



Terms of Reference

Section 41

Waste Management Advisory Committee

1. Name:

The name of the Committee is the Waste Management Advisory Committee

2. Establishment

2.1 The Waste Management Advisory Committee was re-established 11 December 2018, Minute 20669/1 of Council pursuant to Section 41 of the Local Government Act 1999.

2.2 The Waste Management Advisory Committee shall be reviewed in four (4) years unless terminated earlier by resolution of Council.

3. Definitions

4. Purpose and Functions

The purpose and function of the Waste Management Advisory Committee is to:

4.1 provide guidance for the purposes of waste services to the community of the Mid Murray Council

4.2 review the overall operations of waste services (including transfer stations and landfill)

4.3 recommend to Council user service charges/fees

5. Membership

5.1 The Waste Management Advisory Committee shall comprise of two (2) members from Shearer Ward and one (1) member from Murray Ward and one (1) member from Eyre Ward and the Mayor as ex officio.

5.2 The Mayor is appointed as an ex officio

5.3 The Presiding Member shall be appointed by the Waste Management Advisory Committee for a four (4) year term.

5.4 The Deputy Presiding Member shall be appointed by the Waste Management Advisory Committee for a four (4) year term

5.5 Appointment to the Committee shall be for a four (4) year period or as amended by Council.

6. Quorum

The quorum required for the transaction of business at a meeting of the Waste Management Advisory Committee shall be *50% plus one (1) members*. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all requirements of the Committee

7. Voting

- 7.1 Each member of the Waste Management Advisory Committee present at a meeting shall have one vote
- 7.2 The Presiding Member shall have a deliberative vote but does not in the event of an equality of votes have a casting vote
- 7.3 In the event of a tied vote the matter will be referred to the next meeting of Council for deliberation
- 7.4 Members present at the meeting must vote on all resolutions of the Committee
- 7.5 Proxy votes are not permitted
- 7.6 A Committee Member may partake in the meeting via telephone, video conference or in person. If via telephone or video conference, the Committee Member must verbalise their vote to enable the Presiding Member to clarify and record the vote
- 7.7 Should a Committee Member wish to partake in the meeting via telephone or video conference a minimum two business days notice must be provided to the Director Infrastructure and Field Services
- 7.8 The Presiding Member must be in attendance (in person) of the meeting and may not partake in the meeting via telephone or video conference.

8. Meetings

- 8.1 The Waste Management Advisory Committee shall meet at least twice a year on days and at a time determined by the Committee
- 8.2 Meetings will be conducted at Councils Main Office, 49 Adelaide Road, Mannum
- 8.3 The Presiding Member, in consultation with the Director Infrastructure and Field Services may cancel a meeting due to lack of business
- 8.4 A Special Meeting of the Committee may be called in accordance with the Local Government Act 199 and Regulations
- 8.5 The Presiding Member shall ensure that the proceedings of the meeting and resolutions, including recording those present are minuted and that all requirements meet the Local Government (Procedure at Meetings) Regulations 2013
- 8.6 Audio recordings of meetings may be made to enable the Minute Taker to reference as required. Audio recordings will be saved only until the Minutes of the relevant meeting have been endorsed by Council.

9. Meeting Procedures

- 9.1 Procedures at meetings will be in accordance with the Local Government (Procedures at Meetings) Regulations 2013, these Terms of Reference and, when established Councils Code of Practice - Meeting Procedures

10. Reporting Responsibilities

- 10.1 The Director Infrastructure and Field Services will inform the Council at its next ordinary meeting of the matters considered by the Committee through the provision of a written report if business arises eg recommendation from Committee. If no business is arising from the Committee meeting, the Director Infrastructure and Field Services will provide the Minutes of the meeting through Council's Agenda.
- 10.2 Agendas and Minutes of the Waste Management Advisory Committee will be published on Council's website and a copy of minutes will be provided to all Council members in accordance with the requirements of the Local Government Act 1999 through Council's extranet.

11. Delegations

The Waste Management Advisory Committee has no direct decision making power and will provide recommendations to the Council on matters for consideration

12. Administrative

The Director Infrastructure and Field Services shall provide administrative resourcing to the Committee

The Committee shall:

- 12.1 have access to reasonable resources to enable the carrying out of its duties, subject to budgetary implications/allocations
- 12.2 adequate training as required and in accordance with Councils budget
- 12.3 review its performance and Terms of Reference as required and recommend any changes necessary to Council