

CLEAN BALLARAT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Clean Ballarat Advisory Committee (**Committee**).
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of the Committee is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3 The IBM Smarter Cities Challenge Ballarat report recommendation 5 is to establish a Clean Ballarat Advisory Group to bring together local stake holders in solid waste management issues including business leaders, environmental organisations, subject matter experts and city officers who can advise the city on waste management and associated environmental issues.
- 1.4 The City of Ballarat Resource Recovery and Waste Management Strategy 2018-22 developed key recommendations in relation to managing our waste which has informed the further initiatives which Council is pursuing.
- 1.5 The Committee has the functions and responsibilities as set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.6 This Terms of Reference document is authorised by a resolution (R341/18) of Council passed on 21 November 2018.

2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Establishing Ballarat as a leader in Waste Management and environmental sustainability including, energy efficiency, renewable energy and greenhouse gas emission reduction.
- 2.2 Acting as a sounding board to the Council when planning activities to improve waste management and other aspects of environmental sustainability, that may affect the broader community.
- 2.3 Acting to help Council to develop and share messages and educate the community on important issues and opportunities related to solid waste management and environmental issues.
- 2.4 Recommending local businesses and citizens displaying innovative approaches to diverting waste from landfill or environmental excellence with annual Clean Ballarat awards.
- 2.5 Review the City's waste management practices and strategy annually to ensure it remains best practice and relevant for council, local businesses and citizens.
- 2.6 Utilising the groups expertise to provide a second opinion to the Council regarding planned changes to the waste management system.

3. OBJECTIVES

The objectives of the Committee are:

- 3.1 To provide advice and recommendations to Council on the following matters:
 - 3.1.1 Strategic Planning;
 - 3.1.2 Full resource recovery;
 - 3.1.3 Viable resource recovery markets;
 - 3.1.4 Adaptive infrastructure and operations;
 - 3.1.5 Continuous improvement program;
 - 3.1.6 Environmental enhancement initiatives;
 - 3.1.7 Regional partnerships; and
 - 3.1.8 Sustainable energy/ climate change/ carbon neutrality action plan.

4. ROLES AND RESPONSIBILITY

- 4.1 The role of the Committee is:
 - 4.1.1 To have an active role in communicating community views to Council; and
 - 4.1.2 To participate in discussions at quarterly meetings.
- 4.2 Committee members are required to keep confidential all identified sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. MEMBERSHIP

- 5.1 The Committee will consist of 7 members comprising of:
 - 5.1.1 1 (one) Councillor of Council who will be the Chair of the Committee, appointed by Council from time to time;
 - 5.1.2 2 (two) Councillors of Council other than the Chair of the Committee; and
 - 5.1.3 4 (four) community/ skills-based representatives.
- 5.2 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 5.3 A Council Officer appointed under clause 5.2 is not considered a member of the Committee and does not have voting rights.
- 5.4 Each member of the Committee has and may exercise one equal vote on any question before the Committee for determination.

- 5.5 Councillors, other than a Councillor appointed under clause 5.1.1 or 5.1.2, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 5.6 Council will revise the membership and voting rights of each Committee member as it sees fit.
- 5.7 The Councillor appointed under clause 5.1.1 will be the Chairperson of the Committee.
- 5.8 If a Chairperson is not appointed under clause 5.7, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 5.9 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 5.10 Any Councillor can attend meetings of the Committee as an observer.

6. MEETINGS

- 6.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
 - 6.1.1 Part 4, Division 2 of the *Local Government Act 1989*;
 - 6.1.2 Council's Meeting Procedure Local Law (as amended from time to time and adopted by Council);
 - 6.1.3 the Committee's discretion, as exercised from time to time; and
 - 6.1.4 Council's Community Consultation and Participation Framework.
- 6.2 The Committee will meet quarterly or with such other frequency as determined by resolution of Council or, absent such a resolution, with such greater frequency as agreed by the Committee from time to time.
- 6.3 The Chairperson will chair all Committee meetings.
- 6.4 The Chairperson is the authorised spokesperson for the Committee.
- 6.5 The role of the Council Officer appointed under clause 5.2 includes:
 - 6.5.1 maintaining a Register of Committee members, their date of appointment, reappointment and official positions (if any) held as a Committee member;
 - 6.5.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;
 - 6.5.3 acting as the contact point between Council and the Committee; and
 - 6.5.4 assisting with meeting the Committee's reporting requirements.
- 6.6 A quorum of the Committee will be half of the members plus one.

- 6.7 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 6.8 Sub committees may be appointed by the Committee and may meet between general meetings as authorised by the Committee.

7. REPORTING

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Council's consideration in accordance with:
- 7.1.1 Part 4, Division 2 of the *Local Government Act 1989*;
 - 7.1.2 Council's Meeting Procedure Local Law;
 - 7.1.3 any resolution of Council made from time to time; and
 - 7.1.4 the Committee's discretion, as exercised from time to time.
- 7.2 The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and, in any event, at least once per year.
- 7.3 In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee Meeting, this is deemed to be an *Assembly of Councillors* and an Assembly of Councillors Record must be completed as soon as possible by the Council Officer appointed under clause 5.2 or, if that Council Officer is not present, by the Committee Chairperson, and forwarded to the Statutory Compliance Unit for inclusion in the report to Council.
(Note – this only applies when a Councillor is in attendance)

8. CREATION AND DISSOLUTION

- 8.1 By these Terms of Reference, the Committee:
- 8.1.1 is established; and
 - 8.1.2 has the responsibilities as set out in the Terms of Reference.
- 8.2 These Terms of Reference:
- 8.2.1 come into force immediately the resolution of Council adopting them is made; and
 - 8.2.2 remain in force until Council determines to vary or revoke them.
- 8.3 The Committee will only be dissolved by a resolution of Council.

Dated: 21 November 2018