



WASTE ADVISORY GROUP

TERMS OF REFERENCE

1. ESTABLISHMENT

- 1.1 At its ordinary Council meeting held on Monday 15 July 2019, Council resolved to establish an advisory group to be known as the Waste Advisory Group, referred to in these Terms of Reference as 'the Group' or alternatively 'WAG'.

2. ROLE

The role of WAG is to:

- 2.1 Provide advice to Council on the direction and development of waste policy.
- 2.2 Provide advice to Council on key reforms to encourage the use of waste derived materials.
- 2.3 Provide advice to Council on key reforms to encourage the community to reduce waste to landfill.
- 2.4 Provide advice to Council to increase food and green organics diversion from general waste collections.

3. AUTHORITY

- 3.1 Council has not delegated any powers to WAG. Accordingly, all decisions of WAG will constitute recommendations to Council, unless Council has resolved to delegate the decision on the agenda to WAG.
- 3.2 The WAG is authorised by Council to provide advice effectively and to efficiently meet the objectives described of its role.

4 MEETINGS

- 4.1 The Group will meet on an as needs basis, with a minimum of four meetings per calendar year.

- 4.2 An agenda will be prepared and distributed to all Members of WAG four clear days prior to the meeting.
- 4.3 Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all WAG Members within three working days of the meeting.

5 MEMBERSHIP

- 5.1 WAG is comprised of two Elected Members appointed to the Group by resolution of Council and three members of the Community appointed to the Group by Council following an expression of interest process.
- 5.2 All members of WAG will hold office until 1 November 2022.
- 5.3 Members of WAG may be removed by Council resolution at any time.
- 5.4 Members of WAG may resign their position any time by giving notice of their intention, in writing, to the Chief Executive Officer.
- 5.5 If a vacancy occurs on WAG, in accordance with clauses 5.3 or 5.4, the Council will appoint a replacement member.

6 PRESIDING MEMBER

- 6.1 The Presiding Member will be appointed by Council resolution.
- 6.2 The Presiding Member's role is to:
 - oversee and facilitate the conduct of the meetings in Accordance with the Local Government (Procedures at Meetings) Regulations 2013;
 - ensure that the Guiding Principles at Regulation 5 are observed and that all WAG members have an opportunity to participate in discussions in an open and responsible manner; and
 - call the meeting to order and move the debate towards finalisation when a matter has been debated to a point that a recommendation can be made.
- 6.3 If the Presiding Member of WAG is absent from a meeting, the remaining members of WAG will choose one of their own to preside over that meeting.

7 QUORUM

- 7.1 A quorum for a meeting of WAG will be three members.
- 7.2 No business can be transacted at a meeting unless a quorum is present.

8 VOTING

- 8.1 All members of WAG must vote on all matters presented for decision at a meeting of the Group.

- 8.2 For the avoidance of doubt, every member of WAG, including the Presiding Member (and / or Acting Presiding Member in the absence of the Presiding Member) has a deliberative vote i.e. not a casting vote.
- 8.3 The Presiding Member is deemed to vote in the affirmative unless he/she clearly declares otherwise.
- 8.4 The Presiding Member will ask for members to vote and will then declare whether the motion is carried or lost.
- 8.5 Should the vote on a matter be tied, the item will be referred to Council for decision.
- 8.6 All decision of WAG will be made on the basis of a majority of members present.
- 8.7 Staff members attending WAG will not have voting rights.