



QPRC Waste Management Strategy Working Group

Terms of Reference

The purpose of the Waste Strategy Working Group (WSWG) is the development of a Waste Management Strategy for QPRC.

1. Name

QPRC Waste Management Strategy Working Group

2. Terms of Reference

The WSWG is advisory in nature and has the endorsement of the Council to consider and make recommendations with respect to project deliverables. Any resolution or recommendation of the WSWG shall not be deemed to be a decision of the Council until such decision is endorsed by the Council.

3. Functions/Scope

The function and scope of the WSWG will include but not be limited to the following:

- To assist Council in the development of a Waste Management Strategy.
- To provide a link between Council and the local community.
- To assist in the collection of necessary information.
- To identify objectives and strategies related to the improvement of the waste management

4. Membership

The WSWG comprises representatives from the local community, the elected representatives of Council, Council staff, representatives of NSW and ACT Government department(s) and specialist consultants as engaged.

Membership on the WSWG is by invitation from QPRC. Membership is voluntary and Council recognises WSWG members as valuable partners in the management of the waste.

The proposed membership is:

Stakeholder	Number
Councillors	2
Residential Ratepayers – Urban [^]	2
Residential Ratepayers – Rural [^]	2
Ratepayers – Business and Industry	2
NSW EPA*	1
ACT EPA*	1
Service Manager, Utilities (or their delegate)	1
Total	11
[^] Urban is defined as those areas within the urban extents of Braidwood, Bungendore, Googong and Queanbeyan.	
* Non-voting member	

5. Chairperson

The Chairperson shall be appointed by Council.

The Chairperson will continue in the office for the full term of the project, which will conclude with the formal adoption of the Waste Management Strategy.

In the absence of the Chairperson, the WSWG will elect a substitute Chairperson from the Councillors on the WSWG.

6. Role of the Chairperson

The Chairperson is responsible for:

- Chairing the meeting of the WSWG;
- Determining the most effective way of dealing with the issues raised and making the necessary arrangements to achieve this;
- Allocating times to be devoted to agenda items and ensuring that these times are observed;
- Opening the meeting and following the agenda;
- Encouraging all members of the WSWG to express their point of view;
- Summarising the progress of the discussion and degree of consensus reached at the end of each agenda items, and confirming this with the Minute taker before moving on;
- Closing the meeting and confirming the date, time and place of the next meeting; and
- Liaising and reporting to the Council.

7. Meetings

- Meetings will be on an as required basis to be determined by the WSWG
- Minutes of Meetings will be reported to Council for endorsement.

8. Quorum

The quorum for meetings shall be half of the WSWG members.

9. Secretarial Support

The Service Manager, Utilities will act as the liaison between Council and the WSWG and will be responsible for ensuring their minutes are reported to Council.

10. Process for Making Recommendations

The WSWG will make recommendations to the Council based on consensus. Minutes shall record the movers and seconders for all recommendations. If it is not possible to arrive at a consensus on a particular item, the recommendation should note all views.

11. Membership Resignation or Cessation

Membership on the WSWG shall cease if:

- A member resigns in writing to the Chairperson;
- If a member (or representative) is absent without notification of absence for three (3) consecutive meetings; or
- Upon resolution of Council to remove a member from the WSWG.

12. Expenditure

The WSWG shall not have any power to incur expenditure or to bind the Council to any decision upheld by the WSWG.

13. Conflict of Interest

A WSWG member shall not participate in any resolutions or recommendations in which they may have a conflict of interest.

Note: The WSWG is a "wholly advisory" group for the purposes of section 446 and community members are therefore not obliged to disclose pecuniary interests in accordance with section 451.

However, community members will still be obliged to declare and appropriately manage non-pecuniary conflicts of interests as required under the Model Code

(<https://www.olg.nsw.gov.au/sites/default/files/Model-Code-of-Conduct-Your-Obligations-As-A-Council-WSWG-Member.pdf>).

14. Dissolution

The WSWG may at any time be dissolved and disbanded by resolution of Council.

15. Changing the Constitution

The constitution may only be amended upon the recommendation of the WSWG.