



25 MAY 2020

---

**Shire of Esperance**

**ORDINARY COUNCIL**

**26 MAY 2020**

**SUPPLEMENTARY ITEMS**

we make it

happy

## **16. URGENT BUSINESS APPROVED BY DECISION**

### **Item: 16.1**

#### **Membership of Recovery Sub Committees**

<b>Author/s</b>	Mel Ammon	Manager Community Support
<b>Authorisator/s</b>	Richard Hindley	Acting Director External Services

**File Ref: D20/12783**

#### **Applicant**

Internal

#### **Location/Address**

N/A

#### **Executive Summary**

To endorse the Terms of Reference and membership of the Recovery Economic Sub Committee and the Community Support Sub Committee

#### **Recommendation in Brief**

To endorse the Terms of Reference and membership of the Recovery Economic Sub Committee and the Community Support Sub Committee

#### **Background**

At a Special Council Meeting held on 12 May Council endorsed the *Shire of Esperance Community Recovery Plan – Covid-19*.

Within this Plan, two Sub Committees were identified, being an Economic Sub Committee and Community Support Sub Committee. Suggested responsibilities of each group and membership recommendations were included.

#### **Officer's Comment**

Since the Plan was endorsed on 12 May, work has been undertaken to formalise the Terms of Reference and make approaches to those identified within the membership recommendations.

The willingness to participate by the recognised agencies has been excellent. Additionally, the community representative roles have been advertised and the interest in the positions were very positive.

#### *Economic Sub Committee*

At the Special Council meeting, Cr Payne, Cr McMullen and Cr Parker nominated for this Sub Committee. An election for the Chair was held on 19 May and Cr McMullen appointed to the position.

All agencies identified in the Terms of Reference have accepted their role on the Committee.

Community positions advertised for this Sub Committee were;

- Local Business representative
- Agriculture representative
- Community Representative

Two applications were received from the community for a position on this Sub Committee. They are;  
Jane Coole – co-owner Taylor St Quarters

- Small business owner – hospitality/tourism
- Background in business development
- Worked with government, community and industry partnerships

Mel Maguire – co-owner McDonalds

- Local business owner
- Local volunteer

Both applicants received were representatives from local business. No applications from the Agriculture sector or Community were received. As such it is recommended that both applicants join the Sub Committee as a local business representative.

The membership of the Economic Sub Committee will be;

Agency/Role	Representative
Chair	Cr Steve McMullen
Councillor	Cr Basil Parker
Councillor	Cr Shelley Payne
Recovery Coordinator / Deputy Recovery Coordinator	Melissa Ammon / Paul Clifton
Shire of Esperance – Economic Development	Trevor Ayers
Esperance Chamber of Commerce	Bronwyn McLeod
Goldfields Esperance Development Commission	Rose Riley
Dept of Primary Industries and Regional Development	Brendan Nicholas
Tourism Esperance	Wayne Halliday
Local State Government Representative	Shayne Flanagan
Local Federal Government Representative	Jennifer Obourne
Local Business Representative	Jane Coole
Local Business Representative	Mel Maguire

#### *Community Support Sub Committee*

At the Special Council meeting, Cr Obourne, Cr O'Donnell and Cr Piercey nominated for this Sub Committee. An election for the Chair was held on 19 May and Cr Piercey appointed to the position.

All agencies identified in the Terms of Reference have accepted their role on the Committee.

Community positions advertised for this Sub Committee were;

- Agriculture Representative
- Community Representative

Three applications were received from the community for the position on the Sub Committee. They are;  
Tori Castledine

- Board member of Esperance Aged Care Facility and Home Care Volunteer
- Currently Corporate Affairs Advisor at Southern Ports
- Previous positions held within State Government, Esperance Tjaltjraak Native Title Aboriginal Corporation and Esperance Chamber of Commerce
- Has a Bachelor of Mass Communication (Public Relations and Journalism)
- Deputy Chair of Regional Development Australia Goldfields-Esperance

**Meredith Waters**

- Volunteer Manager at 103.9 HopeFM
- Chairperson Dept of Health Advisory Council for Esperance Health Campus
- Board member and Consumer and Community Representative on WA Country Health Service
- Board member Esperance Community Arts
- Previous experience in areas including justice, mental health community support, education and volunteering.

**Julie Hawke**

- School Attendance Officer at Esperance Senior High School
- Works with Aboriginal families through Girls Academy
- Works closely in community support roles with Escare.

All three applicants received were applications for the Community representative role. No applications from the Agriculture sector or Church Groups were received. The three applications each represent a diverse cross section of the community and as such it is recommended that all applicants join the Sub Committee in support of the areas in local community they advocate.

The membership of the Community Support Sub Committee will be;

<b>Agency/Role</b>	<b>Representative</b>
Chair	Cr Dale Piercey
Councillor	Cr Jennifer Obourne
Councillor	Cr Jo-Anne O'Donnell
Recovery Coordinator / Deputy Recovery Coordinator	Melissa Ammon / Paul Clifton
Shire of Esperance – Community Development	Shane Tobin
Shire of Esperance - Communications	Serena Shaddick
Esperance Volunteer Resource Centre	Erica Austen
Esperance Home Care	Monica Greatrex
Dept of Communities	Ashleigh Thurn
Education	Paul Mather
Centrelink	Alison Reddyhough (TBC)
Escare	Jo Aberle
Esperance Care Services	Chris Meyer
GIFSA	Claire Mitchell
Esperance Tjaltjraak Native Title Aboriginal Corporation and Centrecare	Jacinta Johnson
Esperance Police	Justin Tarasinski
Youth Advisory Council	(TBC)
Senior Citizens	Sally Ashbill
Esperance Crisis Accommodation	Simone Wylde
Community Representative	Tori Castledine
Community Representative	Meredith Waters
Community Representative	Julie Hawke

**Consultation**

- Shire of Esperance Incident Management Team
- Incident Support Group
- Community Groups

### Financial Implications

There are no financial implications arising from this report to appoint the roles, however as the meetings progress and strategies are implemented, additional funding may be required and applications to council will be made accordingly.

### Asset Management Implications

Nil

### Statutory Implications

*Emergency Management Act 2005*, outline the role of local government with regard to Recovery processes from an incident.

### Policy Implications

Shire of Esperance Local Recovery Plan 2016

Shire of Esperance Community Recovery Plan – Covid-19.

### 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

A<sup>1</sup>. Local Recovery Committees Terms of Reference

### Officer's Recommendation

That Council;

1. Endorse the Terms of Reference for the Local Recovery Committee, Economic Sub Committee and Community Support Sub Committee
2. Endorse the Membership for the Economic Sub Committee as;

Agency/Role	Representative
Chair	Cr Steve McMullen
Councillor	Cr Basil Parker
Councillor	Cr Shelley Payne
Recovery Coordinator / Deputy Recovery Coordinator	Melissa Ammon / Paul Clifton
Shire of Esperance – Economic Development	Trevor Ayers
Esperance Chamber of Commerce	Bronwyn McLeod
Goldfields Esperance Development Commission	Rose Riley
Dept of Primary Industries and Regional Development	Brendan Nicholas
Tourism Esperance	Wayne Halliday
Local State Government Representative	Shayne Flanagan
Local Federal Government Representative	Jennifer Obourne
Local Business Representative	Jane Coole

<b>Local Business Representative</b>	<b>Mel Maguire</b>
--------------------------------------	--------------------

**3. Endorse the Membership for the Community Support Sub Committee as;**

<b>Agency/Role</b>	<b>Representative</b>
<b>Chair</b>	<b>Cr Dale Piercey</b>
<b>Councillor</b>	<b>Cr Jennifer Obourne</b>
<b>Councillor</b>	<b>Cr Jo-Anne O'Donnell</b>
<b>Recovery Coordinator / Deputy Recovery Coordinator</b>	<b>Melissa Ammon / Paul Clifton</b>
<b>Shire of Esperance – Community Development</b>	<b>Shane Tobin</b>
<b>Shire of Esperance - Communications</b>	<b>Serena Shaddick</b>
<b>Esperance Volunteer Resource Centre</b>	<b>Erica Austen</b>
<b>Esperance Home Care</b>	<b>Monica Greatrex</b>
<b>Dept of Communities</b>	<b>Ashleigh Thurn</b>
<b>Education</b>	<b>Paul Mather</b>
<b>Centrelink</b>	<b>Alison Reddyhough (TBC)</b>
<b>Escare</b>	<b>Jo Aberle</b>
<b>Esperance Care Services</b>	<b>Chris Meyer</b>
<b>GIFSA</b>	<b>Claire Mitchell</b>
<b>Centrecare</b>	<b>Paul Denaro (TBC)</b>
<b>Esperance Tjaltjraak Native Title Aboriginal Corporation</b>	<b>Peter Bednall (TBC)</b>
<b>Esperance Police</b>	<b>Justin Tarasinski</b>
<b>Youth Advisory Council</b>	<b>(TBC)</b>
<b>Senior Citizens</b>	<b>Sally Ashbill</b>
<b>Esperance Crisis Accommodation</b>	<b>Simone Wylde</b>
<b>Community Representative</b>	<b>Tori Castledine</b>
<b>Community Representative</b>	<b>Meredith Waters</b>
<b>Community Representative</b>	<b>Julie Hawke</b>

**Voting Requirement**

Simple Majority

## LOCAL RECOVERY COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Chief Executive Officer		
<i>Last Reviewed</i>		<i>Res No</i>	

### Committee Type

Advisory Committee

### Role

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

### Membership

#### **Committee Members (voting)**

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

### Term of Office

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

### Meeting Frequency

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

### Quorum Requirements

A quorum is achieved by:

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

### Scope

The LRC is responsible for;

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

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

Applicable Legislation or Council Policies

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

Responsible Officer

Chief Executive Officer

Reporting To

Ordinary Council



## ECONOMIC SUB COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	1
<i>Document Controller</i>	Chief Executive Officer		
<i>Last Reviewed</i>		<i>Res No</i>	

### Committee Type

Advisory Committee

### Role

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

### Membership

#### **Committee Members (voting)**

Elected representative - Chair  
Elected Representative x 2  
Recovery Coordinator – ex-officio  
Economic Development, Shire of Esperance  
Esperance Chamber of Commerce (ECCI)  
Goldfields Esperance Development Commission (GEDC)  
Department of Primary Industry and Regional Development (DPIRD)  
Tourism Esperance  
Local State Government representative  
Local Federal Government representative  
Local Business representatives  
Community representative x2

### Term of Office

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

### Meeting Frequency

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

### Quorum Requirements

A quorum is achieved by:

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

### Scope

The ESC will be responsible for;

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

### Applicable Legislation or Council Policies

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

### Responsible Officer

Chief Executive Officer

### Reporting To

Local Recovery Committee

## COMMUNITY SUPPORT SUB COMMITTEE

<i>Document Status</i>	Current	<i>Version No</i>	3
<i>Document Controller</i>	Chief Executive Officer		
<i>Last Reviewed</i>		<i>Res No</i>	

### Committee Type

Advisory Committee

### Role

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

### Membership

#### **Committee Members (voting)**

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

### Term of Office

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

### Meeting Frequency

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

### Quorum Requirements

A quorum is achieved by:

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

### Scope

The CSSC will be responsible for;

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

### Applicable Legislation or Council Policies

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

### Responsible Officer

Chief Executive Officer

### Reporting To

Local Recovery Committee

**17. MATTERS BEHIND CLOSED DOORS**