

# LOCAL RECYCLING COMMITTEE

## MEMORANDUM OF UNDERSTANDING



### 1. SCOPE

The Local Recycling Committee was established as a special committee of the Northern Midlands Council on 20 January 2020 (min. ref. 008/20) pursuant to section 24 of the *Local Government Act 1993*.

### 2. PARTIES TO THE AGREEMENT

This agreement is between the Northern Midlands Council and the members of the Local Recycling Committee.

### 3. PURPOSE

The purpose of the Local Recycling Committee is to:

- Provide a focal point for information relating to waste disposal and recycling between the Northern Midlands Council and the community;
- Identify and prioritise achievable local recycling initiatives;
- Consider and provide feedback to the Northern Midlands Council in respect to key strategic recycling issues.

### 4. MEMBERSHIP

Membership of the Local Recycling Committee shall comprise of a of ten (10) members.

Members are appointed for a term of two (2) years (term of membership).

Members are to comprise of:

- Seven Community Members
- Two Councillors
- One Council Officer

Membership of the Local Recycling Committee is to be advertised at least 6 weeks, but no more than 8 weeks prior to the expiration of a term of membership. Advertising is to occur:

- In the Northern Midlands Courier Newspaper; and
- On social media.

Should the number of applications for membership exceed the number of vacancies, Council's executive will determine the successful applicants.

In the event that insufficient applications are received to fill the number of vacancies, Council will, periodically, re-advertise the positions in the Northern Midlands Courier Newspaper and via social media.

Membership is to be ratified by the Northern Midlands Council at an ordinary Council meeting prior to the commencement of the term of membership.

At the conclusion of their terms of office, members are eligible to reapply for membership of the Committee.

The Committee shall have the power to appoint from within the membership the following officers:

- Chairperson
- Vice Chairperson

All officers shall be appointed at an ordinary Council meeting.

Members of the Committee will be deemed to vacate their position if they are absent without leave from three (3) consecutive meetings of the Committee.

## 5. ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities of the Local Recycling Committee:

- Primary focus:
  - Avoid unnecessary resource consumption
  - Avoid waste, reducing quantity of waste
  - Re-use, consider opportunities to reuse items before sending to refuse site
  - Recycle, recover value from things that would otherwise be disposed of.
- To draw the attention of Council to any matters relating to improvements to recycling and waste disposal.
- To consider and report on any matters which may be referred to it by the Northern Midlands Council.
- To liaise with the community and special interest groups to ascertain their views/opinions on local waste issues and projects.
- To receive communications from the local community and special interest groups and forward their letters/requests with appropriate comment/recommendations to Council.

## 6. MEETING PROCEDURES

There are to be a minimum of 4 meetings of the Local Recycling Committee on an annual basis.

Meeting length is not to exceed 1.5 hours.

Notice of a meeting is to be given to the members of the Local Recycling Committee at least 4 days but not more than 14 days prior to an ordinary meeting.

An agenda for the meeting is to be provided to the members of the Local Recycling Committee at least 4 days prior to an ordinary meeting.

A meeting quorum is a majority of the Local Recycling Committee current membership. For example, if the total number of members is 7, the quorum is 4.

A decision by the Local Recycling Committee is to be made by consensus (half the members present at a meeting, plus one). In the event the decision is split, the Chair is to make the final decision.

The Councillor and Officer representatives will be participating members entitled to move and vote on any decisions made by the committee.

Guests attending Local Recycling Committee meetings are to do so as observers only and may only participate on invitation by the Chair. Guests must abide by meeting protocol.

Guests wishing to make a presentation or to provide comment at a meeting are to seek consent from the Chair and/or Secretary prior to the meeting.

Unless otherwise agreed, such presentation or comment is limited to a maximum of 3 minutes.

Minutes of an ordinary meeting are to be circulated as soon as practicable after the meeting, but no more than 10 days after the meeting.

If required, subgroup meetings will be arranged outside of ordinary meeting times, at a time convenient to the subgroup members.

Meetings are to be governed in accordance with the procedures stated above, and in the event, this Memorandum of Understanding is silent in respect to a procedure, reference is to be made to the *Local Government (Meeting Procedures) Regulations 2005* for the appropriate procedure.

**7. COMMUNICATION, INFORMATION SHARING AND CONSULTATION**

Minutes of the meetings of the Local Recycling Committee are to be reported to the Northern Midlands Council as an information item to the next Council meeting after the meeting of the Local Recycling Committee.

If the Local Recycling Committee wishes Council to investigate a matter it must put a motion to the Northern Midlands Council for consideration.

The Secretary is to report back to the Committee the outcome of any motions.

Any correspondence received by the membership in relation to the Local Recycling Committee, which has not been referred to the Committee by Council or generated by Council, is to be provided to Council within 14 days of receipt thereof. Correspondence will be recorded by Council and a formal response provided by Council. Approval of any correspondence to be sent by the Local Recycling Committee is to be sought by the Secretary.

**8. REVIEW AND EVALUATION**

At the General Meeting of the Local Recycling Committee held at the commencement of each term of appointment, the Local Recycling Committee is to review this Memorandum of Understanding and suggest amendments to its content.

**9. RESOURCES**

The following resources are provided by the Northern Midlands Council to the Local Recycling Committee:

- Secretarial assistance at scheduled meetings, during normal office hours.

**LOCAL RECYCLING COMMITTEE**

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CHAIRPERSON

DATE: .....

**NORTHERN MIDLANDS COUNCIL**

.....  
MAYOR

DATE: .....

WITNESS: .....

GENERAL MANAGER

DATE: .....