

ATTACHMENT NO. 1



ttradr

Sustainable waste economy

A PLATFORM TO DRIVE LOCAL RECYCLING & REPROCESSING



The Tradr Mission

To accelerate the world's transition to sustainable consumption and production through a blockchain-based RFID tag-enabled waste reprocessing platform.

A world-first that enables stakeholders throughout the waste supply chain - from consumers, councils, government, and waste recyclers – to track, manage and ultimately enable the reprocessing of all waste, including mixed paper and plastics that have become such a visible and serious problem for our communities and the global environment.



What Consumers Think Happens to Our Recycling



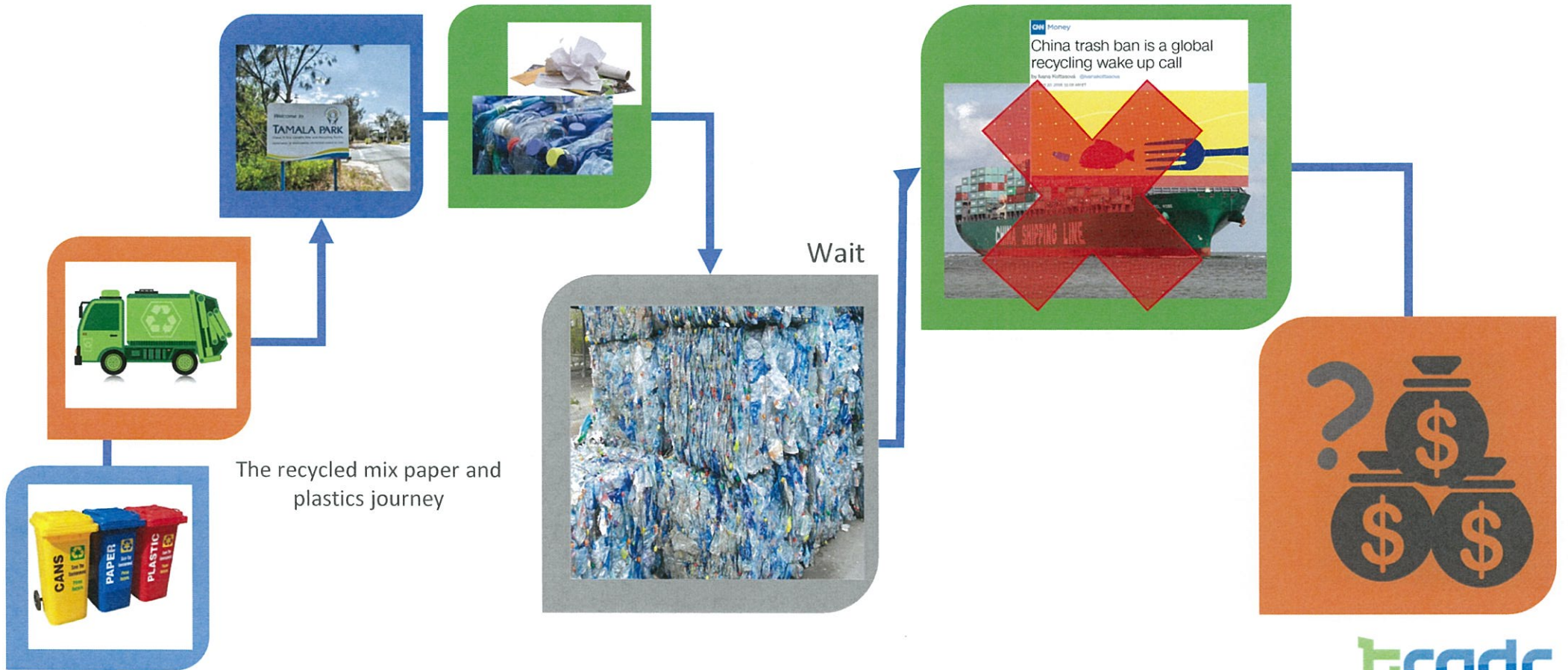
What Consumers Are Now Learning



Less than 1% of Australian Products Recycled

- MOST PLASTICS WENT TO CHINA (BURNING FOR POWER)
- 1ST JAN 2018: CHINA BANS THE IMPORT OF 24 MATERIALS WORTH US\$6B / YEAR
- Recycling industry turnover of \$10B pa
- Recycling sector employees 20,000 FTE employees
- 80M tonnes plastic produced pa globally (1.3M tonnes pa Australia)
 - Average waste generation per person per day of 1.2kg

The Local Government Problem



The recycled mix paper and plastics journey

By 2050

- 10 Billion people requiring 3 times our natural resources
- More plastic in the ocean than fish



The Tradr Solution

Sustainable Waste Economy

Collection

Sorting



Waste



Recycling

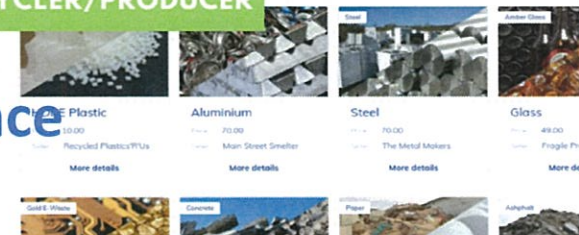


TRADR MARKETPLACE: RECYCLER/PRODUCER

Marketplace



Producer

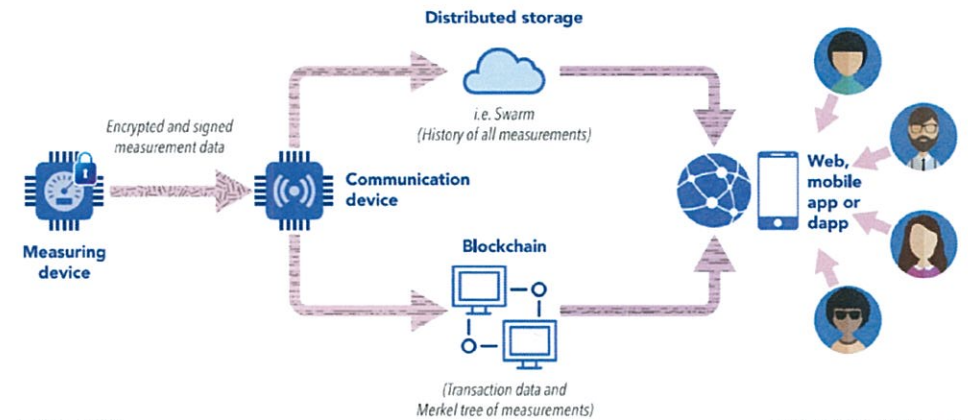


The Tradr Solution

- Recycling
- Reprocessing
- Closing the loop locally
- Cradle to grave tracking and management
- Online materials marketplace

Tradr Technology

- Circular economy enablement
- Blockchain-built RFID tracking system
 - Pilot partnership with [Ambrosus](#) – worlds leading blockchain supply management system
- Token-based materials marketplace



The screenshot shows the **TRADR MARKETPLACE: RECYCLER/PRODUCER** interface. It features a grid of material listings with the following details:

Material	Price	Seller
HDPE Plastic	10.00	Recycled Plastics'RU's
Aluminium	70.00	Main Street Smelter
Steel	70.00	The Metal Makers
Glass	49.00	Fragile Pro
Gold E-Waste		
Concrete		
Paper		
Ashphalt		



Roadmap



Phase 1 Complete

- Pilots: Agreed (Soft Landing & Total Green)
- Agreement with Blockchain platform
Ambrosus
- Key team engagements



Phase 2 Q2-3 2018

- ITO/fork of Tradr waste token
- Vertically integrate plastic reprocessing plants
 - WA
 - All states



Phase 3 Q1 2019

- Asset germination: vertical integration (plastics) into SE Asia
- BD to existing Australian recyclers (non-plastic)
- Online marketplace via Ambrosus token



The Team

John Forfar
Managing Director,
Technology & Innovation



18 year background in technology and telecommunications across defence and resources sectors

Sven Stenvers
Director,
Strategy & Operations



20 year background in enterprise-transitioning high growth startups across renewable energy, telco and IT sectors

Anthony Joy
Director, Brand &
Consumer Engagement



25 year background in building and bringing tier-1 consumer brands to market across retail, telco and renewables sectors

Nick Stamatiou
Director,
Commercialisation



20 year background in commercialisation as an IP and patent attorney across multiple technology sectors

Toby Edmunds
Director - Environmental
Management & Strategy



15 year background in waste management and logistics including hazardous waste, material processing and emergency response



An opportunity to pilot the Tradr tracking technology in partnership with the council



ATTACHMENT NO. 2



PLASTIC FREE
NOOSA

MEMBER GUIDE

CAFE/ RESTAURANT



www.plasticfreenoosa.org



Congratulations on joining Plastic Free Noosa!

Hi new member! We have prepared this guide to help you through the process of reducing your plastic footprint. You will also have access to our team for any questions you'd like to ask, or for help you need along the way. It is our role to make the transition as easy as possible for you and to provide you with some great benefits along the way.

Let's get started.

What is Plastic Free Noosa and how does it work?

Plastic Free Noosa is a whole-of-community plan to reduce Noosa's plastic footprint. To achieve this, we engage directly with food outlets, events, markets, schools, hotels and other organisations to switch from single-use plastics to better alternatives.

We are initially targeting a reduction of six single-use plastic items which represent the most problematic and prolific sources of the litter stream. The identified items are; plastic bottles, food ware, straws, coffee cups/lids, takeaway containers and plastic bags.

We have adopted a 'six star' system for cafes and restaurants. For each item eliminated, you will receive a star and a certificate indicating your current star level. If you eliminate all six items, you will be elevated to the status of 'Plastic Free Champion'. Champions receive special promotional benefits through our partner networks.

While we focus on six items, we encourage you to take it further and reduce any other single-use plastic items you are using. We're always on hand to help, and we will recognise your efforts and let people know what Champions you are!



Getting Started

Your first task is to work towards eliminating one or more of the items on our list. We have included a guide to help you on the next page. Once you have eliminated at least one of the identified plastic items from your cafe, we will issue you with an official certificate to recognise your efforts, which you can print out and proudly display to your customers to let them know about the great changes you're making. The certificate will identify the number of stars you have obtained, and we will send you an updated version of your certificate whenever you achieve a new star.

If you have already eliminated (or are not providing) one or more of the identified items, fantastic! We can issue you with a certificate right away.

Upon receiving your first certificate, we will also give you:

- A listing on our webpage, under our 'Members' section. These listings will be organised by location and star status. Your listing will include a photo, a write-up of your choosing, a link to your website and/or Facebook page, and a display of your star status.
- Direct promotion on our Facebook and Instagram pages. A listing on our monthly direct email newsletter to our individual members, who are interested in supporting member businesses.
- Promotion of the campaign from Tourism Noosa, who will encourage people to support our members.

If you eliminate all 6 items, we will promote you to 'Plastic Free Champion'. Champions receive the following additional benefits:

- A specially designed and printed certificate, reserved for Champions only.
- A featured listing on our website under our 'Champions' section. Your listing will include a write up of your choosing, with a photo and link to your website and/or Facebook page. These listings will be organised by location.
- Featured listings on our social media pages and through the pages of our partner networks.
- A listing on Tourism Noosa's 'Plastic Free Champions' page, along with any additional promotional activity associated with this (e.g. through their social media or tourist channels).
- Featured listings on our monthly newsletter to our individual members.
- A feature article with our media partner Noosa News, with the possibility for more than one feature over time.
- A feature segment with our media partner Noosa FM, with the possibility for more than one feature over time.

Sourcing Alternative Products

You will find a guide on the next page that will help you identify and source the right alternative products. When seeking suitable products, we advocate for our members to choose REUSABLE wherever possible. Where this is not possible or feasible, we advocate for 100% certified compostable* products. When choosing these products, we prefer the use of natural, wooden, paper or cane products. The other option is bioplastics. Bioplastics are compostable but need a commercial composter to decompose. They will not easily decompose in the marine environment and present similar risks to marine wildlife as other plastic litter. Bioplastics also do not break down in landfill. The advantage of bioplastics over ordinary plastics is that they are made from vegetable and plants products, not fossil fuels. We are working on creating a commercial composting collection and processing service for Noosa.

Many of the major local suppliers have now signed up to Plastic Free Noosa, and we have worked with them to ensure they have all the reusable and compostable products that we recommend our members use. We have listed this information on our website to assist you - you can go to www.plasticfreenoosa.org/resources-for-retailers. Here you will find all our member suppliers, the particular products that they stock that we recommend, and links to price lists and ordering details. It is important to know that we do not recommend one supplier over another, and there are other suppliers who are not on our list that also have suitable products. Please choose a supplier according to your needs (and likely your current supplier will be able to provide the right alternative products for you).

**Note: the term 'compostable' can be misleading. Some products labeled 'compostable' are not 100% compostable, containing a mix of compostable and non-compostable materials. Others labeled as 'biodegradable' or 'degradable' can simply be traditional plastic products with additives in them so they break up more quickly. Always ensure you are purchasing 100% certified compostable products.*

Guide to eliminating single-use plastic for food retailers

COFFEE CUPS & LIDS

Reusable Options



Provide washable crockery for dine-in customers. Offer a discount to customers who dine-in as an incentive to stay. Encourage customers to BYO reusable cups and considering offering a discount for this. Sell reusable cups (these can be branded by you) encouraging customers to purchase them by offering their first drink for free. Provide a return service for regulars. This could be through a 'mug wall' where regulars borrow and return a mug. Mugs can be donated by locals or sourced from op shops.



Takeaway Options*

Preference waxed paper or card options without lining. Alternatively, use 100% commercially compostable cups (with bioplastic lining).

FOOD WARE (PLATES, CUPS & CUTLERY)

Reusable Options



Use washable reusable items such as stainless steel cutlery and ceramic plates.

Takeaway Options*



Preference wooden/paper/cane or other 100% compostable food ware that meets home compost standard. There are many suitable home compostable products available that are leak-proof, freezer proof and microwavable. Try to source sustainable products if possible.

DRINK CONTAINERS

Reusable Options

- Provide table water in glasses.
- Encourage customers to BYO bottle and offer filtered/carbonated options for refill for a small fee.

Takeaway Options

Create a plastic free drinks fridge and stock glass/ aluminium options only. Avoid liquid paperboard products (flavoured milk etc) as it has a plastic inner lining. All drinks fridges following these guidelines will be eligible for a 'PFN approved drink fridge' sticker/label.

Note: All beverage containers will have a 10c refund upon return after the Queensland Container Refund Scheme is introduced.



TAKEAWAY CONTAINERS



Reusable Options

- Allow customers to BYO container and consider offering a discount.
- Provide or sell customers a reusable container and offer a discount on next purchase (upon return of container).
- Offer a borrow/ return service.



Takeaway Options*

Provide wooden/paper/cane or other 100% compostable containers that meet home compost standard. There are many suitable home compostable products available that are leak-proof, freezer proof and microwavable. Try to source sustainable products if possible.

STRAWS



Reusable Options

- Don't use them!
- Stop automatically putting straws in drinks.
- Stock reusable steel or bamboo straws - they look much classier.
- Encourage customers to BYO reusable straws.

Takeaway Options*



Remove straws from sight and only provide upon request. If requested, provide paper straws (ensure they are not plastic lined). Avoid oxo-degradable straws (these are plastic).

PLASTIC BAGS



Reusable Options

Don't provide plastic bags, instead offer reusable cloth bags (these can be branded and sold). Try to source bags made from sustainable materials, or stock locally made Boomerang Bags (and support local employment and recycling at the same time).

Encourage customers to bring their own bags.

Offer a borrow / return cloth bag service for regulars who forget their bags.

Takeaway Options

- Ask if customers really need a bag?
- Provide recycled cardboard boxes for customers to use.
- As a last resort, provide paper bags (sustainably sourced).



Note: Lightweight plastic bags (including degradable/ biodegradable & compostable bags) will be banned in Queensland from July 2018.

**NOTE: While disposable packaging has become a convenient way of life, we should be striving to REDUCE waste wherever possible. While compostable items eliminate the use of single-use, non-biodegradable plastic, they do not necessarily prevent litter or waste. Adequate collection and processing services are still required, but are often unavailable. One of the outcomes of our initiative will be to identify how to resolve these service gaps. Remember: REUSABLE items remain the best option.*

Average Price Comparison Examples: Plastic vs Alternative Products

We understand that cost is a factor when making decisions about product selection. Below is an example of costings, sourced from several suppliers. Prices include GST. You may be able to find cheaper options.

Product	Single use plastic	Unit \$	Alternative	Unit \$
Coffee Cups & Lids	Foam cup & lid 12oz	0.167	Biopak (S-wall) & PLA lid 12oz	0.152
	Paper (D-wall, plastic lined) & lid 12oz	.275	Kraft (D-wall) & PLA lid 12oz	0.2364
Food ware (cutlery)	Plastic cutlery set (knife, fork, napkin)	0.09	Biopak wood cutlery set (knife, fork, napkin)	0.17
	Teaspoon plastic	0.017	Wooden biocutlery 10cm teaspoon	0.029
Food ware (plates/bowls)	Plastic plate 7"	0.09	Biopak biocane 7" plate	0.063
	Plastic bowl 5"	0.102	Biopak bioplastic 5" bowl	0.107
Food ware (cups)	Clear plastic & lid 285ml	0.15	Biopak bioplastic 280ml with PLA lid	0.14
Takeaway Containers	Polystyrene clam 8.5"x 8.5"	0.30	Biopak biocane clamshell 7.8"x 8.3"	0.279
	Clear plastic clam 8.5"x 6.7"	0.37	Biopak biocane clamshell 9"x 6"	0.231
Straws	Plastic Straw	0.006	Paper straw	0.03
Plastic Bags	Small with handle	0.015	Paper bag brown small with handle	0.3
	Medium with handle	0.021	Paper bag brown med with handle	0.41
			Calico reusable bag with handles	1.04

Sources: Brisbane Cup Supplies, One Stop Wholesaler, Biopak, Noosa Wholesalers, Stock It.

FAQ's

Q: Are there any laws /regulation stopping me from accepting customers BYO cups or containers?

A: There are no legislative requirements preventing customers from using their own containers. We emphasise that neither the Queensland Food Act 2006 (the Act) or the Australia New Zealand Food Standards Code (the Code) places any legislative requirements that would prevent a business from using a container provided by a customer to store or package food purchased.

Q: If a reusable cup is presented to me dirty, do I have to use it or should I refuse it?

A: It is likely that someone will present you with a dirty cup so it is good to prepare a response. Some stores will turn away these customers, stating "We can't serve our coffee in a cup like that" or "We want to maintain a consistent taste with our product so we can't use that cup". We suggest that instead of turning away a potentially loyal customer you can approach it in the following ways:

- Here, let us wash your cup for you (hand wash)
- Have a few spare cups available (why not branded ones) to swap with their cup and swap back on their next visit.

Q: Does food have to be individually packaged or covered, for example, premade food like muffins or sandwiches?

A: A food vendor must ensure that food on display is protected from contamination. This can be achieved in several ways, including, but not limited to:

1. Individually packaging the food
2. Storing the food in a display cabinet

Referencing Section 3.2.2 Division 3 (6) of the Code, a food business must, when storing food, store the food in such a way that:

- a. it is protected from the likelihood of contamination; and
- b. the environmental conditions under which it's stored will not adversely affect the safety & suitability of the food.

This means that food vendors can find ways to sell their food without pre-packaging it or wrapping it in plastic wrap.

Quoted Legislation:

- Queensland Food Act 2006
- Australia New Zealand Food Standards Code

Information provided by Gippsland Unwrapped and modified to suit Queensland businesses. <https://gippslandunwrapped.com/2016/08/18/the-law-using-reusable-containers/>

Data Collection

One of the main ways we will be assessing the success of Plastic Free Noosa is by collecting data on the amount of plastic items removed from use, as done through audits of participants' procurement of products.

To this end, we would like to do an initial audit of your current ordering of the six identified items, and do follow up audits quarterly. These audits can be done in person, where we would come to your premises, or if you prefer, we can send you a form which you can fill in online and return to us. This is something we will discuss with you to determine the easiest and best way for you to report.

Giving us access to your data is not compulsory, however it will greatly assist us in building up our database, which will give validity to the project and help us improve our services to you, and to the Noosa environment and community.



Contacting Us

Chad:

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📞 0400 280 548

Kellie:

✉ info@plasticfreenoosa.org

📞 0415 531 640

🌐 www.plasticfreenoosa.org

📘 @plasticfreenoosa #plasticfreenoosa

We are excited to be a part of this journey with you and look forward to working with you to create a cleaner, greener and more beautiful Noosa! Together we are protecting the environment, enhancing Noosa's reputation, and showing other communities how it can be done.

Plastic Free Noosa is an Initiative of



with partners



Funding provided by



Cover photo courtesy of Paul Smith Images
and visitnoosa.com.au

www.plasticfreenoosa.org



Best Option – Reusable

Takeaway

These compostable items eliminate the use of single use, non-biodegradable plastic items but will not necessarily prevent litter or waste. Collection and processing services are still required. Reusable items are the best option

Plastic water bottle	Provide tap or filtered water	Provide reusable bottles or encourage customers to use BYO bottle. (Note: Plastic bottles will have a 10 cent refund on return after July 2018)
Coffee cup/lid	Use café crockery cup Provide a coffee cup return service Encourage customers to bring BYO reusable cup/lid (with discount)	Provide fully compostable cup and lid. Waxed paper or Kraft board is a preference. Certified commercial bioplastic (bio-plastic standard AS 4736 or AS 5810) coffee cups are available but currently lack adequate collection/recycling or composting services.
Plastic cups, plates, utensils (food ware)	Use Reusable plates and utensils	Avoid all polystyrene products completely. Provide wooden/plant-based or 100% compostable plates and utensils
Non-biodegradable plastic packaging (plastic takeaway containers)	Don't use Provide and support return service for customers	Provide compostable containers only
Plastic straws	Don't use Encourage BYO reusable straws	If absolutely required, provide waxed paper straws
Plastic Bags	Don't use Encourage customers to bring BYO bags Lightweight bags are banned in QLD from July 2018	Provide/sell BYO bags (these could be branded)

Note on Takeaway Practices

Polystyrene cups and containers of any kind should be avoided and eliminated from use. They are harmful to the environment and rarely recycled.

The best option is always to use reusable plates, utensils and containers and is always a preference to single use items.

If single use products are used, the preference is for organic/plant-based or certified compostable products. In most cases, neither recyclable or compostable products are currently collected in away from home situations, and end up in landfill. In this event, the compostable products will at least degrade.

So, if you provide takeaway coffee cups you are probably supplying recyclable or certified compostable bio-plastic products (bio-plastic standard AS 4736 and AS 5810). Both of these currently lack adequate collection and recycling/composting services in the region. One outcome the Plastic Free Noosa Plan will identify is the urgent need for better collection services and commercial composting facilities for these products.

Salvatore Siciliano

From: Rebecca Brown <RBrown@walga.asn.au>
Sent: Wednesday, 23 May 2018 8:49 AM
To: William Barry
Cc: gneri@bassendean.wa.gov.au; Salvatore Siciliano; Jeremy Walker (JWalker@bassendean.wa.gov.au)
Subject: RE: Single Use Plastics Ban, Town of Bassendean

Hi William

Thanks for the email and the outline of what the Town is working on. Absolutely agree that this is very timely and a good opportunity to build momentum.

My suggestion for this is that WALGA host a meeting/short workshop for Local Governments, not for profit organisations (e.g. Plastic Free July) and businesses to discuss ways/share initiatives on ways to progress this issue.

What is your timeframe for this? Could we look at a workshop in early July? WALGA could host one on Tuesday 3 July (the first time our boardrooms are available!)

Happy to discuss further.

Kind regards
Rebecca

Rebecca Brown | Manager, Waste and Recycling | WALGA
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From: William Barry [mailto:WBarry@bassendean.wa.gov.au]
Sent: Tuesday, 22 May 2018 5:25 PM
To: Rebecca Brown <RBrown@walga.asn.au>
Cc: gneri@bassendean.wa.gov.au; Salvatore Siciliano <SSiciliano@bassendean.wa.gov.au>; Jeremy Walker (JWalker@bassendean.wa.gov.au) <JWalker@bassendean.wa.gov.au>
Subject: Single Use Plastics Ban, Town of Bassendean

Dear Rebecca,

Thanks for taking my call yesterday.

The Town passed a Notice of Motion at the March Council Meeting to directly reduce single use plastic in daily activities of our residents. While the Town is aware of the State ban on light weight plastic bags from 1 July, it applies specifically to <35 micron plastic bags, that have handles. It does not address all the other types of single use plastic.

Broadly, the Town's approach is to, firstly look at suppliers which the Council uses for activities and events, and preference those that adopt plastic free operations. Secondly, the Town is opening dialogue with major retailers, the owners of the shopping Centre and to all business operators across the town to come on board and share their initiatives to transition to low plastic use, increased recycling etc. The decision by Council provides six months for our suppliers to introduce compostable or bio degradable or recyclable materials into their operations.

The Town is also aware that this decision does need to change people's habits and attitudes. In short if people don't care then we will be wasting our time and a lot of money.

Our strategy as set out in the notice of motion reads as follows:

- The Town of Bassendean ban all use of single use plastics at events organised or sponsored by the Town of Bassendean including straws, plastics cups, including plastic lined cups and plastic bags.
- The ban take effect immediately however vendors are given a six months grace period to source alternatives.
- The Mayor write to all businesses in the Town outlining our ban and encourage them to reduce single use plastics.
- The Mayor write to Hawaiian Shopping Centre about installing a communal drop off point for cloth shopping bags for shoppers who forget their re-usable bags.
- The Mayor write to Coles informing them of our ban and request they audit and cease their use of plastic wrapping, particularly on fruit and vegetables.
- The Town organise an education campaign about single use plastics, including a list of suppliers for vendors and businesses on where to source alternatives to single use plastics such as reusable and washable items, paper, cardboard, wooden or compostable single use items;

As I understand it, no other councils have gone quite this far to tackle this issue. We appreciate the challenge in front of us. However, we believe the timing is ideal to make a big splash and grab people's attention. The imminent state ban, while limited in scope provides a very public platform and awareness to get public attention and engagement. When the initial Council decision was passed back in March there was a lot of media interest from across the country. Locally here in Bassendean the residents strongly support it. Additionally and somewhat coincidentally, the decision by China to reject 90%+ of Australia's recycling has made this issue even more important. It is perfect time to recruit supporters and to build momentum.

While this issue has been determinedly embraced by the public, it's a challenge for operators and businesses. There are costs involved, competitiveness, sourcing, and reliability issues. We want to work with our businesses, offer encouragement and solutions that will precipitate long term change.

This project impacts on many separate areas of Council, including Sustainability and Environment, Recreation and Culture and Economic Development. The Sustainability Committee (Committee of Council) has ultimate carriage of the project. A colleague of yours Laura Syme (Environmental Policy Advisor with WALGA) is on the Sustainability Committee.

We are seeking partners, ideas and initiatives that we can use and build on. If WALGA can provide assistance or advice it will be very welcome. I look forward to hearing back from you at your earliest convenience.

Kind Regards

William Barry | Senior Economic Development Officer
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LEASE

RECYCLABLES

 **RECYCLABLES** 


PLASTIC BOTTLES
& CONTAINERS


CARDBOARD
& CARTONS


PAPERS
& MAGAZINES


GLASS
BOTTLES & JARS


ALUMINIUM
& STEEL CANS


EMPTY
PLASTIC BAGS

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Get your
Sourdough
Artisan
Bread

Five Senses Coffee
House Blend or
Single Origin





ORGANIC MATERIAL
DIRTY FOOD CONTAINERS

General Waste

UP  BEAT



TALKING ABOUT NIBBISH

Make a pot
Plant a pot
FREE

Make a pot
Plant a pot
FREE

Make a pot
Plant a pot
FREE

What can I compost?
Food scraps
Household yard clippings
Household hair and fur
Grass clippings

Compost-ready post

Dip It Plant
STAIN RESISTANT FOR OUTDOOR USE



face
yöur
waste

TAB

O P E N



ATTACHMENT NO. 3



TOWN OF
BASSENDEAN
Home by the Swan

6.24 TOWN OF BASSENDEAN ADVISORY GROUP POLICY

OBJECTIVES

To provide guidance for the establishment and operation of the Town's Advisory Groups.

POLICY STATEMENT

DEFINITIONS

"*Advisory Group*" means a group established by a resolution of the Council pursuant to this Policy.

"*Financial Interest*" has the same meaning as given by Section 5.60A of the *Local Government Act 1995*.

"*Proximity Interest*" has the same meaning as given by Section 5.60B of the *Local Government Act 1995*.

"*Impartiality Interest*" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having interest arising from kinship, friendship or membership of an association.

1. ESTABLISHMENT

1.1 The Council may establish an Advisory Group to:

- (a) facilitate Council Member, stakeholder and/or community input and involvement opportunities;
- (b) to provide advice; and
- (c) support to the Town, in regard to strategic, special interest and/or operational activities.

1.2 Advisory Groups established pursuant to this Policy **are not, and are not intended to be,** Committees established under Section 5.8 of the *Local Government Act 1995*.

2. OPERATION

Operation of an Advisory Group is to occur in accordance with the following principles:

- 2.1 Advisory Groups may be established either by resolution of Council or at the recommendation of the Town's Administration.
- 2.2 Advisory Groups will operate in accordance with the adopted Terms of Reference which provide:
 - (a) A clear statement of objective and the scope of activity to be undertaken.
 - (b) Membership/stakeholder representation.
 - (c) The operational and administrative framework by which activities are to occur.

3. TERMS OF REFERENCE AND ROLE

Advisory Groups are to operate within the Terms of Reference approved by the Council and the following general administrative framework:

- 3.1 The role of an Advisory Group is to act in an advisory capacity, providing the Town's Administration and the Council with its views and/or proposals relevant to the Objectives for which the group was established.
- 3.2 The Advisory Group **will only** consider matters referred to it by the Council.
- 3.3 An Advisory Group **has no** decision making powers and **does not** have any authority to act on behalf of the Town. In operation, the group **cannot** direct employees, call tenders, award contracts, expend monies, direct volunteers or do anything which is the responsibility of the Town.
- 3.4 Advisory Group meetings will be conducted in an informal manner, providing opportunities for ideas to be raised and general discussion. The view and proposals of an Advisory Group are to be recorded in Minutes/meeting notes and retained in the Town's record keeping systems.
- 3.5 Advisory Group members either collectively or individually **are not** authorised to speak on behalf of the Town or provide comment to the media or other persons, in respect of any item under consideration, unless authorised by the Chief Executive Officer.

4. ROLE OF THE CHAIRPERSON

- 4.1 The Advisory Group Chairperson is to be appointed by the Council.
- 4.2 The Council appointed Chairperson will preside at all meetings. In the absence of the Chairperson, a person elected by the quorum will assume the Chair for that meeting. Preferably, the Advisory Group should be chaired by a Council Member (if possible), or then by a Senior Town Officer.

- 4.3 The Chairperson (in liaison with the most Senior Town Employee appointed to the Advisory Group) shall ensure that the Advisory Group operates in accordance with this Policy at all times.

5. MEETING PROCEDURES

5.1 Meetings

- (a) Unless approved by the Council or there is a need to address an urgent issue (the latter to be agreed by the Chairperson and the Chief Executive Officer), the Advisory Group shall meet as required. Additional meetings may be convened at the discretion of the Chief Executive Officer.
- (b) At the first meeting after convening, the Advisory Group shall determine a Schedule of Meeting dates for the remainder of the year.

5.2 Quorum

A quorum will be by simple majority plus one.

5.3 Agendas

- (a) The Chief Executive Officer will determine the Agenda for each meeting. Members may submit items for consideration and listing on the Agenda.
- (b) All meetings shall be confined to items listed on the Agenda.

5.4 Minutes/Meeting Notes

- (a) The relevant Director having responsibility for the Advisory Group, in liaison with the Advisory Group Chairperson, shall be responsible to ensure the preparation and accuracy of the Minutes/meeting notes.
- (b) Items considered at the meeting will not be voted upon. The Minutes/meeting notes of the Group will record consensus agreement on actions and any points of agreement/disagreement. They will not reflect verbatim discussion on issues or matters discussed during debate prior to consensus agreement being reached. At the end of each meeting, the Town's Officer in attendance will read out the agreed actions and any points of agreement to the meeting to ensure they are accurately reflected to the consensus view.
- (c) Minutes/meeting notes of the meeting will be prepared by the Responsible Officer and distributed to members within five working days after the date of the meeting.
- (d) Advisory Group unconfirmed Minutes/meeting notes are to be reported through relevant Directorate reports with recommendations regarding the views and proposals of the Advisory Group to the next available Ordinary Council Meeting. (Minutes/meeting notes not requiring a Council decision will be included on the Information Bulletin). Reports will consider each proposal to ensure it is:

- (i) Consistent with the Town's established strategic and operational planning and the objective for which the Advisory Group was established.
 - (ii) Within the Town's capacity relevant to staffing, resources and adopted budget and also operational effectiveness and efficiencies.
 - (iii) Endorsed by Council resolution, where funding from external sources is proposed.
- (e) The Minutes/meeting notes shall accurately record the details of any disclosure of interest and the extent of such interest. The Minutes/meeting notes shall also record the times any person who has made a disclosure, has departed and/or re-enters the meeting.

6. ADMINISTRATIVE ACTION AND SUPPORT

- 6.1 A Town employee will be assigned to provide administrative support to the Advisory Group. This person will be responsible for the following:
- Issuing of the Agenda;
 - Recording of Apologies prior to the meeting;
 - Preparation of the Minutes/meeting notes;
 - Room booking; and
 - Catering requirements.
- 6.2 Any items which have been dealt with by the Advisory Group will not be implemented by the Town's Administration until a report has been submitted to the Council for a decision.
- 6.3 The Town's Administration will not action Advisory Group requests unless in accordance with Clause 5.4 – *"Minutes/Meeting Notes"* and Clause 6.2 – *"Administration Action and Support"*, above.

7. CODE OF CONDUCT

- 7.1 Community Members of the Town's Advisory Groups will be advised of the relevant provisions of the Town's Code of Conduct and must comply with the relevant requirements.
- 7.2 The Town's Code of Conduct shall apply to members of the Advisory Groups.
- 7.3 All Advisory Group members shall be required to declare any conflicts of interest in matters being considered by the Group.
- 7.4 A copy of the Town's Code of Conduct will be provided to each member upon their appointment.

7.5 The Town's Chief Executive Officer is available to provide any assistance or guidance concerning the Code or any matters of Interest.

8. CONFLICT OF INTEREST

The Chairperson, when opening the meeting, will acknowledge the traditional Owners of the land on which the Advisory group meeting is taking place, and will also make the following statement.

“In the interests of ethical and impartial decision making all members of this advisory group will pay close attention to all matters being discussed, and any items of correspondence, or any other reports or written materials, to ensure that there is nothing before the working group in which the member has a conflict of interest. If the interest was not recognised when considering the agenda or at the beginning of the meeting, then the member shall bring the interest to the attention of the chair as a matter of urgency and excuse themselves from the meeting.”

8.1(a) Whilst the financial, proximity and impartiality interest provisions of the *Local Government Act 1995* do not apply to the Town's Advisory and Working Groups (as it is not a Council appointed committee approved under section 5.8 of the *Local Government Act 1995* and does not have any legal status), all members need to be aware that any conflict of interest needs to be recognised, to ensure that probity is maintained at all times.

(b) Generally, if a matter is being discussed by the Group and a member has an interest in the matter, then the member is required to declare the interest and remove themselves from the meeting whilst discussion on that issue is taking place.

(c) If a Member discloses a financial or proximity interest in a matter under consideration by the Group and wishes to remain and participate in the meeting, the Member may seek approval from the Chairperson and meeting to determine whether the interest is:

- * Trivial or insignificant; or
- * an interest in common to a significant number of electors or ratepayers.

(d) The Member should make that request to the Chairperson at the meeting and not only disclose the nature of their interest, but also the extent of that interest.

(e) The Member should then depart the meeting, whilst the meeting considers the request. The meeting should then be in a position to:

- determine that the Member should not participate in that part of the meeting;
- remain in the meeting and participate in discussion; or
- remain in the meeting only, but not participate in discussion on the matter.

(Note: If the Disclosing Member is the Chairperson, such disclosure shall be made to the meeting.)

- (f) Once the meeting has made a decision concerning a request, the Chairperson shall inform the Member of the decision and the Member shall comply with the Meeting's decision.
 - (g) The Minutes/meeting notes shall record the member's disclosure of interest and the extent of the interest. They shall also record the times a Disclosing Member has departed and/or re-entered the meeting and/or is absent from the meeting during the item of interest.
 - (h) If a member is unsure whether they have an interest in a matter, they are encouraged to raise the issue with the Senior Town Officer in attendance at the meeting.
- 8.2 Subject to 8.1 above, any person who has a financial or a proximity interest in a matter shall exclude themselves from the room and not participate in that part of the meeting.

Elected Councillors should be aware that they are still subject to the Local Government Rules of Conduct Regulations 2007 where they pertain to behaviours and general rules of conduct whilst in an advisory group meeting.

9. INSURANCES

The Town will arrange all insurance to cover Advisory Group members whilst discharging their normal course of duty, including travel to and from the meeting.

10. MEMBERSHIP

Membership of an Advisory Group is to be determined by the Council on a basis of relevancy to the purpose for which the group has been established. Membership may include; Council delegate/s (Council Members), employees and representatives of stakeholder organisations and members of the community.

- 10.1 Where Advisory Group membership includes representatives to stakeholder organisations, the Town shall seek written nomination/s from the organisation/s.
- 10.2 Where Advisory Group membership includes representatives to be drawn from members of the community; the Town shall publicly advertise and call for nominations to be received within a defined period. Members are to be appointed by the Council on the basis of demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Advisory Group has been established.
- 10.3 The term of membership of an Advisory Group is to align with the local government elections cycle, with membership expiring at the next ordinary local government election, with the following exceptions:

- (a) Where the Advisory Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections, the community and/or organisation representation shall continue to the planned conclusion of the Advisory Group's operations. The Council Delegate/s representation shall however, be reappointed following the ordinary local government election.
- (b) Where the Advisory Group's Terms of Reference have been fulfilled, the Advisory Group may be concluded at the determination of either the Council or the Town's Administration, whichever was the convenor of the Advisory Group.

10.4 In any case, in order to facilitate specific aspects of the operations of an Advisory Group, membership with required skills or knowledge may also be co-opted on an 'as required' basis, by either the Chief Executive Officer or Advisory Group Chairperson.

11. TENURE OF APPOINTMENT

11.1 The Council will appoint a member to the Advisory Group including the prescribed Term and any conditions.

11.2 The Advisory Group Membership is normally for a period of two years from the period of the ratification of the advisory group by the Council. (Generally the term is from November after the Ordinary local government elections to October of the second year). Membership of the Group terminates when an Ordinary local government election occurs every two years, in October.

11.3 If a member fails to attend three consecutive meetings of the Advisory Group, his/her appointment shall be automatically terminated, unless Leave of Absence has been granted and approved by the Advisory Group. The Chief Executive Officer shall advise any member, in writing, when their membership of a group is terminated.

11.4 The Council may terminate the appointment of any member prior to the expiry of his/her term, if:

- (a) the Chairperson and Chief Executive Officer are of the opinion that the member is not making a positive contribution to deliberations of the group;
or
- (b) the member is found to be in breach of the Town of Bassendean Code of Conduct or a serious contravention of the *Local Government Act 1995*;
or
- (c) a member's conduct, action or comments brings the Town of Bassendean into disrepute.

12. VACANCIES

Vacancies shall be filled by calling for nominations of either the Council or community representatives. Members filling a vacated position will hold that position for the remainder of the two years duration of the convened Advisory Group, as approved by the Council.

13. COUNCIL DECISION

The Town's decision making obligations are guided by relevant legislative, strategic and operational requirements and therefore the views or proposals of an Advisory Group may not always prevail.

14. REVIEW

The operations of an Advisory Group shall be reviewed every two years, or sooner if required.