



Waste Services Advisory Group Terms of Reference

1. Establishment

The Waste Services Advisory Group was established by the City of Karratha in December 2010 (Council Resolution # 151466). Membership of the Advisory Group was approved by Council at this time.

The inaugural meeting of the Waste Services Advisory Group was held on the 27th April 2011.

2. Scope

The overall aim of the Waste Services Advisory Group is to discuss and inform the strategic direction of the City of Karratha's Waste Services Operations. The Advisory Group facilitates communication between internal stakeholders and Councillors on matters pertaining to Waste operations.

3. Objectives

The aim of the Waste Services Advisory Group is to:

- Provide advice and support to Council Officers to guide decision making on the strategic development and operations of Councils Waste Services;
- Enable Council Officers a forum to raise issues and matters of strategic significance seeking input to inform decision making; and
- Raise awareness of Councillors on the operations of Waste Services.

4. Powers of the Waste Services Advisory Group

The Waste Advisory Group does not have any powers other than the ability to make recommendations to Council on the strategic direction and operations of Waste Services. Resolutions of the Advisory Group will not be binding to Council, unless specific delegation has been extended.

5. Term of Advisory Group

The function and form of the Waste Services Advisory Group will be reviewed every 2 years at the time of Local Government Elections or earlier as determined by Council.

6. Membership

Representation to consist of:

- 4 x Councillors;
- Chief Executive Officer;
- Director Strategic Projects and Infrastructure;
- Manager Waste Services.

7. Meetings

Meetings of the Advisory Group will be held at the 7 Mile Waste Facility Meeting Room every first Monday of every third month.

Resolutions of the Advisory Group will not be binding to Council, unless specific delegation has been extended.

Advisory Group members shall not be entitled to any sitting fees or costs associated with being a representative on the Waste Services Advisory Group.

8. Quorum

Formal quorum is not applicable to this working group. If sufficient members are not available the meeting will be rescheduled.

Meetings shall be convened in the absence of council member representatives if they choose not to attend.

9. Place and Duration of Meeting

The meetings will take place at either the 7 Mile Waste Facility or the City of Karratha, Welcome Road Administration offices in an available meeting room.

10. Reporting

Minutes shall be circulated to all Advisory Group Members and Councillors for information. Formal recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

11. Delegated Authority

There is no delegated authority to this Advisory Group.

12. Ethical Behaviour

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters related to the activities of the Advisory Group, other than as authorised by the Council.

13. Liabilities of Members

No civil liability attaches to a member of a committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or Advisory Group's powers, functions or duties. Such a liability attaches instead to the Council.

14. Amendments to Terms of Reference

Amendment to these Terms of Reference can be approved by this Advisory Group.

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| Original Date of Establishment: December 20, 2010 Review or Amendment #1 March 29, 2013 Review or Amendment #2 August 12, 2013 Review or Amendment #3 December 16, 2013 Review or Amendment #4 October 7, 2015 Review or Amendment #5 |
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