



# Coomalie Community Government Council

## Waste Advisory Committee Terms of Reference

### 1. Aim

The aim of the Waste Advisory Committee is to work with Council in improving waste management and recycling options for the Coomalie Shire community.

### 2. Role and Function

It will do this by:

- Acting as a reference group to Council's consultant EcOz in the development of Council's Waste Management Strategy;
- Making recommendations to Council on improvements to waste management and recycling futures; and
- Participating in community education programs that increase awareness and understanding of improved waste management and recycling futures.

### 3. Membership and Term

The Waste Advisory Committee will be comprised of six (6) members. These are;

Three (3) Elected Members from Coomalie Community Government Council; and  
Three (3) Community Representatives who will be appointed by Council.

All members will be selected on the basis of their commitment to improved waste management and recycling futures and commitment to positive environmental outcomes.

All members will need to comply with current CHO and Department of the Chief Minister and Cabinet Directions and be fully vaccinated.

The term of the Waste Advisory Committee will be for a period of twenty four (24) months from its inaugural meeting.

## 4. Chair and Meetings

Committee meetings will be chaired by an Elected Member selected by Council by resolution.

- The Committee will meet at least six (6) times per annum and at a day and time determined by the membership.
- A quorum for a meeting will be four (4) of its members, two (2) of which must be Elected Members of Council.
- Meeting papers will be provided to members at least three (3) working days prior to the meeting.
- Guest presenters and/or observers must be coordinated by the Chair, and their names and purpose of attendance must be provided at least five (5) days prior to the meeting for finalising the agenda.
- The draft minutes will include a summary of the discussions at each meeting and details of all agreed actions and recommendations.
- Apologies for inability to attend the meeting are to be directed to the Chair.
- By agreement of the Committee, out-of-session decisions will be recorded in the minutes of the next scheduled meeting.
- The Committee will provide regular reports to Council through the Chair.

## 5. Secretariat

The Manager Works and Services, or their delegate, will coordinate and facilitate the meetings, minutes, plans and correspondence of the Committee.