Waste Strategic Working Group
Member Guidelines
# Contents

1. Introduction ................................................................................................................................. 1
2. Role of the Waste Strategic Working Group.............................................................................. 1
3. Restrictions on the Working Group............................................................................................ 1
4. Correspondence and Communication ......................................................................................... 2
5. Working Group Membership ........................................................................................................ 2
6. Working Group Selection ............................................................................................................ 2
7. Meeting Procedure ....................................................................................................................... 3
8. Purchasing Of Goods and Equipment ......................................................................................... 3
9. Code of Conduct - Conflict of Interest and Pecuniary Interests.................................................. 3
10. Insurances ................................................................................................................................. 5
1. **Introduction**

Bega Valley Shire Council recognises the important role community members play in providing and guiding Council services.

The role of the Waste Strategic Working Group is to work with Council in the formulation of its Waste Management Strategy.

These guidelines provide the scope and limitations of the Waste Strategic Working Group. They outline the status of the working group, as well as the responsibilities members accept. These guidelines should provide a clear picture on the function, role and restrictions that are placed on this working group.

If any committee members are unsure of any aspect of these guidelines, enquiries can be made to Council’s Manager of Waste and Recycling on 6499 2189.

2. **Role of the Waste Strategic Working Group.**

The Waste Strategic Working Group will explore wide ranging issues as they relate to solid waste management at a strategic level including but not limited to:

2.1 Considering current and future issues and providing input on the objectives of Council’s future Waste Management Strategy.

2.2 Considering and providing input on how the community may achieve a greater return on its investment in waste management services by increasing local opportunities.

2.3 Considering and providing input on how Council may significantly increase rates of recycling and resource recovery from various components of the waste stream.

2.4 Examining how waste facilities and services could better meet the needs of the community in the future.

2.4 Attending meetings which will be held approximately every two months at the Bega Valley Council Administrative Centre over a period of 12 months. Meetings will be held out of work hours, will be catered and travel costs for Working Group members will be reimbursed.

3. **Restrictions on the Working Group**

3.1 Section 377 of the Local Government Act provides the following restrictions on Committees, and will apply to the Waste Strategic Working Group;

(a) The making of any fees or charges for use of Council facilities.

(b) The borrowing of money.

(c) The purchase or sale of any property, or granting the lease of any land or building.
(d) Acceptance of tenders
(e) The adoption of a financial statement.

3.2 Council imposes the following restrictions on the Working Group:

(a) The employment of staff without Council approval;
(b) Entering into any contract or expenditure of funds without Council approval.

4. Correspondence and Communication

The following restrictions have been developed in relation to correspondence and communication (from the Working Group to other organisations or individuals) or supporting and/or implementing Council policy.

4.1 The Waste Strategic Working Group is able to write to any person, body, organisation or agency in the pursuit of information which, in the Working Group’s opinion is an integral part of information and data gathering and collecting to enable the Working Group to be best placed to advise the Council on a matter properly within the Working Group’s scope.

4.2 All correspondence or other communication in connection with the business of the Working Group shall be authorised by Council.

5. Working Group Membership

5.1 The Working Group is to consist of a maximum of 8 members who are representative of the community and two Councillors with support from the Waste and Recycling Section staff.

5.2 The Working Group meetings will be led by an external facilitator selected by Council who is expert in waste management strategy.

5.2 Council will call for expressions of interest from members of the community for Working Group membership, representing diverse and balanced views from the community.

5.3 Additional Council staff may attend meetings of the Working Group to receive feedback, ideas and to provide advice and secretariat support.

5.6 Membership of the working group may be revoked at the discretion of Council if a member repeatedly fails to attend meetings, acts in bad faith, is vexatious, or otherwise behaves in a manner which is inconsistent with these guidelines.

6. Working Group Selection

6.1 Working Group members will be selected by Council through an expression of interest process. Council will assess applications in light of the selection criteria detailed below. Such members will be appointed by way of letter.

6.2 Selection of Working Group members will be based on:

- The capacity of the nominee to provide objective feedback and input into waste strategy.
The capacity of the nominees to represent a diverse range of stakeholders.

The capacity of the nominee to represent issues across a balanced cross section of the community.

Information provided by the nominee through the expression of interest process.

6.3 Working Group appointments will be for the period of 12 months or approximately 6 meetings.

7. Meeting Procedure

Council’s Code of Meeting Practice will be distributed to all Working Group members under separate cover. However, below is a summary of matters that can be readily referred to for the convenience of members:

7.1 Notice of Meetings are to be given to all members of the Working Group at least five working days before the intended date of the meeting unless a time and date for meetings has been established by resolution of the Working Group.

7.2 Members of the Working Group will be required to show tolerance and respect to differing ideas and opinions of others represented by the group. Working Group members are asked to represent the broad views and needs of the community to enable balanced respective and productive debate.

7.3 Matters for discussion of the Working Group, whilst wide ranging are generally restricted to issues that are relevant to the development of a waste management strategy. Operational matters, minor issues, complaints and other matters that are not of a strategic nature will not be addressed by the Working Group.

8. Purchasing Of Goods and Equipment

This Working Group is not permitted to invite or accept Tenders or Quotations for the purchase of goods and services or purchase of items without prior approval of Council.

9. Code of Conduct - Conflict of Interest and Pecuniary Interests

9.1 Council recognises the importance of Committees and Working Groups as being transparent in all its dealings, and has adopted a Code of Conduct and Code of Meeting Practice which shall be observed by all Council Committees. A full copy of the Code will be sent to the Working Group which details the full obligation of members should a Conflict of Interest or Pecuniary Interest arise.

9.2 In order to assist members Conflict of Interest and Pecuniary Interest are defined below:

(a) A Conflict of Interest exists when a Committee person has to deal in a matter in their public capacity, which is also a matter where the person:
has a private interest arising out of kinship, friendship, membership of an association, society or trade union, or involvement or interest in an activity; or

Could reasonably be perceived by others as one in which a conflict of interest could possibly exist.

(b) A Pecuniary Interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom that person is associated.

9.3 If a Committee member feels that they may have a Conflict of Interest or Pecuniary Interest, it is their obligation to ensure that they comply with the Council Code of Conduct that has been submitted to all members. In summary, the person is to declare that interest and is to depart the meeting taking no part in discussion or voting on the matter under discussion. There are serious consequences for breaches.
10. Insurances

10.1 Committee members and volunteers at Council facilities are covered by a range of insurances. Committees, Working Groups and volunteers must note that insurances do not preclude the committee from due diligence and the requirement to follow all relevant council policies and procedures as well as these guidelines.