



TAMWORTH REGIONAL COUNCIL

ANNEXURES for EXTRAORDINARY COUNCIL AGENDA

9 JUNE 2020

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Waste Management Working Group – Terms of Reference



Waste Management Working Group

Terms of Reference

1. Establishment

The Waste Management Working Group was established by Council in November 2006

2. Scope

The Waste Management Working Group is to discuss and inform the strategic direction of operations for the Waste and Resource Recovery Division as appropriate. The Waste Management Working Group facilitates communication between internal stakeholders and Councillors on matters pertaining to waste operations and associated activities, and provides recommendations to Council when required.

3. Objectives

The primary role of the Waste Management Working Group is to:

- allow Council representatives on the Group the opportunity to provide advice and support to Council officers to guide decision making on the strategic development and operations of Council's Waste Management;
- provide a forum for Council officers to raise issues and matters of strategic significance with Council representatives on the Group seeking input to inform decision making; and
- raise awareness amongst Councillors on the operations of Waste and Resource Recovery.

4. Powers of the Waste Management Working Group

The Waste Management Working Group is advisory only. The Group can make recommendations to Council on the strategic direction and operations of the Waste and Resource Recovery Division as appropriate. Resolutions of the Waste Management Working Group will not be binding to Council, unless specific delegation has been extended.

5. Term of Waste Management Working Group

The function and form of the Waste Management Working Group will be reviewed by Council as appropriate.

6. Membership

Membership shall comprise:

- 2 Elected Council Members
- Director Water and Waste
- Manager Waste and Resource Recovery

Other staff and/or consultants may be invited to attend meetings on an as required basis

7. Meetings

To be held as required and at least quarterly. Dates will be scheduled once annual Ordinary Council Meetings are confirmed by Council. Additional meetings may be scheduled as required.

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8. Quorum

A quorum of two (2) Councillors and two (2) Officers is required. If insufficient members are available for a meeting, the meeting will be rescheduled.

9. Place and Duration of Meeting

Meetings will be held in an available meeting room in Ray Walsh House unless advised otherwise. Meetings will have a duration that generally does not exceed one (1) hour.

10. Reporting

Agenda and Minutes shall be circulated to all Waste Management Working Group Members and Councillors for information. Formal recommendations of the Waste Management Working Group requiring Council decisions will be presented to a Council via individual reports for direction.

11. Delegated Authority

There are no delegations provided to this Waste Management Working Group.

12. Ethical Behaviour

Members of the Waste Management Working Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relevant to the activities of the Waste Management Working Group, other than as authorised by the Council.

13. Liabilities of Members

No civil liability attaches to a member of an Waste Management Working Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or Waste Management Working Group's powers, functions or duties.

14. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.