



*Shire of Esperance*

# **TERMS OF REFERENCES**

## Working Groups

**we make it happen**



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## DOCUMENT REVIEW HISTORY

<u>Date Last Amended</u>	<u>Reasons for Amendment</u>	<u>Amended by</u>
<b>21 December 2021</b>	Adoption of Terms of Reference for Working Groups	Sarah Walsh

## INTRODUCTION

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

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

The objective of this document is to:

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

## QUICK REFERENCE

<u>Working Group</u>	<u>Elected Members</u>
Esperance Roadwise Working Group	Cr Horan
Esperance Twin Towns Working Group	Cr Obourne
Reconciliation Action Plan Working Group	Cr Mickel Cr Flanagan
Streetscape Working Group	Cr Graham Cr McMullen Cr Obourne
Museum Working Group	Cr O'Donnell
Business Round Table Working Group	Cr De Haas Cr Mickel Cr Flanagan
Cemetery Working Group	Cr O'Donnell
Disability Access and Inclusion Working Group	Cr Obourne Cr O'Donnell
Tourism Development Governance Working Group	Cr De Haas Cr Chambers Cr O'Donnell
Sustainability Working Group	Cr De Haas Cr Mickel

## ESPERANCE ROADWISE WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	12
<i>Document Controller</i>	Director Asset Management	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

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

### Membership

#### **Shire Representatives:**

Elected Member/s  
 Asset Management Administration Officer  
 Director Asset Management

#### **Other Representatives:**

Esperance Police  
 Department of Education  
 Main Roads WA  
 St John Ambulance  
 Department of Transport  
 Department of Health  
 WALGA Roadwise Officer  
 Up to 2 Community Representatives

### Meeting Frequency

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

### Objectives

1. To coordinate and/or develop programs and projects that addresses the cornerstones of the WA Road Safety Strategy.
2. To encourage safe use of the road network by motorists, pedestrians and cyclists
3. To raise community awareness of road safety issues in the Shire of Esperance.

4. To develop and/or promote the submission of funding applications for the road safety initiatives.
5. To improve road safety through education and behavioural change in the Shire of Esperance.

**Responsible Officer**

Director Asset Management



## ESPERANCE TWIN TOWNS WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	12
<i>Document Controller</i>	Manager Community & Economic Development	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

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

### Membership

#### **Shire Representatives:**

Elected Member/s

Community Development & Events Coordinator

#### **Other Representatives:**

Esperance Senior High School

Esperance Lions Club

Up to 5 Community Representatives

### Meeting Frequency

The committee will meet as required.

### Objectives

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

### Responsible Officer

Manager Community & Economic Development

## RECONCILIATION ACTION PLAN WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	4
<i>Document Controller</i>	Director Corporate & Community Services	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

To assist in the development and implementation of the Shire of Esperance's Reconciliation Action Plan (RAP).

### Membership

#### **Shire Representatives**

Elected Member/s  
 Chief Executive Officer  
 Director Asset Management  
 Director External Services  
 Director Corporate & Community Services  
 Coordinator Governance & Corporate Support

#### **Other Representatives:**

Esperance Tjaltjraak Native Title Aboriginal Corporation  
 Ngadju Native Title Aboriginal Corporation  
 Mudjar Aboriginal Corporation  
 Wongutha CAPs  
 Stars Foundation  
 Clontarf Academy  
 Community Representatives

### Meeting Frequency

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

### Objectives

1. Liaise with Reconciliation Australia to identify RAP requirements;
2. Discuss RAP actions to identify strategies for achievement;
3. Undertake regular communication with Shire Officers and stakeholders to review progress of RAP actions;
4. Report to Council with regard to progress of RAP action implementation;

5. Complete annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia
6. Contribute to the development of future Reconciliation Action Plans

**Responsible Officer**

Director Corporate & Community Services

## STREETSCAPE WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	3
<i>Document Controller</i>	Manager Parks & Environment	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

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

### Membership

#### **Shire Representatives:**

Elected Member/s

Director Asset Management

Manager Parks & Environment

#### **Other Representatives:**

Up to 6 Community Representatives

### Meeting Frequency

The committee will meet as required.

### Objectives

1. Provide advice to the Council on improvements to local streetscape amenity such as street trees, verges, public access ways and medians.
2. Provide advice to the Council on improvements to streetscape amenity in the development of public open space.

### Responsible Officer

Manager Parks & Environment

## MUSEUM WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Manager Community Support	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

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

### Membership

#### **Shire Representatives:**

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

#### **Other Representatives:**

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

### Meeting Frequency

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

### Objectives

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

### Responsible Officer

Manager Community Support

## BUSINESS ROUND TABLE WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Manager Community & Economic Development	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

To interact and engage with local economic focussed organisations to encourage a supportive “business friendly” environment.

### Membership

#### **Shire Representatives:**

Elected Member/s

Chief Executive Officer

Director Corporate & Community Services

Manager Community & Economic Development

#### **Other Representatives:**

Esperance Chamber of Commerce & Industry

Goldfields-Esperance Development Commission

### Meeting Frequency

Meetings are to be held as and when required.

### Objectives

1. Assess community economic, labour and accommodation information
2. Assist business members
3. Provide – community advocacy and support
4. Community Consultation

### Responsible Officer

Chief Executive Officer

## ESPERANCE TOURISM STAKEHOLDER WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Manager Community & Economic Development	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

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

### Membership

#### **Shire Representatives:**

Elected Member/s

Chief Executive Officer

Director Corporate & Community Services

Manager Community & Economic Development

#### **Other Representatives:**

Tourism Development Manager

Tourism Esperance

Esperance Chamber of Commerce & Industry

Australia's Golden Outback

Goldfields Esperance Development Commission

### Meeting Frequency

Every -three months.

### Objectives

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

### Responsible Officer

Manager Community & Economic Development

## CEMETERY WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Manager Development & Statutory Services	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

To assist with Cemetery matters within the Shire of Esperance.

### Membership

#### **Shire Representatives:**

- Elected Member/s
- Director External Services
- Manager Development & Statutory Services
- Manager Parks & Environment
- Administration Officer – Development & Statutory Services

#### **Other Representatives:**

- Esperance Funeral Homes
- Up to 4 Community Representatives

### Meeting Frequency

Meetings will be held quarterly.

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

### Objectives

To provide input and advice:

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

### Responsible Officer

Manager Development & Statutory Services



## DISABILITY ACCESS AND INCLUSION WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	2
<i>Document Controller</i>	Manager Community Support	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

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

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

### Membership

#### **Shire Representatives:**

Elected Member/s

Staff member from each Directorate

Manager Community Support

#### **Other Representatives:**

Up to 3 community members with relevant interest and experience

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

### Meeting Frequency

The DAIP Working Group will meet quarterly.

### Objectives

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

### Responsible Officer

Manager Community Support

## SUSTAINABILITY WORKING GROUP

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Manager Parks & Environment	<i>Last Reviewed</i>	21/12/2021

### Committee Type

Working Group

### Purpose

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

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

### Membership

#### **Shire Representatives:**

Elected Member/s

Staff member from each Directorate

#### **Other Representatives:**

Community members

### Meeting Frequency

The Sustainability Working Group will meet quarterly.

### Objectives

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

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

**Responsible Officer**

Manager Parks & Environment