

 <p><b>LCLGA</b> Limestone Coast Local Government Association</p> <p><b>Limestone Coast Regional Waste Steering Committee Terms of Reference</b></p>	Version Number	1
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## PREAMBLE

The Limestone Coast Local Government Association (LCLGA) is a regional subsidiary established pursuant to Section 43 of the Local Government Act 1999 by the constituent councils of;

- City of Mount Gambier
- District Council of Grant
- District Council of Robe
- Naracoorte Lucindale Council
- Kingston District Council
- Tatiara District Council
- Wattle Range Council

Under its Charter, the LCLGA's Objects and Purpose includes;

1. Work in association with both the LGA and the Australian Local Government Association
2. Undertake co-ordinating, advocacy and representational roles on behalf of its Constituent Councils at a regional level;
3. Facilitate and co-ordinate activities of local government at a regional level related to social, environmental and community development with the object of achieving improvement for the benefit of the communities of its Constituent Councils;
4. Develop, encourage, promote, foster and maintain consultation and co-operation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community;
5. Develop further co-operation between its Constituent Councils for the benefit of the communities of its region;
6. Develop and manage policies which guide the conduct of programs and projects in its region with the objective of securing the best outcomes for the communities of the region;
7. Undertake projects and activities that benefit its region and its communities;
8. Associate, collaborate and work in conjunction with other regional local government bodies for the advancement of matters of common interest;
9. Implement programs that seek to deliver local government services on a regional basis; and

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10. To effectively liaise and work with the State and Commonwealth Governments and instrumentalities on a regional basis for the general enhancement of the region.

For the purpose of carrying out special projects or to investigate specific areas of interest the Charter outlines the process whereby committees can be established.

#### Section 6.11 Committees

1. The Board may establish a committee of Board Members for the purpose of:
  - (a) enquiring into and reporting to the Board on any matter within LCLGA's functions and powers and as detailed in the terms of reference given by the Board to the Committee;
  - (b) exercising, performing or discharging delegated powers, functions or duties.
2. A member of a committee established under this Clause holds office at the pleasure of the Board.
3. The Board may establish advisory committees consisting of or including persons who are not Board Members for enquiring into and reporting to the Board on any matter within LCLGA's functions and powers and as detailed in the terms of reference which must be given by the Board to the advisory committee.
4. A member of an advisory committee established under this clause holds office at the pleasure of the Board.
5. The President of the Board is an ex-officio member of any committee or advisory committee established by the Board.

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**1. Name**

The name of the Committee shall be the Limestone Coast Regional Waste Steering Committee.

**2. Membership**

The membership of the Committee shall comprise;

- A maximum of two members nominated by each of the constituent councils (note a member is not intended to infer an Elected Member of Council)
- The Executive Officer of the LCLGA
- The Regional Waste Management Coordinator of the LCLGA

The Presiding Member shall be elected by the Members of this Committee.

The President of the LCLGA shall be an ex-officio member of the Committee.

**3. Term of Office**

- Members are elected by the LCLGA Board at the annual general meeting each year.
- A person may be removed from membership of the Committee by resolution of the LCLGA Board.

**4. Administrative Support**

The Executive Officer of the LCLGA shall ensure administrative support is available to the Committee.

**5. Role of the Presiding Member**

The Presiding Member of the Committee shall:

- Preside at all meetings of the Committee and in the event of the Presiding Member being absent from a meeting, the members present shall appoint a member to preside for that meeting or until the Presiding Member is present.
- Preserve order at meetings so that the business may be conducted in due form and with propriety.
- Upon confirmation of the minutes, sign them in the presence of the meeting.

**6. Aims and Objectives**

- Assist in the development of the Work Plan for the Regional Waste Management Coordinator.

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- Identify and recommend regional priorities and initiatives for waste management in the Limestone Coast.
- Develop and implement a program to increase public awareness of the need to recycle and reduce waste to landfill.
- Assist with data collection, monitoring and reporting of regional waste programs.
- Obtain, control or direct funding for waste management programs as directed by the LCLGA Board.

## **7. Calling and Timing of Meetings**

- Ordinary meetings of the Committee shall be held at least four times a year at times and places determined by the committee, taking into account the availability and convenience of Members of the Committee.
- Each Member of the Committee, at the time that notice of a meeting is given, is to be supplied with a copy of any documents or reports that are to be considered at the meeting, so far as this is practicable.

## **8. Proceedings of Meetings**

- The Meetings of the Committee shall be conducted in accordance with Sections 87- 91 of the Local Government Act 1999 and the Local Government (Procedures at Meetings) Regulations 2013. Further, the Committee is subject to the operation of Part 2 of the Regulations.
- All members of the Committee will have equal voting rights in respect of all motions put to a Committee Meeting.
- The Presiding Member of the Committee or the Member of the Committee appointed to preside over the meeting in the absence of the Presiding Member, has a deliberative vote on any matter arising for decision at the meeting, but does not have a casting vote in the event of an equality of votes.
- No business can be transacted at a Committee meeting unless a quorum is present.
- A quorum is ascertained by dividing the total number of Members of the Committee by two, ignoring any fraction resulting from the division, and adding one.
- If at any meeting there is not a quorum present within 30 minutes after the time appointed for the commencement of the meeting, or if at any time after the meeting has commenced and before any business to be transacted is completed, there is not a quorum present, the meeting shall be adjourned to another time and date in accordance with the provisions of the Local Government Act.

## **9. Members to Disclose Interest**

- A Member of the Committee has an interest in a matter before the Committee if the member or a person with whom the member is closely associated would, if the matter were decided in a particular manner, receive or have a reasonable expectation of receiving

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- a direct or indirect pecuniary or non-pecuniary benefit or suffer or have a reasonable expectation of suffering a direct or indirect pecuniary or non-pecuniary detriment.
- A Member of the Committee who has an interest in a matter before the Committee of which he or she is a member must declare the interest to the Committee.
  - A disclosure made must be recorded in the minutes of the Committee.
  - A Member of the Committee who has an interest in a matter before the Committee must not :-
    - i. Propose or second a motion relating to the matter
    - ii. Take part in discussion by the Committee relating to that matter.
    - iii. While such discussion is taking place, be in, or in the close vicinity of the room in which the matter is being discussed.
    - iv. Vote in relation to the matter.
  - A Member of the Committee who has disclosed an interest in a matter may, by permission of the Committee, attend during proceedings of the Committee on the relevant matter in order to ask or answer questions, provided that the meeting is open to the public, the Member withdraws from the room after asking or answering the questions, and the Member does not in any other way take part in any debate or vote on the matter.

#### **10. Reporting to LCLGA Board**

The Committee Minutes will be provided to the LCLGA Board for endorsement and/or consideration of recommendations of the Committee.

#### **11. Financial Responsibility**

- The Committee has no authority to expend funds unless approved by the LCLGA Board.
- The Committee shall each year consider the financial requirements and submit this request to the LCLGA Board for consideration.

#### **12. Delegation of Powers**

The Board pursuant to Section 44 (2)(a) of the Local Government Act, 1999, delegates to the Committee, for the purpose of achieving its aims and objectives, and subject always to the provisions of the Local Government Act, the following powers:-

- To establish Sub-Committees for specific purposes. Each Sub-Committee must have at least one Member of the Committee as part of its membership.

#### **13. Dissolution**

The committee may be dissolved at the completion of the project/purpose or at the discretion of the LCLGA Board.

#### **14. Liability of Members**

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In accordance with Section 41(12) and (13) of the Local Government Act 1999, 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 member's or committee's powers, functions or duties. Further, a liability that would, but for this clause attach to a member of a committee attaches instead to the Association.

**15. Alteration of Terms of Reference**

The Board, may at any time, either on its own initiative or at the request of the Committee, alter, delete or add to any provisions of these Terms of Reference. In doing so, the Board will consult with the Committee prior to adoption.