

WASTE-WISE COMMUNITY ADVISORY GROUP

Terms of Reference

Name of Committee	Waste-Wise Advisory Group (WAG)
Type of Committee	Internal Committee
Date of Formation	September 2019
Resolution Details	n/a
Strategic Reference	<p><u>Waste Management Strategy</u></p> <p>Goal 1, Objective 1.1 Support and educate the community in separation, recovery and reuse; and lead by example.</p> <p>Goal 1, Objective 1.2 Collaborate with others regionally and nationally to improve effectiveness and sustainability.</p> <p>Goal 2, Objective 2.3 Maintain effective and timely communication to keep the community engaged and informed.</p>
Responsible Officer	Manager Property, Environment and Waste Services

Purpose of Advisory Group

Who are we?

The Glenorchy Waste-wise Advisory Group is a panel consisting of Glenorchy residents who consistently manage their own residential waste through a number of different waste diversion systems and therefore put minimal waste into Council's kerbside general waste bin.

These residents also use a variety of recycling channels in addition to their yellow-lidded kerbside recycling bin.

The Advisory Group aims to be made up of a variety of people representing different sized households, at different life-stages, producing different volumes of waste, from different regions of Glenorchy. At least one successful organic waste diversion system must be operating at the place of residence. Examples include:

- a) composting bins and/or worm farms and/or Bokashi systems,
- b) pets or livestock that eat organic waste,
- c) garden mulching equipment,
- d) a private contractor to remove green waste

What is our purpose?

This Advisory Group aims to:

1. Share with Council and the community their successful waste diversion strategies, systems and techniques (anonymity* available), demonstrating excellence in waste management and household principles in line with the internationally recognised Waste Hierarchy of *Avoid, Reduce, Reuse, Recycle, Disposal*.
2. Review and contribute to the analysis of the Food Organic Garden Organic Exemption Criteria and assessment mechanisms, taking into account financial and human resource limitations.
3. Communicate and support the roll out of the Food Organic Garden Organic (FOGO) waste collection program through their personal networks by providing only accurate information; or pass queries through the correct Glenorchy City Council representatives in order to ensure correct answers are given.
4. Inspire and guide other Glenorchy residents to consider their waste output and to reduce and divert their waste within their own personal circumstances.

To ensure the Community Advisory Group can deliver on these aims, applicants will be required to answer questions relating to personal organic waste diversion, and provide, if needed, original photographs of composting systems, waste collection receipts, and/or allow residential visits for Council staff to view successful onsite organic waste diversion systems.

In addition, the Community Advisory Group may be asked to undertake additional activities in response to community need and/or at Council's request, within the scope of an individual's availability and preferences.

*Stories and photos may be shared with the public via online or print, permission will always be sought first via a Media Release form. Community Advisory Group members may remain anonymous, however for credibility, a first name, or first/last name initials, and a Glenorchy suburb name will accompany each example. Advisory Group members are not permitted to knowingly communicate with the media about FOGO without having a Glenorchy City Council employee present or without prior authorisation.

Scope

What do we do?

For Council:

- Respond to Council requests on matters relating to personal organic waste diversion,
- Provide advice and recommendations to Council on the implementation of the FOGO organic waste diversion exemption criteria.
- Request Council action on enquiries relating to FOGO.

For the community:

- be a point of contact for Glenorchy residents on matters relating to FOGO
- promote the benefits and importance of waste minimalisation and waste diversion from landfill

Responsibilities

Who are we accountable to/here to serve?

- to Council – advise, request, respond
- To the community – engage, listen, represent

Membership

Composition

- Up to 20 Glenorchy community representatives
- 3 Glenorchy City Council Officers – Waste Services FOGO Officer, Coordinator Waste Services and Waste Education officer

Term of Appointment

Terms of Advisory Group members are:

- Chairperson – Waste Services FOGO Officer, until 1 December 2020
- Community members – until 1 December 2020
- Other Council Staff – as appointed by the General Manager

If an Advisory Group member resigns the Chairperson may appoint a replacement.

If an Advisory Group member misses two consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant.

Meetings

Frequency

Meetings are to be held every 2 months, although additional meetings can be held if deemed necessary and agreed by majority vote.

Meeting Procedures

- Meetings are to be conducted formally.
- Meetings must record attendance, apologies, confirm minutes of previous meeting and deal with each item of discussion separately.
- Agendas for the meetings are to be circulated to members at least 24 hours in advance of the meeting.
- Items not on the agenda may be considered with the consent of the Chair.

Minutes

Minutes of the meeting are to be taken by the appointed Council Officer and distributed to Advisory Group members no more than ten days after the meeting.

Reporting Requirements

Reports are to be provided to Council in accordance with the requirements in Council's Committees Policy.

Other Information

Review of Terms of Reference

The terms of reference shall be reviewed in November 2020.

Version History

Version	Date	Adoption	Amendments Made
1.0	20 August 2019		