

# Terms of Reference

## Community Waste Reference Group

### **Purpose:**

To guide and drive the development and implementation of future waste management services in the Shire

### **Context:**

Historically, local councils have been expected to provide waste management services to households. This has become the default scenario in Australia with councils either outsourcing these services or providing them directly. Today, there is an increasing focus on waste avoidance, reuse and recycling and more sophisticated environmental management standards. National, state and local government strategy and policy shifts are focussed on increasing resource recovery and reducing waste to landfill. With a focus on creating opportunities for waste materials to be held in higher value, in turn, the expectation is that waste to landfill will be minimised.

### **Goals and Objectives:**

The Community Waste Reference Group (“**CWRG**”) will:

- Provide strategic input to Council and advice to help guide the future of waste management in the Shire,
- Facilitate community input and communicate project outcomes back to the community and other key stakeholders, and
- Participate in workshops, meetings and other activities as required.

### **Scope of the CWRG:**

The scope is limited to two priorities:

#### Priority 1 - Waste reduction and recycling opportunities

The Victorian government has stated that by 2030 all councils in Victoria will have to meet certain objectives in relation to how commingled recyclables, glass and food organics and garden organics (FOGO) waste is collected and processed. This is described within the State Government’s ‘Recycling Victoria - A new economy’ policy, dated February 2020 (available at <https://www.vic.gov.au/sites/default/files/2020-02/Recycling%20Victoria%20A%20new%20economy.pdf>).

Key objectives of the CWRG will be to work through solutions in relation to:

- the separation of glass and FOGO waste aligned with the State Government policy.
- options to maximise a local circular economy within our business community.
- communication and education.

#### Priority 2 – Development of a Resource Recovery Centre

We are commencing planning to upgrade the existing Castlemaine Waste Facility site into a Resource Recovery Centre (RRC) and are looking for ideas for the facility design.

Options for development will need to consider site size constraints as well as affordability.

Key objectives of the CWRG will include:

- review, development and confirmation of the preferred functions and opportunities which may be achieved through a well-designed RRC,
- contribution to development of a design brief,
- participation in design reviews, as well as review and comment of the design documents, and
- engagement and advocating to the community in relation to the design.

Council will be requested to consider the project at relevant milestones, and for approval once the final design and construction cost estimate is determined.

Construction of the RRC will be subject to Council and State government authority approvals, and funding availability. Pending timely progress of the design process, construction could commence in FY2022/23.

The Guiding Principles for design of the Resource Recovery Centre have been agreed by Councillors (see below). Opportunities which extend beyond the guidelines may be requested to be considered by Council if they are able to be accommodated within the constraints of the site (and the project more generally), represent value for money and/ or efficiency, and are agreed by the CWRG.

#### **Parameters for the Resource Recovery Centre project:**

- Council / MASC is the decision making authority for all aspects of Waste Management within the Shire.
- Council Officers retain responsibility for procurement of consultants, management of project budgets, scopes of work etc. The CWRG will not be involved in evaluation of tenders.
- Waste issues outside the scope described above are not for consideration by the CWRG.
- The Castlemaine Waste Facility site has been agreed as the site for the RRC.
- A design consultant will be engaged to undertake the design, and will be required to report back to the CWRG at key milestones.
- The CWRG is not intended as a technical design review group.
- Consultants may be asked to join the CWRG from time to time if agreed by the Chair.

#### **Term of Project Reference Group:**

This will align with the duration of the RRC project, and until a construction contract is awarded.

#### **Review Period for Terms of Reference:**

Annually, with a review of membership every 6 months.

**Membership:**

The CWRG will include at least one Councillor and up to eight community representatives, as well as a Representative Council Officer (Director Infrastructure and Development (DID) and/or Executive Manager Infrastructure (EMI) and/or Waste Coordinator).

Appointment of the community representatives will be undertaken via a publicly available and advertised expressions of interest ("EOI") process. Assessment and evaluation against the EOI key selection criteria will be undertaken by the Executive Manager Infrastructure.

Resignation of three or more CWRG representatives (excluding Councillors) will enable additional community members to be invited to join the CWRG, either through an approach to prioritized applicants from the EOI process (if available) or through a re-opening of the EOI process.

**CWRG Chair:**

The Chair will be a Councillor or Executive Manager Infrastructure (EMI)/ Director Infrastructure and Development (DID).

Unless otherwise agreed, the Chair is the only person authorised to speak on behalf of the CWRG. Matters discussed by the CWRG are sensitive in nature and therefore all matters are deemed confidential unless otherwise approved by the Chair and noted as such in the minutes.

The CWRG will operate under the principle of consensus decision-making and will not utilise formal voting procedures, unless required under specific circumstances directed by the Chair.

**Conflicts of Interest:**

All CWRG members will be appointed on the basis that they have no direct or indirect conflict of interests in relation to the project.

All CWRG members will be required to sign a formal (and legally binding) conflict of interest declaration prior to final confirmation of appointment to the group. A full definition and explanation of what constitutes a conflict of interest will be provided to each shortlisted candidate prior to confirmation of appointment to the CWRG.

During the course of this process should an undeclared and/or undisclosed conflict of interest arise associated to any CWRG member they will be required to immediately resign their position and will have no further involvement with the CWRG and this project.

**Confidentiality:**

From time to time during the course of this process information may be shared with CWRG members (verbally and/or in writing) and highlighted as confidential. Confidential information must not be shared or discussed with anyone outside of the CWRG.

**Quorum:**

A quorum will be at least five of the community members. The Chairperson or their delegate must be present for the meeting to occur.

**Meetings:**

Meetings will generally be conducted on Mondays, from 5.00 - 6.30pm, bi-monthly at a minimum.

Notice of meetings and call for agenda items must be made no later than 2 weeks prior to meetings. Final meeting agenda items will be determined by the CWRG Chair. Circulation of the final confirmed agenda will be undertaken by the EMI/Waste Coordinator no later than 1 week prior to the meeting.

**Reporting and Circulation:**

Minutes of the meetings shall be circulated to all members by email within a week of each meeting. Minutes will be available for Council review upon request.

## GUIDING PRINCIPLES – DESIGN OF THE RESOURCE RECOVERY CENTRE

1. We need a RRC for the following reasons:

- Maintain community health and wellbeing, and avoid environmental hazards
- Encourage greater resource recovery of items that are reusable or recyclable
- Reinforce the general message (and Council’s position of leadership) related to environmental protection and community engagement

2. The design should consider:

- Maximising recycling opportunities (including path of public traffic through recycling areas before landfill dumping areas)
- Future proofing – both for waste quantities and waste streams changes/ legislation in the future, i.e. not exclude certain pathways.
- Overall cost/ budget which will dictate extent of investment and potentially service provision.
- Potential community collaboration opportunities

3. The target construction budget has been agreed. Advocating for external funding supplementation will be important.

4. Provision of services:

Waste Material	Provide Service	Comments
General waste and Commingled recyclables waste streams	Yes	<ul style="list-style-type: none"> <li>• Potential to increase separation of certain waste streams (and valuable commodities in particular) e.g. glass, polystyrene, aluminium</li> <li>• Flexibility to separate new waste streams where legislation requires us to, or where opportunities arise (and are financially viable) to manage waste streams outside of existing kerbside/ bulk haul collection and processing contracts.</li> <li>• Other local agencies available (and to be used) for reselling of reusable toys/ equipment etc.</li> </ul>
Asbestos	Yes	<ul style="list-style-type: none"> <li>• We should continue to provide a service whereby people can drop off domestic quantities of asbestos.</li> <li>• Some subsidy of the cost to collect and process could be considered to deter illegal dumping, otherwise full cost to be passed on to customer.</li> </ul>
Construction and Demolition (C+D) - Commercial and Industrial (C+I)	Yes- but limited	<ul style="list-style-type: none"> <li>• We do not want to accept large quantities of commercial waste</li> <li>• We do want to provide a service for small local businesses</li> </ul>

		<ul style="list-style-type: none"> <li>We want to encourage (through design of facility) maximum pre-sorting of waste to achieve maximum resource recovery (for items such as timber and tin).</li> <li>A weight/ volume limit can be applied on material accepted and application for account holders based on strict criteria</li> </ul>
Organic Material	Yes	<ul style="list-style-type: none"> <li>We should design a facility that can accept food waste and garden waste for off-site processing.</li> <li>The decision regarding FOGO collection and management is 'out of scope'.</li> </ul>
Category A, B, C Soil	No	<ul style="list-style-type: none"> <li>This material will be too difficult and expensive to arrange to cart to another landfill.</li> <li>Other waste facilities/ landfill to take care of this.</li> </ul>
Hazardous Waste (Domestic)	No – but potentially in the future	<ul style="list-style-type: none"> <li>Depending on external funding and partnerships (with Sustainability Victoria) our facility could be become a permanent 'Detox Your Home' site. It is noted that SV have not been willing to consider Castlemaine as a site given Daylesford and Bendigo have these facilities.</li> </ul>

#### 5. Functions:

Function	Provide Service	Feedback
Resource recovery shed	Yes	<ul style="list-style-type: none"> <li>A shed would provide protection from the elements for waste streams (shelter mattresses, waste oil bin, cardboard, etc.) and customers.</li> <li>Set up in the right process, this may encourage recovery of materials prior to customers tipping off waste for landfill.</li> <li>Affordability is a key consideration, and a balance of need (what is essential to keep out of the elements) vs want is likely to be required.</li> </ul>
Onsite processing of recyclable waste streams	No	<ul style="list-style-type: none"> <li>Unless cost-benefit analysis dictates otherwise, the capital costs and servicing (resource) requirements are likely to make this non-viable.</li> </ul>

Tip shop/ Repair café	Yes	<ul style="list-style-type: none"> <li>• Model of operation unknown at this stage, potentially community run.</li> <li>• Ideally not subsidised.</li> <li>• Bigger, neater, more inviting than the tip shops we have now</li> <li>• Any future tip shop/ salvage yard should be at or as close as possible to general waste drop off/ recycling facility not at a separate site.</li> </ul>
Signage	Yes	<ul style="list-style-type: none"> <li>• Encourage greater resource recovery and education</li> </ul>
Environment/ Education Centre	No	<ul style="list-style-type: none"> <li>• A nice to have perhaps but not an essential service.</li> <li>• May be able to consider a multipurpose area within whatever facilities are designed (as compared to a dedicated facility).</li> </ul>
Current Site	Yes	<ul style="list-style-type: none"> <li>• The current site is suitable for use as a RRC. No other sites are to be considered.</li> </ul>
Transfer Station	Yes	<ul style="list-style-type: none"> <li>• Significant redevelopment of the site is required to make it more efficient and to minimise double handling.</li> <li>• Transfer station area may need to be covered in the future</li> <li>• Site safety <ul style="list-style-type: none"> <li>○ Separation of commercial operation from public access areas is important and is likely to required separate paths of travel/ ring roads.</li> <li>○ Clear signs directing customers and highlighting recycling areas/ options</li> </ul> </li> </ul>