

## STATEMENT

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The Resource Recovery Group (RRG) is committed to providing effective education and information to the community.

## SCOPE

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The scope of this policy applies to education, community and business groups from within councils who fund the Resource Recovery Group Education budget “the RRG Education Participants”. The RRG Education Participants currently consists of:

- Town of East Fremantle;
- City of Fremantle; and
- City of Melville; and

In 2020, the RRG offered ‘memberships’ to the Recycle Right Education Program which gave members access to Recycle Right resources and allocated a number of tours per annum to each member depending on their population figures. Recycle Right members currently include Regional councils and independent local councils across Western Australia.

The policy is specific to the undertaking of the Waste Education Officer and does not extend to other RRG Officers who may undertake tours on a separate basis.

## OBJECTIVE

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To set clearly defined guidelines for tours of the RRRC Project at the Canning Vale Centre, as well as incursions and presentations undertaken by the Waste Education Officer.

## ROLES & RESPONSIBILITIES

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### Council

Council is responsible for adopting the policy and adopting any further changes subject to review on as required.

### Chief Executive Officer

The Chief Executive Officer is responsible for ensuring the policy meets the ongoing requirements of the Project Participants.

### Communications Manager

The Communications Manager is responsible for the review of the tours policy.

### Waste Education Officer

The Waste Education Officer is responsible for ensuring that the policy is adhered to.

## CONTENT

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The following outlines a recommended approach to booking tours and incursions.

### 1) Tours – Tier 1

Tier 1 tours will predominately be available for education and community groups and businesses within councils funding the RRG Education budget “the RRG Education Participants”.

Attendees at Tier 1 tours should make up at least 40% of all participants when combined with incursions and presentations within a single financial year.

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## School and occasional child care groups

Tier 1 tours of the CVC will only be offered to schools and occasional child care groups inside the RRG Education Participants boundaries.

## Community groups and businesses

1. Tier 1 tours of the CVC will be offered to community groups and businesses inside the RRG Education Participants boundaries.

## Universities and TAFEs

2. Tier 1 tours of the CVC will be offered to University, TAFE and other educational institutions from Western Australia, interstate or overseas of which the CVC site is of particular relevance. Example fields such as:
  - Engineering;
  - Science;
  - Sustainability; and
  - Hospitality

Discretion should be applied by the Waste Education Officer to determine the relevance of the CVC operations to a course and/or field of study.

## Government Officers

3. Tier 1 tours of the CVC will be available to all Federal, Local and State Government Officers.

## Stakeholders and commercial businesses

4. Tier 1 tours of the CVC will be available to all other stakeholders of the SMRC, as well as businesses involved in waste management, in which the CVC is of relevance.

## Double tour groups

5. Double tours will only be made available to schools and groups inside councils who fund the RRG Education Budget.
6. Double tours of the CVC will only be offered in conjunction with the attendance and assistance of a fully inducted participating Council Officer as outlined in Section 4 of this document.
7. The RRG reserves the right to withdraw induction approval in any instant of breach of RRG procedures.

## Community Tours

General tours for the community will typically operate once a month on a Saturday morning and will be offered to all individuals both inside and outside the RRG Education Participants or Recycle Right Member areas.

## **2) Tours – Tier 2**

Tier 2 tours will be available for education and community groups and businesses within Recycle Right 'member' councils that have joined the Recycle Right Program. The number of tours allocated is depending on population and outlined in each Member Agreement and ranges from one to six tours per member.

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Note: A Regional Discount of 10% will be applied to LGAs outside of Perth and Peel in Bands 1-3. Complimentary tours (in-person or online) will not be available to LGAs who have a Regional Discount applied.

Additional tours can be arranged at a cost per tour (which provides a three hour tour with setup prior and clean up after).

Attendees at Tier 2 tours should not make up more than 40% of all participants when combined with incursions and presentations within a single financial year.

### 3) Tours – Tier 3

The total attendees for groups outside of RRG Education Participant Councils and Recycle Right Members should not make up more than 20% of all tours and incursions conducted within the current financial year.

#### School and occasional child care groups

Tier 3 tours will be offered to schools and occasional child care groups outside of councils who fund the RRG Education Participant councils and the Councils who have joined as a Recycle Right Member for two days a month free of charge.

Outside this allocated number, tours will incur a charge.

#### Community groups

Tier 3 tours will not typically be offered to community groups outside councils who fund the RRG Education Budget or are Recycle Right Members. If an external party wishes to have a tour, then they will be charged for the tour.

### 4) Incursions and Presentations – Tier 1

Incursions and presentations are available for schools, community groups and businesses located within the RRG Education Participant councils.

Incursions and presentations to schools will be offered free of charge, only to schools located within the RRG Education Participant councils.

Presentations will be available to community groups and businesses for those located within the RRG Education Participants area free of charge.

### 5) Incursions and Presentations – Tier 2

Incursions and presentations are available for schools, community groups and businesses located within the Recycle Right Member Councils on an as requested basis. They will be offered at a cost.

### 6) Incursions and Presentations – Tier 3

Schools within areas serviced by commercial customers or non-member councils can have incursions and presentations facilitated at a cost. Other requests for presentations and incursions for non RRG Education Participants and Recycle Right Members may be referred to the relevant Waste Education Officer for those areas.

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### REFERENCES & REVIEW

<b>Statutory Compliance</b>		
<b>Organisational Compliance</b>	<ul style="list-style-type: none"> <li>Project Participation Agreement</li> </ul>	
<b>Approved by</b>	Regional Council	
<b>Next Revision Date</b>	June 2024	
<b>Policy Administration</b>	<b>Responsible Officer</b>	<b>Review Cycle</b>
Corporate (Communications)	Communications Manager	Annual
<b>Risk Rating</b>	Low	
<b>Location of document</b>	Staff Intranet SMRC, 9 Aldous Place, Booragoon – Communications RRRC, 350 Bannister Road, Canning Vale	

### DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	CEO	Council
2017	Original	1		Communications Officer		29/06/2017
2018	Review	2		Communications Manager		21/06/2018
2020	Review	3		Communications Manager		26/11/2020
2022	Review	4		Communications Manager		26/08/2022

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