# **Terms of Reference**

## Banyule towards Zero Waste Management Plan (TZWMP) Community Reference Group

### **Introduction**

Banyule City 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.

Council 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 Plan for the next 4 years.

The Plan 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. This will be undertaken by engaging a consultant who will be required to canvass innovative ideas and “think outside of the square” in the development of the Towards Zero Waste Management Plan. The focus must be on encouraging the avoidance of waste in the first instance and recovery and reuse of different materials and improving efficiently in resource use thereafter. The plan will be ambitious and lay down a pathway to achieving little to no waste and include identifying where advocacy is needed to effect state and federal changes. The investigation of when past step changes were made and include all waste data information and recovery rates over the past in Banyule council at the pickup stage and recovery stage.

**Purpose**

The purpose of the TZWMP 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 for the plan development.
* To provide strategic input to assist Council in developing the Waste Management Plan.

The objectives of the TZWMP are:

* To provide a clear direction for the provision of waste services and facilities that meet the community needs and expectations for the next 4 years.
* To ensure integration of services and facilities to meet Council and Government policies, strategies and community expectations.
* To provide a strategy for Council to influence waste avoidance and minimization from all sources in the community.
* To provide a strategy for the disposal and resource recovery for all solid wastes generated in the community for the next 4 years.
* To provide clear advice regarding options to guide investment in waste management over the next 10 years and the cost involved with each option.

### **Membership**

The TZWMP Community Reference Group will comprise:

* A community member from each of the seven wards within the municipality,
* One or more Councillor representatives
* A representative from the Banyule Environment Advisory Committee
* Up to two representatives from each of:
* Transition Towns Banyule (eg. Transition 3081, Monty Community Group)
* Industry / Business
* Relevant Council Staff

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

### **Term of Appointment**

The Reference Group will convene in December 2017 and will continue until the draft Waste Management Plan has been presented to Banyule City Council scheduled in June 2018.

### **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 Banyule municipality
* Have community connections in the Banyule municipality
* Have strong community networks to ensure that the views of the broader community are represented
* Possess a broad understanding of waste management issues in the Banyule municipality and the surrounding region
* 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, and other appropriate avenues.

### **Roles and Responsibilities**

The Waste Management Plan 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

### **Meetings**

It is anticipated that the Group will meet up to seven times:

1. December 2017 – the first meeting will be a project outline, proposed process to develop the Plan and presentation on Banyule waste facts and performance.
2. There will be a series of up to 6 meetings in the first half of 2018 to have input into the shape of the new waste management plan for Banyule.

### **Chair**

The Community Reference Group meetings will be chaired by a Banyule City Councillor.

The Chairperson is responsible for the conduct of meetings, ensuring all voices and views are heard and that procedures are consistent with the Terms of Reference.

### **Quorum**

A meeting quorum of at least 50% of community members present is required.

### **Agenda Items and Minutes**

Meeting agenda’s will be managed by the Waste Management Coordinator and permit community members and all participants to add items.

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.

### **Amendment**

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