held at the Museum.</p> <p>November 2018 Discussions with Visitor Centre committee regarding possible colocation commenced.</p> <p>June 2019 Discussion with Council and Visitor Centre committee regarding the Cultural Precinct undertaken. Planning with Library for future activities in the coming 12 months commenced.</p> <p>May 2021 Continued partnership with Library Services team through the delivery of children services programs and school holiday activities. Cultural Precinct consultation undertaken in September 2020.</p>



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b) Explore grant funding opportunities to improve displays, enhance programs and boost overall visitor experience.	SMA	MT	June 2018 Linked to work in 2.2 (d). Support and funding for an Interpretation plan has been submitted to Council and grant funding will be sourced to compliment this.
c) Develop ways to boost visitor numbers.	SMA	MT	June 2018 Linked to work being undertaken in 3.1

Goal 2: Provide unique facilities, exhibits and interpretation

Strategy: 2.1 Improve collection management and address backlog

Rationale: High priority must be placed on continuing to research, document, conserve and display the artefacts and stories of all aspects of the cultural heritage of our community. To complement this, the Museum must continue to develop professional capabilities in collection management, conservation, information technology, display design and interpretation.

Action	RK	TK	Update/Notes
a) Review collection management practices and identify areas of improvement to streamline processes.	SMA, VA, VO	ST	June 2018 Review of all work practices as outlined in 1.1(b) will contribute towards this action.
b) Implement a backlog project to address outstanding items for accessioning and database clean-up.	SMA, VA, VO	ST	June 2018 Identification of backlog items is continuing. Each item is being documented so that we will have one file of all items that need to be completed. From this the items will be prioritised, project plans or work instructions will be developed. November 2018 This work is ongoing June 2019 Progress on this item has been made with the stocktake completed, more than 2/3 of the database checking undertaken and clean-up of outstanding items in the object room almost completed.

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			<p>May 2021 Impacts by COVID and the Object storage room renovation saw the processing of backlog of items delayed. However, the new layout of the Object Store room has proven beneficial and will make workflows easier.</p>
c) Develop and implement a digitisation standard for collection management.	SMA, VA, VO	MT	
d) Review storage systems to identify future needs and short term solutions to ensure preservation of artefacts.	SMA, VA, VO	ST	<p>June 2018 Rearrangement and renovation of work areas in the Archives are has been undertaken and increased shelving. Currently the Accession workroom is undergoing rearrangement and renovation of work areas.</p> <p>November 2018 The Accession room has undergone a workspace renovation. The review and clean-up of the storage area has commenced. Identified that better storage in this room is required for longer term use.</p> <p>June 2019 Identified better storage solution for the Object room (formally Accession room). Purchasing brown built metal shelving and new layout of shelving will help with longer term storage. In addition, boxing items in conservation boxes to allow for stacking will also assist in storage. Building Services has identified that the floor in this room requires replacement. This will be a major focus in the first 6 months of the new financial year.</p> <p>May 2021 Object Storage room renovations completed in April 2020. The room has been redesigned and use of new shelving layout and boxing protocols is working well.</p>

Shire of Esperance
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May 2021



e) Up skill volunteers into archive and accession roles to broaden the base available to undertake roles.	SMA, VA, VO	MT	
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Strategy: 2.2 Develop a long term vision and plan for displays and interpretation

Rationale: The development and display of a collection is the foundation of a successful museum. To remain relevant with cultural experiences it is important to look for new, meaningful and exciting ways to engage with audiences. Display designs that incorporate interactive and engaging elements will enhance the visitor experience.

Action	RK	TK	Update/Notes
a) Review current displays and create specific display plans with a focus on permanent and temporary displays, interpretation, relevance and interest for all ages and social groups.	SMA, VA, VO	MT	<p>June 2018 The Skylab anniversary is in 2019 and a refresh of the current Skylab exhibit will be undertaken as part of the celebration planning. Support and funding for an Interpretation Plan has been submitted to Council. This works in hand with Action (d).</p> <p>November 2018 Skylab 40th Anniversary plan is well underway.</p> <p>June 2019 Refresh of the Skylab Cabinet undertaken.</p>
b) Work with indigenous and culturally and linguistically diverse communities to broaden displays and interpretation.	SMA, VA, VO	MT	
c) Review the Significance Assessment within 3 years.	SMA, VA, VO	MT	
d) Develop a Museum Interpretation Plan within 4 years.	SMA, VA, VO	LT	<p>June 2018 Support and funding for this plan has been submitted to Council.</p> <p>November 2018 Interpretation plan quotes received and report for management provided in September. Additional grant funding currently being sourced for project.</p>

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			<p>June 2019 Pursuing to lodge a grant funding application in the next few months for this project.</p> <p>May 2021 Grant funding received for an Interpretation Plan. Consultant commenced project in November 2020 and due for completion in June 2021</p>
e) Develop and implement a Conservation Plan within 5 years.	SMA, VA, VO	LT	

Strategy: 2.3 Develop a long term plan for facility maintenance and improvements

Rationale: Plan to ensure that there is depth and stability in moving forward contributing towards long term financial planning.

Action	RK	TK	Update/Notes
a) Review the current facility and identify short and long term maintenance requirements.	SAM	ST	<p>June 2018 Review of existing IT facilities, identification of resources needed and submit requests as identified. 'IT' connection to the Shire, phone system and updated computers have been installed. IT department will include Museum IT maintenance requirements in their long term planning. Building Services have identified short term maintenance requirements and included in annual works schedule. Will be undertaking a long term review this coming year. Working with Asset Management to update the fire evacuation plans. Working with the Shire OHS officer to complete Risk Management and Emergency Response Plan. Upgrade and installation of a First Aid box.</p> <p>June 2019 Building Services have identified short term maintenance requirements for the next 12 months for inclusion in annual works schedule.</p>

Shire of Esperance
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			<p>New emergency Evacuation plans completed and installed. Evacuation drill to be scheduled. Upgraded first aid box installed in kitchen.</p> <p>May 2021 Building Services have identified structural issues with building and have incorporated a long term plan for maintenance. Updated Evacuation Plans installed.</p>
b) Explore future potential for growth/inclusion of the facility within the cultural precinct.	SMA, SAM	MT	<p>May 2021 Cultural Precinct consultation undertaken in September 2020</p>

Goal 3: Connect, engage and inspire our community

Strategy: 3.1 A marketing and communications plan to improve the Museum brand

Rationale: Developing a stronger identity and brand awareness of the Museum, highlighting its unique identity and ensuring a more visible and relevant role in the community to increase visitation.

Action	RK	TK	Update/Notes
a) Develop and implement a marketing and communications plan.	SMA	ST	<p>June 2018 A branding report has been provided to Management for review which includes the review of signage. Working with the Shire Executive Services team to put together a plan.</p> <p>June 2019 New external signage has been put in place. Executive Services continues to assist with marketing and communications.</p> <p>May 2021 The Media department continue to assist with promotional services.</p>

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Esperance Museum – Museum Strategic Plan Status Report
May 2021



b) Review and update promotional material.	SMA	ST	<p>June 2018 Working with the Executive Service team in the production of new brochures for the Museum. One brochure is designed for distribution via tourist/accommodation/vendor locations and a second more detailed brochure available at the Museum to enhance the visitor experience.</p> <p>November 2018 Brochures have been created and distributed.</p> <p>June 2019 New brochures have been working very well.</p>
--	-----	----	--

Strategy: 3.2 Connect with the public through improved programs, events and special activities

Rationale: Most members of the community will visit the museum once to view the displays. By offering exciting, fun experiences we have the opportunity to attract a broader audience who may not typically identify as a museum visitor and potentially may return to participate in an interesting activity program. Public activity programs are also potential income generators and will contribute to the long-term financial sustainability of the museum.

Action	RK	TK	Update/Notes
a) Develop a targeted program for community participation including a focus on young people.	SMA, VA, VO	MT	
b) Develop and offer programs, seminars, workshops and assistance to the community on heritage, preservation and conservation topics.	SMA, VA, VO	MT	
c) Utilise the Museum facilities to host community group activities and events.	SMA	ST	<p>June 2018 Utilisation of the Museum for activities has commenced through the working relationship with the Esperance Library. Development will continue.</p> <p>June 2019 Museum will be utilised for community activities during the Skylab 40th Anniversary Community Program.</p> <p>May 2021</p>



Shire of Esperance
Esperance Museum – Museum Strategic Plan Status Report
May 2021

			The Museum has been used as a venue for several activities and events including Women's Leadership group, school holiday activities and business after hours events.
d) Develop partnerships with local stakeholders, including education providers and other collecting organisations.	SMA, VA, VO	MT	

Strategy: 3.3 Improve access to the Collection for the community and visitors

Rationale: Providing better access to the Collection will increase the community's understanding of the Collection significance and therefore the community value. This will ultimately lead to the Collection's long term preservation and improved storage.

Action	RK	TK	Update/Notes
a) Research and implement digital access to the Collection through an online platform.	SMA	LT	
b) Research and develop the use of multi-media technology and other devices to interactively engage the audience in the displays.	SMA	LT	

9. FINANCIAL REPORTS

Nil

10. NEW BUSINESS OF AN URGENT NATURE

Nil

11. CLOSURE

The Presiding Member declared the meeting closed at 3.02pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

LOCAL RECOVERY COMMITTEE

TUESDAY 17 NOVEMBER 2020

MINUTES

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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ATTACHMENTS

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SHIRE OF ESPERANCE**MINUTES****LOCAL RECOVERY COMMITTEE MEETING HELD IN COUNCIL MEETING ROOM ON
17 November 2020
COMMENCING AT 12PM****1. OFFICIAL OPENING**

The Presiding Member declared the meeting open at 12.03pm.

2. ATTENDANCE**Members**

Cr I Mickel	Presiding Member
Cr J Obourne	Chairperson – Community Support Sub Recovery Committee
Cr S McMullen	Chairperson – Economic Sub Recovery Committee

Ex Officio

Mr S Burge	Acting Chief Executive Officer
Mrs M Ammon	Local Recovery Coordinator
Mr P Clifton	Deputy Local Recovery Coordinator

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE**4. PUBLIC QUESTION TIME****5. DECLARATION OF MEMBERS INTERESTS**

5.1 Declarations of Financial Interests – Local Government Act Section 5.60a

5.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

5.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

Cr McMullen declared an interest in dot point 2 of the officers recommendation of item 7.1 as he owns and operates a hospitality business.

6. CONFIRMATION OF MINUTES

Moved: Cr McMullen
Seconded: Cr Obourne

LRC1120-342

That the Minutes of the Local Recovery Committee Meeting of the 10 November 2020 be confirmed as a true and correct record.

CARRIED

7. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Item: 7.1

Local Recovery Meeting - Economic Sub Committee Update

Author/s	Mel Ammon	Manager Community Support
Authorisor/s	Shane Burge	Chief Executive Officer

File Ref: D20/32906**Applicant**

Economic Sub Committee

Location/Address

Internal

Executive Summary

For the Local Recovery Committee to be updated regarding initiatives being discussed by the Economic Sub Committee and consider recommendations made.

Recommendation in Brief

That the Local Recovery Committee recommend to Council;

1. Approve a payment from the IGO Grant, for an amount of \$2,400 for the production of a promotional video to assist the "6450 Job Connection Program".
2. Approve a payment from the IGO Grant, for an amount up to \$1,000, to subsidise students undertaking the "Fast Track to Hospitality Training" being offered at the South East Regional TAFE.

Background

The Economic Sub Committee have been looking at ways to assist local business to ensure a level of preparedness for the busier than usual expectation around the summer holidays period due to the increase in intrastate travel due to COVID restrictions.

Financial assistance has been provided, through the IGO Grant Program, to the ECCI to provide support to businesses to prepare for a potential second wave of restrictions, however reduced staffing availability, resulting in a threat to service capability, is a newly recognised emerging issue.

Officer's Comment

Through the Economic Sub Committee meetings it is understood a number of businesses are already operating at reduced capacity due to lack of staffing numbers. At this time of year, backpackers and seasonal workers usually provide additional staffing for businesses to accommodate the increase in population over the holiday period. This year, due to interstate and international border restrictions, the services of these travelers is not available.

The Esperance Chamber of Commerce and Industry (ECCI) and the Shire of Esperance have been working together to develop and promote a program called "6450 Job Connection". This program has been designed to help address the staffing shortage that businesses are experiencing. In the first instance, the program is a call out to local people who may be considering casual work or a second job over the summer, while also promoting Esperance to workers outside the region as a place to come to work.

Local Recovery Committee: Minutes
17 November 2020

Page 6

The ECCI have received a quote from David and Jennene Riggs for \$2,400 to film and produce a video promoting Esperance as a "work destination", which can be used across social media, on line channels and print formats, to assist in this messaging.

RECOMMENDATION

That the Local Recovery Committee recommend to Council to approve a payment from the IGO Grant, for an amount of \$2,400 for the production of a promotional video to assist the "6450 Job Connection Program".

MOVED : S Flanagan SECONDED : B Nicholas CARRIED

There has also been a focus on providing training and upskilling opportunities for local people in Esperance. Local hospitality businesses, the high schools and the TAFE have been working together to put together a "Fast Track to Hospitality" training package that will offer barista, responsible service of alcohol and food hygiene training as part of a package.

The TAFE will provide trainers and an accredited course, open to 8 students at a time, for \$195.30 for full fee paying students, and \$121.30 for concession. Similar courses have been developed by Southern Regional TAFE in Albany and have been very successful.

The courses in Albany have been sponsored by the City of Albany and Albany Chamber of Commerce, providing discounted tuition.

RECOMMENDATION

That the Local Recovery Committee recommend to Council to approve a payment from the IGO Grant, for an amount up to \$1,000, to subsidise students undertaking the "Fast Track to Hospitality Training" being offered by the South East Regional TAFE.

MOVED : R Riley SECONDED : T Ayers CARRIED

Consultation

Economic Sub Committee
Esperance Chamber of Commerce and Industry
South East Regional TAFE
Local Hospitality Businesses

Financial Implications

The IGO Funding currently stands at;

Recipient	Purpose	Amount	Remaining Funds
			\$150,000
Esperance District Football Association	Free entry – Football Grand Final	\$11,000	\$139,000
Rotary Club	NYE Fireworks	\$5,000	\$134,000
Esperance Chamber of Commerce	Esperance Business COVID Recovery Program	\$50,000	\$84,000
Australia's Golden Outback	Esperance Destination Product Development Project	\$32,500	\$51,500
Shire of Esperance	Community Hand Sanitation Stations	\$5,000	\$46,500
Shire of Esperance	Town Tunes	\$3,600	\$42,900
Esperance Home Care	3 x Wheelchairs	\$1,800	\$41,100
Residential Aged Care Facility	Sara Steady Hoist	\$2,500	\$38,600

Local Recovery Committee: Minutes
17 November 2020

Page 7

Cannery Arts Centre	Open Mic Night Program	\$500	\$38,100
Shire of Esperance	Sanitiser stocks	\$500	\$37,600
ECCI	6450 Job Connection	\$2,400	\$35,200
South East Regional TAFE	Fast Track to Hospitality Training	\$1,000	\$34,200

Asset Management Implications

Nil

Statutory Implications

Nil

Policy Implications

Nil

Strategic Implications

Strategic Community Plan 2017 - 2027

Community Connection

A feeling of safety and confidence within our neighbourhoods and a sense of security
Develop and maintain a safe environment for the community

Environmental Considerations

Nil

Attachments

Nil

RECOMMENDATION AND DECISION**7.1 Local Recovery Meeting - Economic Sub Committee Update****Moved: Cr McMullen****Seconded: Cr Obourne****LRC1120-343**

Officers Recommendation

That the Local Recovery Committee recommend to Council;

1. Approve a payment from the IGO Grant, for an amount of \$2,400 for the production of a promotional video to assist the "6450 Job Connection Program".
2. Approve a payment from the IGO Grant, for an amount up to \$1,000, to subsidise students undertaking the "Fast Track to Hospitality Training" being offered at the South East Regional TAFE.

Committee Resolution

That the Local Recovery Committee recommend to Council;

1. Approve a payment from the IGO Grant for an amount of \$4,000 for the production of promotional videos to assist the "6450 Job Connection Program"
2. Approve a payment from the IGO Grant for an amount up to \$1,000 to subsidise courses, to the value of \$60 per student, to undertake the "Fast Track to Hospitality Training" being offered at the South East Regional TAFE.

CARRIED**8. CLOSURE**

The Presiding Member declared the meeting closed at 12.21pm.

These Minutes were confirmed at a meeting held on _____**Signed _____****Presiding Member at the meeting at which the Minutes were confirmed.****Dated _____**



Shire of Esperance

**RECONCILIATION ACTION PLAN WORKING
GROUP**

MONDAY 19 OCTOBER 2020

MINUTES

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8.	CLOSURE	5

SHIRE OF ESPERANCE**MINUTES****RECONCILIATION ACTION PLAN WORKING GROUP MEETING HELD IN COUNCIL
RECEPTION AREA ON
19 October 2020
COMMENCING AT 2PM****1. OFFICIAL OPENING**

The Presiding Member declared the meeting open at 2.00pm.

2. ATTENDANCE**Members**

Cr S Payne	Shire of Esperance (Presiding Member)
Cr I Mickel	Shire of Esperance
Cr J O'Donnell	Shire of Esperance (Deputy)
Ms J Reynolds	Esperance Tjaltjraak Native Title Aboriginal Corporation (Deputy)
Dr J Mulcock	Community Representative

Ex Officio

Mr S Burge	Chief Executive Officer
Mr M Walker	Director Asset Management
Mrs B O'Callaghan	Acting Director Corporate Resources
Mr S McKenzie	Acting Director External Services
Miss S Walsh	Coordinator Governance and Corporate Support

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr J Obourne	Shire of Esperance	Apology
Cr D Piercey	Shire of Esperance	Apology
Ms A Dabb	Esperance Tjaltjraak Native Title Aboriginal Corporation	Apology
Ms Y Green	Ngadju Native Title Aboriginal Corporation	Apology
Ms J Woods	Esperance Nyungar Aboriginal Corporation	Apology
Ms E Woods	Esperance Nyungar Aboriginal Corporation (Deputy)	Apology
Mr D Ball	Community Representative	Apology

4. PUBLIC QUESTION TIME

5. DECLARATION OF MEMBERS INTERESTS

5.1 Declarations of Financial Interests – Local Government Act Section 5.60a

5.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

5.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

6. CONFIRMATION OF MINUTES

Moved: Cr O'Donnell

Seconded: Cr Mickel

RAP1020-299

That the Minutes of the Reconciliation Action Plan Working Group Meeting of the 31 August 2020 be confirmed as a true and correct record.

CARRIED

7. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

7.1 Reconciliation Action Plan - Progress Report

Moved: Cr Mickel

Seconded: Ms Reynolds

RAP1020-300

Committee Resolution

That the Reconciliation Action Plan Working Group accept the Reconciliation Action Plan Progress Report.

CARRIED

7.2 Draft Cultural Protocols Policy

Moved: Cr O'Donnell

Seconded: Cr Mickel

RAP1020-301

Committee Resolution

That the Reconciliation Action Plan Working Group;

1. Endorse the draft Cultural Protocols Policy; and
2. Request that the draft Cultural Protocols Policy be put to Council for endorsement.

CARRIED

8. CLOSURE

The next meeting will be on 23 November 2020.

The Presiding Member declared the meeting closed at 2.56pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

STREETSCAPE ADVISORY COMMITTEE

WEDNESDAY 14 OCTOBER 2020

MINUTES

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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ATTACHMENTS

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SHIRE OF ESPERANCE

MINUTES

STREETSCAPE ADVISORY COMMITTEE MEETING HELD IN COUNCIL MEETING ROOM ON

14 October 2020

COMMENCING AT 4.00PM

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 4.00pm.

2. ATTENDANCE**Members**

Cr J Obourne	Shire of Esperance
Miss B Vincent	Community Representative
Ms E Phillips	Community Representative (entered at 4.52pm)
Mr G McMeiken	Community Representative
Miss L Vincent	Community Representative
Ms M Hundley	Community Representative
Mr W Andrews	Community Representative

Ex Officio

Mr M Walker	Director Asset Management
Mr D Gleave	Manager Parks & Environment
Ms J Appleby	Supervisor Asset Administration

Public**3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE**

Cr Payne	Apology
Cr S McMullen	Apology

4. PUBLIC QUESTION TIME

Nil

5. DECLARATION OF MEMBERS INTERESTS

5.1 Declarations of Financial Interests – Local Government Act Section 5.60a
Nil

5.2 Declarations of Proximity Interests – Local Government Act Section 5.60b
Mr Andrews declared a proximity interest in item 9.1 as his business is in opposite to Post Office Square.

5.3 Declarations of Impartiality Interests – Admin Regulations Section 34c
Nil

6. CONFIRMATION OF MINUTES

Moved: Cr Obourne
Seconded: Miss L Vincent

SACCC1020-296

That the Minutes of the Streetscape Advisory Committee Meeting of the 20 August 2020 be confirmed as a true and correct record.

CARRIED

7. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Nil

8. ADVISORY COMMITTEE RECOMMENDATIONS

Nil

9. REPORTS

Mr Andrews declared his proximity interest and left the room at 4.15pm.

ADJOURNMENT OF MEETING

Moved: Miss B Vincent
Seconded: Miss L Vincent

SACCC1020-297

That the meeting be adjourned for a site visit to Post Office Square.

CARRIED

The Presiding Member adjourned the meeting at 4.28pm.

The Presiding Member declared the meeting reopen at 4.52pm.

Miss Phillips entered the meeting at 4.52pm.

Mr Andrews declared his proximity interest and left the room at 4.53pm.

9.1 Wrought Iron Seat - Post Office Square

Moved: Mr G McMeikan
Seconded: Miss L Vincent

SACCC1020-298

Committee Resolution

That the Streetscape Committee provide advice to Council on the placement of the wrought iron seat in Post Office Square recommending to install the wrought iron seat unmodified around the Paperbark tree closest to Dempster Street in Post Office Square including landscaping internally.

CARRIED

Mr Andrews entered the room at 4.58pm.

10. FINANCIAL REPORTS

Nil

11. NEW BUSINESS OF AN URGENT NATURE

Nil

12. MATTERS BEHIND CLOSED DOORS

Nil

13. CLOSURE

The Presiding Member declared the meeting closed at 5.00pm.

These Minutes were confirmed at a meeting held on**Signed** _____**Presiding Member at the meeting at which the Minutes were confirmed.****Dated:**



Shire of Esperance

CEO RECRUITMENT COMMITTEE

MONDAY 21 SEPTEMBER 2020

MINUTES

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SHIRE OF ESPERANCE
MINUTES
CEO RECRUITMENT COMMITTEE MEETING HELD IN COUNCIL MEETING ROOM ON
21 September 2020
COMMENCING AT 1.00PM

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 1.00pm.

2. ATTENDANCE

Members

Cr I Mickel	Shire President
Cr B Parker	Deputy Shire President
Cr S Payne	Councillor
Cr J Obourne	Councillor

Ex Officio

Mrs L Anderson	Manager Human Resources
----------------	-------------------------

Public

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

4. DECLARATION OF MEMBERS INTERESTS

4.1 Declarations of Financial Interests – Local Government Act Section 5.60a

4.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

4.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

Cr Mickel declared an impartiality interest in item 8.1 as he is known to one of the applicants.

Cr Obourne declared an impartiality interest in item 8.1 as she is known to one of the applicants.

Cr Parker declared an impartiality interest in item 8.1 as he is known to one of the applicants.

Cr Payne declared an impartiality interest in item 8.1 as she is known to one of the applicants.

5. CONFIRMATION OF MINUTES

Moved: Cr Parker
Seconded: Cr Obourne

CRC0920-305

That the Minutes of the CEO Recruitment Committee Meeting of the 17 September 2020 be confirmed as a true and correct record.

CARRIED

6. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Nil

7. REPORTS

Nil

8. FINANCIAL REPORTS

Nil

9. MATTERS BEHIND CLOSED DOORS**Moving behind closed doors****Moved: Cr Payne**
Seconded: Cr Obourne**CRC0920-306**

That the meeting proceed behind closed doors in accordance with section 5.23(2) of the Local Government Act 1995, to consider the following items, which are considered confidential for the reasons indicated.

12.1 CEO Recruitment

This report is considered confidential in accordance with the Local Government Act 1995, as it relates to a matter affecting an employee or employees (Section 5.23(2)(a)); and the personal affairs of any person (Section 5.23(2)(b)); and a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting (Section 5.23(2)(c)).

CARRIED**12.1 CEO Recruitment****Moved: Cr Obourne**
Seconded: Cr Parker**CRC0920-307****Committee Resolution**

That the CEO Recruitment Committee recommends that Candidate 'S' is the preferred candidate for the role of Chief Executive Officer, Shire of Esperance.

CARRIED**Coming from behind closed doors****Moved: Cr Payne**
Seconded: Cr Parker**CRC0920-308**

That the meeting come from behind closed doors.

CARRIED**10. CLOSURE**

The Presiding Member declared the meeting closed at 1.55pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

COMMUNITY SUPPORT SUB COMMITTEE

THURSDAY 10 SEPTEMBER 2020

MINUTES

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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

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10.	CLOSURE	5

SHIRE OF ESPERANCE

MINUTES

COMMUNITY SUPPORT SUB COMMITTEE MEETING HELD IN COUNCIL CHAMBERS
ON
10 September 2020
COMMENCING AT 2PM

1. OFFICIAL OPENING

The Local Recovery Coordinator declared the meeting open at 2.02pm.

2. ATTENDANCE**Members**

Cr J Obourne	Shire of Esperance
Cr J O'Donnell	Shire of Esperance
Cr W Graham	Shire of Esperance
Ms C Smith	Esperance Crisis Accommodation
Mrs C Mitchell	GIFSA
Ms A Thurn	Department of Communities
Ms J Aberle	Escare
Ms T Castledine	Community Representative
Mrs M Waters	Community Representative
Mr S Tobin	Community Development & Events Coordinator

Ex Officio

Mrs M Ammon	Local Recovery Coordinator
-------------	----------------------------

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Mr C Meyer	Esperance Care Services
Mr J Tarasinski	Esperance Police
Ms A Reddyhough	Centrelink
Mrs E Austen	Coordinator Volunteer Resource Centre
Ms M Greatrex	Manager Aged Care and Disability Service
Mr P Mather	Education

4. PUBLIC QUESTION TIME**5. DECLARATION OF MEMBERS INTERESTS**

- 5.1 **Declarations of Financial Interests – Local Government Act Section 5.60a**
- 5.2 **Declarations of Proximity Interests – Local Government Act Section 5.60b**
- 5.3 **Declarations of Impartiality Interests – Admin Regulations Section 34c**

6. CONFIRMATION OF MINUTES

That the Minutes of the Community Support Sub Committee Meeting of the 20 August 2020 be confirmed as a true and correct record.

Minutes of the Community Support Sub Committee Meeting on 19 May & 20 August 2020 will be tabled at the next formal meeting.

7. MATTERS REQUIRING A DETERMINATION OF COMMITTEE**7.1 Appointment of Presiding Member**

The Local Recovery Coordinator called for nominations and appoint a presiding member.

The Local Recovery Coordinator advised he has received one (1) nomination for the position of Presiding Member as follows:

Cr J Obourne

As no further nominations were received, Cr Obourne was declared duly elected as Presiding Member.

Cr Obourne took the chair

8. NEW BUSINESS OF AN URGENT NATURE**9. CLOSURE**

The Presiding Member declared the meeting closed at 2.06pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

ESPERANCE TWIN TOWNS COMMITTEE

MONDAY 27 JULY 2020

MINUTES

**we make it
happen!**

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13.	CLOSURE	6

SHIRE OF ESPERANCE
MINUTES
ESPERANCE TWIN TOWNS COMMITTEE MEETING HELD IN COUNCIL CHAMBERS
ON
27 July 2020
COMMENCING AT 5PM

1. OFFICIAL OPENING

The Acting Chief Executive Officer declared the meeting open at 5.16pm.

2. ATTENDANCE

Members

Cr J Obourne	Shire of Esperance
Ms A Talelo Donjio	Esperance Senior High School
Ms A Thomas	Community Member
Mrs V Brown	Community Member
Miss S Shaddick	Community Member
Mr P Jones	Community Member

Ex Officio

Mr S Burge	Acting Chief Executive Officer
Mr S Tobin	Community Development & Events Coordinator

Public

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr S McMullen	Shire of Esperance
Mr P Dempster	Esperance Lions Club

4. PUBLIC QUESTION TIME

5. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS

Nil

6. DECLARATION OF MEMBERS INTERESTS

- 6.1 Declarations of Financial Interests – Local Government Act Section 5.60a
- 6.2 Declarations of Proximity Interests – Local Government Act Section 5.60b
- 6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

7. CONFIRMATION OF MINUTES

Moved: Ms Talelo Donjio
Seconded: Mrs Brown

TTC0720-262

That the Minutes of the Esperance Twin Towns Committee Meeting of the 12 November 2018 be confirmed as a true and correct record.

CARRIED

8. MATTERS REQUIRING A DETERMINATION OF COMMITTEE**8.1 Appointment of Presiding Member**

The Acting Chief Executive Officer called for nominations for the position of presiding member.

The Acting Chief Executive Officer advised he has received one (1) nomination for the position of Presiding Member as follows:

Mrs V Brown

As no further nominations were received, Mrs Brown was declared duly elected as Presiding Member.

Mrs Brown took the chair

8.2 Twin Towns Student Exchange Program

Moved: Cr Obourne
Seconded: Mr Jones

TTC0720-263

Committee Resolution

That the Twin Towns committee postpone the Esperance Student Exchange Program for 12 months.

CARRIED

8.3 French Weekend Celebration - Date Change

Moved: Miss Shaddick
Seconded: Mr Jones

TTC0720-264

Committee Resolution

That the Esperance Twin Towns Committee endorses celebrating our relationship with Il De Re on a weekend in close proximity to the 2nd of April each year.

CARRIED

9. REPORTS

Nil

Esperance Twin Towns Committee: Minutes
27 July 2020

Page 6

10. FINANCIAL REPORTS

Nil

11. NEW BUSINESS OF AN URGENT NATURE

Nil

12. MATTERS BEHIND CLOSED DOORS

Nil

13. CLOSURE

The Presiding member thanked Ms Talelo Donjio for her service to the committee..

Next official meeting – January 2021. To begin plans for French Weekend.

The Presiding Member declared the meeting closed at 5.45pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

ECONOMIC SUB COMMITTEE

TUESDAY 19 MAY 2020

MINUTES

**we make it
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SHIRE OF ESPERANCE**MINUTES****ECONOMIC SUB COMMITTEE MEETING HELD IN ZOOM ON
19 May 2020
COMMENCING AT 11.45****1. OFFICIAL OPENING**

The Chief Executive Officer declared the meeting open at 11.49pm.

2. ATTENDANCE**Members**

Cr S McMullen	Shire of Esperance
Cr B Parker	Shire of Esperance
Cr S Payne	Shire of Esperance

Ex Officio

Mr W M Scott	Chief Executive Officer
Mrs M Ammon	Local Recovery Coordinator

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE**4. PUBLIC QUESTION TIME****5. DECLARATION OF MEMBERS INTERESTS**

5.1 Declarations of Financial Interests – Local Government Act Section 5.60a

5.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

5.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

6. CONFIRMATION OF MINUTES

Nil

7. MATTERS REQUIRING A DETERMINATION OF COMMITTEE**7.1 Appointment of Presiding Member**

The Chief Executive Officer called for nominations for the position of Presiding Member.

The Chief Executive Officer advised he has received two (2) nominations for the position of Presiding Member as follows:

Cr S McMullen; And

Cr S Payne

As there was more than one (1) nomination received a secret ballot was conducted to determine the Presiding Member.

The result of the election ballot was:

Cr McMullen (2) Cr Payne (1)

Cr McMullen was elected as presiding Member.

Cr McMullen took the chair.

8. CLOSURE

The Presiding Member declared the meeting closed at 11.58pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

**ESPERANCE VISITOR CENTRE MANAGEMENT
COMMITTEE**

WEDNESDAY 19 DECEMBER 2018

MINUTES

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SHIRE OF ESPERANCE
MINUTES
ESPERANCE VISITOR CENTRE MANAGEMENT COMMITTEE MEETING HELD IN
COUNCIL MEETING ROOM ON
19 December 2018
COMMENCING AT 5.30PM

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 5.30pm.

2. ATTENDANCE

Members

Mrs G Reynolds-Adamson	Community Representative	Presiding Member
Cr John Parsons	Shire of Esperance	
Cr Dale Piercey	Shire of Esperance	
Cr Lara McIntyre	Shire of Esperance (Deputy)	
Mr W Haliday	Tourism Esperance	
Ms J Quinlivan	Tourism Esperance	
Mr C McArthur	Community Representative	

Ex Officio

Mr T Ayers	Manager Community & Economic Development
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Public

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Mr T Sargent	Director External Services
Ms P Davies	Manager Executive Services
Ms T Lowe	Community Representative

4. PUBLIC QUESTION TIME

5. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS

Nil

6. DECLARATION OF MEMBERS INTERESTS

6.1 Declarations of Financial Interests – Local Government Act Section 5.60a

6.2 Declarations of Proximity Interests – Local Government Act Section 5.60b

6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c

7. CONFIRMATION OF MINUTES

Moved: Cr Parsons
Seconded: Ms Quinlivan

VIS1218-106

That the Minutes of the Esperance Visitor Centre Management Committee Meeting of the 8 October 2018 be confirmed as a true and correct record.

CARRIED

8. MATTERS REQUIRING A DETERMINATION OF COMMITTEE

Nil

9. REPORTS

9.1 Report Regarding Objectives for a Tourism Development Manager

Moved: Cr Parsons
Seconded: Cr Piercey

VIS1218-107

Committee Resolution

That the Manager Community & Economic Development liaise with Chief Executive Officer of Australian Golden Outback regarding meeting with the Esperance Visitor Centre Management Committee at his earliest convenience to progress discussions around the position of a Tourism Development Manager.

CARRIED

10. FINANCIAL REPORTS

Nil

11. NEW BUSINESS OF AN URGENT NATURE

12. CLOSURE

The Presiding Member declared the meeting closed at 6.25pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

SCADDAN RESTORATION REFERENCE GROUP

WEDNESDAY 27 JUNE 2018

MINUTES

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SHIRE OF ESPERANCE

MINUTES

**SCADDAN RESTORATION REFERENCE GROUP MEETING HELD IN SCADDAN
COUNTRY CLUB ON
27 June 2018
COMMENCING AT 4.00PM**

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 4.13pm.

2. ATTENDANCE**Members**

Cr N Bowman	Shire of Esperance
Cr B Parker	Shire of Esperance
Mr F Stone	Scaddan Country Club
Mr I Carson	Scaddan Golf Club
Mr C Siemer	Community Representative
Mr T Curnow	Community Representative
Mrs K Maher	Community Representative

Ex Officio

Mr M Walker	Director Asset Management
Ms A Fitzgerald	Supervisor Asset Administration

Public

Lionel Trotman	Cartman Designs
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3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr V Brown	Shire of Esperance (Deputy)
Mr D Campbell	Scaddan Golf Club
Mr G Egan	Scaddan Bush Fire Brigade
Mr W M Scott	Chief Executive Officer
Mr B Lewis	Community Representative
Mrs C Lewis	Community Representative
Mr R Curnow	Community Representative
Mrs L Norwood	Scaddan Primary School P & C
Mr W Vandenberghe	Scaddan Bowling Club

4. PUBLIC QUESTION TIME

Nil

5. DECLARATION OF MEMBERS INTERESTS

- 5.1 **Declarations of Financial Interests – Local Government Act Section 5.60a**
- 5.2 **Declarations of Proximity Interests – Local Government Act Section 5.60b**
- 5.3 **Declarations of Impartiality Interests – Admin Regulations Section 34c**

6. CONFIRMATION OF MINUTES

Moved: Cr Bowman
Seconded: Mr C Siemer

That the Minutes of the Scaddan Restoration Reference Group Meeting of the 8 February 2017 be confirmed as a true and correct record.

CARRIED

7. REPORTS**7.1 Appointment of Presiding Member**

On behalf of the CEO the Director of Asset Management called for nominations for the position of Presiding Member.

The Director of Asset Management advised he has received one (1) nomination for the position of Presiding Member as follows;

Cr Natalie Bowman

As no further nominations were received, Cr Natalie Bowman was declared duly elected as Presiding member.

Cr Bowman took the Chair

8. GENERAL BUSINESS

Nil

9. NEW BUSINESS OF AN URGENT NATURE

Nil

10. CLOSURE

The Presiding Member declared the meeting closed at 4.15pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

YOUTH ADVISORY COUNCIL

MONDAY 26 MARCH 2018

MINUTES

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SHIRE OF ESPERANCE**MINUTES****YOUTH ADVISORY COUNCIL MEETING HELD IN CHAMBERS MEETING ROOM ON
26 March 2018
COMMENCING AT 3.30PM****1. OFFICIAL OPENING**

The Presiding Member declared the meeting open at 3.37pm.

2. ATTENDANCE**Members**

Miss E Timmins	Community Member
Miss M McGrinder	Community Member
Miss L Hart	Community Member
Miss H Lauritsen	Community Member
Miss D Sharpe	Community Member
Mr C Thorp	Community Member
Miss G Garratt	Community Member
Miss S Martin	Community Member
Miss E Bell	Community Member

Ex Officio

Cr L McIntyre	Shire of Esperance
Cr S McMullen	Shire of Esperance
Trevor Ayers	Manager Community and Economic Development

Public

Linda Tobin

3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Miss E Lochowicz	Community Member
Mr D Bonnet	Community Member

4. PUBLIC QUESTION TIME**5. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS**

Nil

6. DECLARATION OF MEMBERS INTERESTS

- 6.1 **Declarations of Financial Interests – Local Government Act Section 5.60a**
- 6.2 **Declarations of Proximity Interests – Local Government Act Section 5.60b**
- 6.3 **Declarations of Impartiality Interests – Admin Regulations Section 34c**

7. CONFIRMATION OF MINUTES

Moved: Miss McGrinder
Seconded: Miss Timmins

YAC0318-063

That the Minutes of the Youth Advisory Council Meeting of the 21 March 2018 be confirmed as a true and correct record.

CARRIED

8. MATTERS REQUIRING A DETERMINATION OF COMMITTEE**8.1 Election of Presiding Member**

On behalf of the CEO and Director of External Services the Manager Community and Economic Development of called for nominations for the position of Presiding Member.

The Manager Community and Economic Development advised he has received two (2) nomination for the position of Presiding Member as follows;

Miss E Timmins
Miss M McGrinder

As there was more than one (1) nomination received a vote was conducted to determine the election of the Presiding Member.

The vote resulted in the election of:

Miss E Timmins (7) Miss M McGrinder (2)

Miss Timmins took the Chair

On behalf of the CEO and Director of External Services the Manager Community and Economic Development of called for nominations for Deputy Presiding Member.

The Manager Community and Economic Development advised he has received three (3) nomination for the position of Deputy Presiding Member as follows;

Miss D Sharpe
Miss H Lauritsen
Miss M McGrinder

As there was more than one (1) nomination received a vote was conducted to determine the election of the Deputy Presiding Member.

The vote resulted in the election of:

Miss D Sharpe (6) Miss M McGrinder (2) Miss H Lauritsen (1)

9. REPORTS

Nil

10. FINANCIAL REPORTS

Nil

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11. NEW BUSINESS OF AN URGENT NATURE

Nil

12. CLOSURE

The Presiding Member declared the meeting closed at 4.00pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____



Shire of Esperance

**NEW LANDFILL COMMUNITY REFERENCE
GROUP**

MONDAY 2 OCTOBER 2017

MINUTES

we make it happen

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Esperance for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Esperance disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Esperance during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Esperance. The Shire of Esperance warns that anyone who has any application lodged with the Shire of Esperance must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Esperance in respect of the application.

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

ATTACHMENTS

Please be advised that in order to save printing and paper costs, all attachments referenced in this paper are available in the original Agenda document for this meeting.

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SHIRE OF ESPERANCE**MINUTES****NEW LANDFILL COMMUNITY REFERENCE GROUP MEETING HELD IN COUNCIL
CHAMBERS ON
2 October 2017
COMMENCING AT 5:00PM****1. OFFICIAL OPENING**

The Presiding Member declared the meeting open at 5.12pm.

2. ATTENDANCE**Members**

Cr Victoria Brown	Shire of Esperance
Cr Paul Griffiths	Shire of Esperance
Cr Lara McIntyre	Shire of Esperance
Ms Janett Archer	Local Environmental Action Forum
Ms Jamie Arthur	Community Member
Ms Jan Biven	Community Member
Mr George Cook	Community Member
Mr Garth Wolfenden	Community Member
Ms Tania Lowe	Community Member (Deputy)
Ms Isabel Trneny	Community Member (Deputy)

Ex Officio

Mr Terry Sargent	Director External Services
Mr Scott McKenzie	Manager Council Enterprises
Mr Matthew Scott	Chief Executive Officer

Public

Cr Natalie Bowman	Observer
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3. APOLOGIES & NOTIFICATION OF GRANTED LEAVE OF ABSENCE

Cr Basil Parker	Shire of Esperance
Mr Justin Bellanger	South Coast Natural Resource Management

4. PUBLIC QUESTION TIME

Nil

5. DEPUTATIONS, PRESENTATIONS, INSPECTIONS, PETITIONS

Nil

6. DECLARATION OF MEMBERS INTERESTS**6.1 Declarations of Financial Interests – Local Government Act Section 5.60a****6.2 Declarations of Proximity Interests – Local Government Act Section 5.60b****6.3 Declarations of Impartiality Interests – Admin Regulations Section 34c****7. CONFIRMATION OF MINUTES****Moved: Ms Archer
Seconded: Mr Wolfenden****NLC1017-238****That the Minutes of the New Landfill Community Reference Group Meeting of the 11 September 2017 be confirmed as a true and correct record.****CARRIED
F8 - A0****8. MATTERS REQUIRING A DETERMINATION OF COMMITTEE****SUSPENSION OF STANDING ORDERS****Moved: Cr Brown
Seconded: Cr McIntyre****NLC1017-239****That Standing Orders be suspended to allow for discussion on item 8.1.****CARRIED
F8 - A0**

Ms Lowe entered at 5.16pm

RESUMPTION OF STANDING ORDERS**Moved: Cr Brown
Seconded: Cr McIntyre****NLC1017-240****That Standing Orders be resumed.****CARRIED
F8- A0**

8.1 Traffic Management for Lot 12 Kirwan Road**Moved: Mr Wolfenden****Seconded: Ms Arthur****NLC1017-241**

Officer's Recommendation

That the New Landfill Community Reference Group request Council to consider the following when developing the Traffic Management Plan;

1. Access to the modern waste facility to be from Kirwan Road;
2. Facility signage along Merivale Road to be minimalised; and
3. Safety issues along Merivale Road and the Kirwan Road, Merivale Road intersection to be investigated.

Committee Resolution

That the New Landfill Community Reference Group request Council to consider the following when developing the Traffic Management Plan;

- 1. Access to the modern waste facility to be from Kirwan Road;**
- 2. Facility signage to be minimalised; and**
- 3. An option paper be presented to the New Landfill Community Reference Group on the cost versus benefits of access to the site from Merivale or Fisheries Road, prior to the Traffic Management Plan being finalised.**

**CARRIED
F8 - A0**

Reason: That the Committee would like a cost benefits analysis on the two access options to Kirwan Road.

8.2 Site Visit - Lot 12 Kirwan Road**Moved: Cr Griffiths****Seconded: Mr Cook****NLC1017-242**

Officer's Recommendation

That the New Landfill Community Reference Group undertake a site visit of Lot 12 Kirwan Road on __ October 2017 at _____.

Committee Resolution

That the New Landfill Community Reference Group lay the matter on the table until after the 2017 Local Government Elections.

**CARRIED
F8 - A0**

Reason: The Committee wanted to wait for Local Government Elections to pass before making a visit to Lot 12 Kirwan Road.

9. REPORTS**SUSPENSION OF STANDING ORDERS**

Moved: Cr McIntyre
Seconded: Mr Wolfenden

NLC1017-243

That Standing Orders be suspended to allow for discussion of Item 9.1

**CARRIED
F8 - A0**

RESUMPTION OF STANDING ORDERS

Moved: Cr Brown
Seconded: Mr Wolfenden

NLC1017-244

That Standing Orders be resumed.

**CARRIED
F8 - A0**

9.1 Bushfire Management for Lot 12 Kirwan Road

Moved: Ms Archer
Seconded: Mr Wolfenden

NLC1017-245

Officer's Recommendation

That the New Landfill Community Reference Group request Council to consider the following when developing the Bushfire Management Plan;

1. Low Fuel Hazard Separation Zones for all infrastructure;
2. Firefighting tanks with cam lok fittings; and
3. Pasture along Merivale Road and those portions of lot 12 Kirwan Rd, which are not required for screening or operational reasons.

Committee Resolution

That the New Landfill Community Reference Group request Council to consider the following when developing the Bushfire Management Plan;

1. **Low Fuel Hazard Separation Zones for all infrastructure including a scaled drawing;**
2. **Firefighting tanks with cam lok fittings and suitable appliance;**
3. **Pasture along Merivale Road and those portions of lot 12 Kirwan Rd, which are not required for screening or operational reasons; and**
4. **Merivale Bushfire Brigade to be consulted with in regards to the Draft Bushfire Management Plan prior to be presented back to the New Landfill Community Reference Group.**

**CARRIED
F8 - A0**

Reason: The Committee want consultation with the Merivale Bushfire Brigade regarding bushfire mitigation options.

10. FINANCIAL REPORTS

Nil

11. NEW BUSINESS OF AN URGENT NATURE**SUSPENSION OF STANDING ORDERS**

Moved: Mr Wolfenden
Seconded: Cr Brown

NLC1017-246

That Standing Orders be suspended to allow for a discussion about the meeting that was organised by EMTAG, which occurred on Monday 2 October with only a portion of the New Landfill Community Reference Group in attendance.

CARRIED
F8 - A0

RESUMPTION OF STANDING ORDERS

Moved: Cr McIntyre
Seconded: Cr Brown

NLC1017-247

That Standing Orders be resumed.

CARRIED
F8 - A0

MOTION

Moved: Mr Wolfenden
Seconded: Ms Arthur

NLC1017-248

That the New Landfill Community Reference Group request EMTAG to provide all data relating to Lot 12 Kirwan Rd and Surroundings, to the Shire of Esperance as quickly as possible.

CARRIED
F8 - A0

12. CLOSURE

The Presiding Member declared the meeting closed at 6.44pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____