

# Terms of Reference



## 10-year Waste Management Strategy Community Reference Group

### Introduction

Litchfield Council recognises that engaging with the community by providing information to and consulting with individuals and organisations ensures a more collaborative decision making process increasing community support.

Litchfield Council through a qualified and experienced contractor is undertaking a strategic review of the current waste services and consulting with the community and stakeholders to assist in the preparation of a comprehensive Waste Management Strategy (the Strategy) for the next 10 years.

The Strategy must include a prioritised implementation plan to ensure existing waste management “best practices” and emerging new technologies are considered in the medium to long term. Council requires the consultant to canvass innovative ideas and “think outside of the square” in the development of the Waste Management Strategy. The focus must be on encouraging the recovery and reuse of different materials and improving efficiently in resource use.

A community engagement expert will also provide the community information and education regarding the purpose of the Strategy and the process that will be undertaken. The community engagement consultant is to gather community data, and provide open and transparent information throughout the project. An evaluation report of community feedback and preferred options is required.

### 1. Purpose

The purpose of the 10-year Waste Management Strategy Community Reference Group is:

- To represent the views of the community and provide suggested new ideas specific to the Strategy
- To be ambassadors for and monitor and review the implementation of the community engagement plan for the Strategy
- To provide strategic direction and leadership to assist the Council in meeting the objectives of the Waste Management Strategy.

The objectives of the Strategy are:

- a) To provide a clear direction for the provision of waste services and facilities that meet the community needs and expectations for the next 10 years.

- b) To ensure integration of services and facilities to meet Council and Government policies, strategies and community expectations.
- c) To provide a strategy for Council to influence waste minimization from all sources in the community.
- d) To provide a strategy for the disposal and resource recovery for all solid wastes generated in the community for the next 10 years.
- e) To provide clear advice regarding options to guide investment in waste management over the next 10 years and the cost involved with each option.

## **2. Membership**

The 10-year Waste Management Strategy Community Reference Group will comprise:

- Up to eight community members with a broad representation across the municipality including representation from Humpty Doo, Berry Springs, Coolalinga and Howard Springs
- Litchfield Council's Mayor – Chair of the Group
- Litchfield Council's Director Infrastructure and Planning
- Litchfield Council's Waste Manager
- Litchfield Council's Environment Officer

Guests may be invited to attend the Group depending on matters up for discussion.

Councillors may also attend.

## **3. Term of Appointment**

The Reference Group is effective in early October 2016 and will continue until the draft Waste Management Strategy has been presented to Litchfield Council scheduled in June 2017.

## **4. Appointments**

Community members will be appointed by Council following a public advertisement process.

Selection will be based on the identified criteria as well as the individual merit.

Selection criteria will include community members who:

- Are residents in the Litchfield municipality
- Have community connections in the Litchfield municipality
- Can ensure availability for the Reference Group meetings

Council will advertise for expressions of interest in the local media, on Council's website, social media, through the seven Council owned recreation reserves and other appropriate avenues.

## **5. Roles and Responsibilities**

The 10-year Waste Management Strategy Community Reference Group will:

- Foster collaboration
- Maintain at all times the focus of the outcomes and benefits
- Have an active role in communicating community views to Council
- Participate in discussions at meetings
- Read all materials provided for the purpose of the meetings
- Attend all scheduled meetings

## **6. Meetings**

It is anticipated that the Group will meet four times:

1. Early November 2016 – the first meeting will be a project outline and present proposed consultant plan
2. Early March 2017 – present options and costings
3. Early April 2017 – written report and presentation outlining the finding from the stakeholder and community consultations and implications for the Strategy
4. Early June 2017 – presentation of the draft Waste Management Strategy

A meeting quorum of at least ten (10) members is required.

All meetings will be chaired by the Litchfield Council's Mayor.

Meeting agenda's will be determined by the Director Infrastructure and Operations. Group members may propose agenda items for the meetings for consideration. Calls for agenda items will be a significant time prior to the meetings and agendas will be sent out approximately a week prior to the meetings.

Any members with a conflict of interest or perceived conflict of interest must declare their interest prior to discussion of the item. This will be a standing item on the agenda.

## **7. Amendment**

This Terms of Reference may be amended, varied or modified in writing after consultation and under authorisation of Council.