

Title:	<i>Waste Avoidance and Resource Recovery Advisory Committee</i>
Purpose and Role	
The purpose of this Committee is to provide a forum to advise and make recommendations to Council on matters pertaining to waste avoidance and resource recovery.	
1. Aims & Functions	
<p>The aim of the Committee is to:</p> <p>1.1 Develop policies in relation to waste avoidance and resource recovery.</p> <p>1.2 Research, review and advise Council on waste avoidance and resource recovery issues which impact on the City of Wanneroo.</p> <p>1.3 Review and advise Council on matters relating to the Mindarie Regional Council and the Municipal Waste Advisory Council.</p> <p>1.4 Assist and advise Council on promotion and education strategies for advising the community on changes to current waste avoidance, resource recovery and waste management systems e.g. new or changes to services, secondary waste treatment.</p> <p>1.5 To provide comment and advise on research conducted by administration for projects specific to waste avoidance and resource recovery.</p>	
2. Membership:	
<p>2.1 The Committee shall consist of the following voting representation:</p> <ul style="list-style-type: none"> • Mayor from the City of Wanneroo; • Two City of Wanneroo Council Members who are Councillor representatives from the Mindarie Regional Council • Up to four additional City of Wanneroo Council Members. <p>2.2 Council to determine by absolute majority the membership of the Committee.</p> <p>2.3 An absolute majority decision of Council is required to remove a Council Member as delegate.</p> <p>2.4 Members must comply with the City's Council Member, Committee Member and Candidate Code of Conduct.</p> <p>2.5 Membership shall be in accordance with Section 5.11 of the <i>Local Government Act 1995</i>.</p> <p>2.6 The Committee has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice.</p>	
3. Presiding Member and Deputy Presiding Member:	
<p>3.1 Council by absolute majority and in accordance with Section 5.12 of the <i>Local Government Act 1995</i> select a Presiding and Deputy Presiding member at an Ordinary Council Meeting.</p> <p>3.2 The Presiding Member will facilitate all meetings.</p> <p>3.3 In the absence of the Presiding Member, the Deputy Presiding Member will perform the</p>	

functions of the Presiding Member.

3.4 In the absence of both the Presiding Member and the Deputy Presiding Member, the Committee members present at the meeting are to choose one of themselves to facilitate the meeting.

4. Meeting Procedures:

4.1 Meetings:

- a) Meetings shall be held on a quarterly basis with additional meetings scheduled as required.
- b) All meeting dates are to be provided in the Council Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar.
- c) A Notice of Meetings including an agenda will be circulated to the Committee members (including deputy delegates) at least 72 hours prior to each meeting where possible.
- d) Administration shall ensure that detailed minutes of all meetings are kept and shall, within seven days after each meeting is held, provide the members (including deputy delegates) with a copy of such minutes. The minutes are to be available for public inspection.
- e) Copies of all minutes are to be forwarded electronically, through to Council Services for a copy placed on the Council Members Hub Portal.
- f) All agenda and minute documentation to be generated through Council's Infocouncil software reporting system.
- g) A Committee decision does not have effect unless it has been made by a simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.
- h) All endorsed members (or the proxy attending in lieu of the elected member) of the Committee will have one vote. The Presiding Member will have the casting vote and simple majority will prevail.

4.2 Quorum:

- a) A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a quorum for a meeting shall be at least 50% of the number of endorsed members.
- b) A quorum may include members of the Committee attending a meeting remotely where necessary.

4.3 Items for Inclusion on the Agenda

- a) Committee members may request that matters relevant to the purpose of the Committee be included on a future meeting agenda for discussion and information-sharing. Requests must be submitted in writing to the Administration Officer at least seven (7) days prior to the agenda being compiled.
- b) All requests must clearly outline the purpose of the item and provide any supporting information required to inform the Committee. The Chair of the Committee will review all requests and determine whether the item is appropriate for inclusion on the agenda.
- c) Items included on the agenda are for the purpose of informing Committee members, encouraging discussion, and facilitating the exchange of ideas. No formal motions or decisions will be made.

4.4 Administration support for the committee will be provided by the City of Wanneroo. The support person will be nominated by the Manager Waste Services.

4.5 Systemic Referral of Strategies for Consultation

- a) The City's Director Assets or their nominee will ensure there is systemic process of referral of strategic level policies, strategies or plans for review and consultation with the WARRAC;

b) Materials and documentation selected for consultation will be of a high-level nature, be either internal or state level reports, and by virtue of their nature and content, require a community level input and comment.

c) The WARRAC is not intended or required to provide expert technical or scientific level review and analysis.

5. Authority of Establishment

5.1 The Committee is established in accordance with Section 5.8 of the *Local Government Act 1995*.

6. Delegated Authority:

6.1 The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.

6.2 The Committee has no delegated authority to commit Council to the expenditure of monies.

6.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Committee:		24 October 2000	
Council Minute – Ref:		25/294348	
Terms of Reference - HPE Ref:		25/175328	
HPE Container – Ref:		4267V02	
Operational Procedures - HPE Ref:			
Last Review Date:	May 2011	Next Review Date:	June 2027