

CEO's Waste Management Working Group

COUNCIL	
Item No.	9.3.13
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TERMS OF REFERENCE

Background

The Waste Management Advisory Group was formed in 2010 and advises Council on the strategic direction of waste management for the Shire of Broome. With increasing development and mining opportunities planned for the region, coupled with a limited life remaining at the existing landfill site, waste management has been identified as a service provided by the Shire of Broome that will be significantly impacted. The Shire of Broome's waste management services are also evolving in line with the State government's waste initiatives and development of resource recovery technology. The need for the Chief Executive Officer's Waste Management Working Group in addition to the Waste Management Advisory Group was recognised.

As the Shire of Broome progresses towards the closure of the existing waste management facility and the implementation of a new Resource Recovery Park, the CEO's Waste Management Working Group will be the primary decision making group for the Shire's waste management business unit.

Introduction

The CEO's Waste Management Working Group will be the primary group responsible for making recommendations to Council on planning of the Shire's waste management services. The group will have responsibility for determining financial allocations, fees and charges, strategic direction for the planned Resource Recovery Park, compliance requirements, continued use of the existing facility until it reaches capacity in approximately 3-5 years and close-out of the existing facility.

Roles and Responsibilities

The Shire of Broome's waste management services are co-managed by the Director Engineering Services and Manager Health Services. The Director Engineering Services is responsible for the daily operation of the waste management facility and oversees supervision of waste management facility staff. The Manager Health Services is responsible for compliance issues and recycling programs and education. The Manager Health Services also manages the waste and recycling collection contracts.

The Director Development Services and Principal Environmental Officer provide strategic planning and environmental advice for development of the proposed Resource Recovery Park. This includes managing the completion of necessary environmental and land use documents required to obtain licence approval and development of the new facility.

Waste Management Legislative Requirements

- Waste Avoidance and Resource Recovery Act 2006
- Waste Avoidance and Resource Recovery Levy Act 2006

- Environmental Protection Act 1986 and subsidiary legislation
- Waste Management Facility Licence

Policy and Guidelines

- Department of Environment and Conservation's State Waste Strategy
- Department of Environment and Conservation's Towards Zero Waste initiative

Objectives of Group

To discuss and determine confidential financial and compliance requirements, as well as strategic direction of the Shire of Broome's waste management services.

This will include:

- Annual review and determination of waste management fees and charges;
- Annual review and determination of the waste management business unit budget, including allocating funds for key projects;
- Confidential correspondence and compliance matters;
- Ensure operation of the existing waste management facility in accordance with the Operations Plan 2010.
- Implementation of the Regional Waste Management Plan;
- Green waste processing site development;
- Plan for and apply for approval of a new waste management site for the development of Resource Recovery Park.
- Provide and received information on broader opportunities for waste management from the Waste Management Advisory Group.

The objectives of this Group encompass the following strategies of the Broome Plan for the Future 2007 – 2012:

People

Effectively engage with our community by encouraging participation and providing information.

Place

Engage with the community and other agencies to provide land use planning that protects and enhances the natural and built environment to support a quality lifestyle and local economy.

Ensure the Shire's infrastructure and assets are strategically planned and managed.

Prosperity

Build the Shire's organisational capacity to service the needs of a growing community.

Support business and economic development.

Partner with other agencies to ensure affordable and equitable services and infrastructure.

Definitions

CEO's WMWG Chief Executive Officer's Waste Management Working Group
WMAG Waste Management Advisory Group

GROUP OPERATION

The CEO's Waste Management Working Group will be managed by the Shire of Broome's Director Engineering Services.

Name

The Name of the Group shall be the CEO'S WASTE MANAGEMENT WORKING GROUP (WMWG).

Meetings

Meetings will be held bi-monthly at the Shire of Broome Administration building. The Director Engineering Services will be responsible for organising the meetings. The nominated Councillor will act as Chairperson for the meetings.

Membership

The Group shall consist of the following members:

- 3 Shire of Broome Councillors, with one being the Chairperson;
- Chief Executive Officer, Shire of Broome;
- Director Development Services, Shire of Broome;
- Director Engineering Services, Shire of Broome;
- Manager Health Services, Shire of Broome;
- Manager Operations, Shire of Broome;
- Principal Environmental Officer, Shire of Broome; and
- Other staff by invitation from time to time

Waste Management Advisory Group

TERMS OF REFERENCE

Background

In April 2001 Council resolved to form a committee to provide expert advice on waste management issues in Broome. There was a call for expressions of interest and the Waste Management Advisory Committee was formed.

Past members of this committee comprised of Shire of Broome Councillors, Shire staff including Manager of Health Services and Environmental Health Officer, a representative from the Water Corporation and other stakeholders within the community of Broome who had an interest in the environment and waste management.

Previously, the Waste Management Advisory Committee operated in accordance with Shire Policy 1.1.7 - Advisory Committees. A review of the operation of committees saw the Waste Management Advisory Committee evolve into the Waste Management Advisory Group.

The main role of the Group was to assess Broome's Waste Management Strategy and make recommendations to Council through the Community Services Committee. This included the development of the Waste Management Operational Plan and the implementation of the Refuse Collection and Recycling Contracts.

Current waste management practices in Broome encompass kerbside refuse and recycling collection and disposal, recycling programs, domestic and commercial waste disposal, management of the Broome Waste Facility including above ground landfill management, education and promotion.

Introduction

With the implementation of the Waste Avoidance and Resource Recovery Act 2006, the state government set about introducing new waste initiatives to move towards zero waste. The Department of Environment and Conservation's Waste Authority has drafted its State Waste Strategy to achieve the state government's vision of Towards Zero Waste.

As the Shire's waste management facility nears the end of its life, with an estimated 3-5 years remaining, a new future for the Shire's waste management services needs to be developed and implemented that will incorporate the state governments changing direction for the waste industry.

With this shift in focus for waste management, the aim for the WMAG will now be to provide information on broader opportunities for waste management within the Shire of Broome. The WMAG will provide ideas and information to the CEO's Waste Management Working Group who will ultimately be the decision making group on the Shire's waste management services. The CEO's WMWG will keep the WMAG updated with non confidential waste issues.

Waste Management Legislative Requirements

- Waste Avoidance and Resource Recovery Act 2006
- Waste Avoidance and Resource Recovery Levy Act 2006
- Environmental Protection Act 1986 and subsidiary legislation
- Waste Management Facility Licence

Policy and Guidelines

- Department of Environment and Conservation's State Waste Strategy
- Department of Environment and Conservation's Towards Zero Waste initiative

Objectives of Group

To advise Council on broader opportunities for waste management within the Shire of Broome. This may include:

- Providing information on new waste technologies and developments;
- Suggestions for new recycling programs and initiatives;
- Providing information regarding market availability for recyclables;
- Waste disposal options for construction and demolition waste and commercial and industrial waste;
- Funding opportunities;

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Build the Shire's organisational capacity to service the needs of a growing community.

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Partner with other agencies to ensure affordable and equitable services and infrastructure.

Definitions

WMAG Waste Management Advisory Group
CEO's WMWG Chief Executive Officer's Waste Management Working Group

GROUP OPERATION

The Waste Management Advisory Group will be managed by the Manager Health Services.

Name

The Name of the Group shall be the WASTE MANAGEMENT ADVISORY GROUP (WMAG).

Meetings

Meetings will be held every 3 months at the Shire of Broome Administration building. The Manager Health Services will be responsible for organising the meetings. The nominated Councillor will act as Chairperson for the meetings.

Membership

The Group shall consist of the following members:

- Three Shire of Broome Councillors, with one being the Chairperson;
- Chief Executive Officer, Shire of Broome;
- Director Development Services, Shire of Broome;
- Director Engineering Services, Shire of Broome;
- Manager Health Services, Shire of Broome;
- Manager Operations, Shire of Broome;
- Principal Environmental Officer;
- Two Government Representatives; and
- Three Community Representatives (appointed by the Council from nominations).

Where appropriate the Council of the Shire of Broome shall appoint members to the group from nominations submitted to the Council.

Where such a person is appointed by the Council to the group, the person shall remain a member until such a time as:

- The person resigns from membership of the Group.
- The Group is disbanded.
- The Council removed the person from the Group by resolution of the Council.

Ex-officio Members

The following individual shall be ex-officio members of the Group:

- Shire of Broome Environmental Health Officer

Observers

The following may attend meetings in the capacity of observers:

- Shire of Broome Councillors
- Directors of the Shire of Broome.