



## **GOULBURN VALLEY LOCAL GOVERNMENT WASTE FORUM OPERATING GUIDELINES**

Date of Adoption: 9 May 2014

**Amended:18/8/2016**

### **1 The Goulburn Valley Waste and Resource Recovery Region Local Government Waste Forum**

1.1 The Goulburn Valley Waste and Resource Recovery Group is established under the Environment Protection Act (the Act) in 2014 to deliver waste and resource recovery planning, procurement, education and project functions in the Goulburn Valley waste and resource recovery region.

1.2 The Act also establishes a Local Government Waste Forum (the Forum) for each waste and resource recovery region.

1.3 The Act states that the Forum is to consist of the representatives of the councils in the region. It states that each council may nominate a representative to the Forum.

1.4 The Act states that the functions of the Forum are to:

1.4.1 nominate the 4 persons who are to be the representatives of the councils for the purposes of section 49K(2)(a) of the Act;

1.4.2 if there is a vacancy in the office of a board director nominated under section 49K(2)(a), to nominate a person to fill that vacancy;

1.4.3 advise the Board of directors of the waste and resource recovery group on matters and issues affecting the role of councils in waste management and resource recovery;

1.4.4 act as a conduit for consultation between the waste and resource recovery group and the councils in the waste and resource recovery region of that group.

1.5 The Act requires the Forum to develop procedures for functions listed in clauses 1.4.1 and 1.4.2 of these guidelines, with the regional councils. These Operating Guidelines deliver on the requirements to develop these procedures and are the operating rules for the Forum.

## **2 Forum Aims**

To complement its statutory functions, the forum aims:

2.1 To develop local governments' capacity to deliver effective, efficient and sustainable waste and resource recovery planning and management across the Goulburn Valley Waste and Resource Recovery Region.

2.2 To engage with industry, government and community stakeholders to improve waste and resource recovery management and planning.

2.3 To assist the Goulburn Valley Waste and Resource Recovery Group Board to engage councils across their region in the planning and management of waste.

## **3 Forum Membership**

3.1 The member councils of the Forum are those defined as the municipal districts constituting the Goulburn Valley Waste and Resource Recovery Region in section 4 (1) of the Act.

## **4 Forum Representatives**

4.1 Each member council shall nominate a Councillor, staff member or community member as their Representative to the Forum.

4.2 If a representative is unable to attend a Forum meeting they may nominate their Advisory Member as proxy, in writing to the Chair of the Forum. This nomination shall be enduring for the term of the specific meeting only. .

4.3 Each member council may also nominate up to two Advisory Members to the Forum. The Advisory Members can be made up of staff members, Councillors or community members. The advisory member/s are able to participate fully in all Forum proceedings and activities but does not hold a vote in the Forum unless acting as a proxy of the Forum Representative.

4.4 A Council may change its Representative through a Council Resolution. This would take effect immediately after a letter is received by the Chair of the Forum from either the Councils CEO or Mayor

4.4.1 A Council may change its Advisory Member to the Forum at any stage by letter from the Councils Director or Manager to the Chair of the Forum.

4.5 A Council's Representative and any Advisory Member to the Forum shall be confirmed at the member Council's Statutory meeting, then notified in writing to the Goulburn Valley Waste and Resource Recovery Group as soon as possible, and at the latest within one month.

4.6 The Municipal Association of Victoria, the Victorian Local Governance Association, Rural Councils Victoria and the Goulburn Valley Waste and Resource Recovery Group may send an observer to the meetings of the Forum. Other external parties may attend by invitation from the Forum.

4.7 The list of Representatives, any Proxies and any Advisory Members and their attendance at the Forum shall be maintained by the Goulburn Valley Waste and Resource Recovery Group in its role as secretariat to the Forum.

4.8 Representatives and any Advisory Members are expected to attend each meeting. In the event that a member council is not represented by their Representative or proxy for two consecutive meetings, written notification by the secretariat shall be given to the council.

4.9 Attendance from a member council shall normally consist of the Representative and any Advisory Member unless there is a particular reason for additional personnel to be invited.

## **5 Forum Operation**

5.1 The operation of the Forum shall be governed by these Operating Guidelines. These Operating Guidelines were adopted by the Forum by majority vote on the [9th May 2014. The Operating Guidelines shall be reviewed at least annually by the Forum at which a minimum of two thirds of representatives must support any amendment to the Operating Guidelines.

5.2 The Forum shall meet a minimum of two (2) times a year. No normal meeting of the Forum is to be scheduled on the same day as an Ordinary meeting of any member Council.

5.3 For general business of the Forum the Quorum shall be four (4) Representatives, or their Proxies of the Forum.

5.4 The Forum shall nominate one of its Representatives as Chair of the Forum on an annual basis. The Chair shall convene meetings of the Forum and set the agenda in consultation with Forum Representatives.

5.5 The Forum shall establish an advisory reference group or other working groups as required to report back to the Forum. Terms of reference for each group are to be agreed by the Forum.

5.6 The Goulburn Valley Waste and Resource Recovery Group shall provide support to the Forum to enable it to perform its function as required by the Act.

## **6 The Goulburn Valley Waste and Resource Recovery Group Board**

6.1 Council Representatives nominating for the GVWRRG board will need to provide a council endorsed letter supporting their nomination to the Secretariat at least 14 days prior to the election.

6.2 Nominations to the GVWRRG Board are not exclusive to Forum Representatives or Advisory Members. Councils have full discretion on their nomination to the Board.

6.3 Following notification to the Forum that Council endorsed Representatives are to be nominated to the Goulburn Valley Waste and Resource Recovery Group Board, or that a vacancy must be filled on the Goulburn Valley Waste and Resource Recovery Group Board, the Forum will appoint an independent Returning Officer.

6.4 The Returning Officer shall run an election for the four Forum board positions.

6.5 The Returning Officer shall seek nominations for the four positions prior to the meeting of the Forum at which elections are to be held.

Representatives wishing to nominate for the Goulburn Valley Waste and Resource Recovery Board should also attend the meeting where the election is being held. If not, they are to provide a proxy who has been approved by their council (as per section 4.2) who will confirm their nomination at the meeting and vote on their behalf.

6.6 Following the receipt of nominations the Returning Officer shall conduct a “first past the post” ballot via the Anglican method (first choice numbered 1 and so on such that the lowest number is first elected). If there are no more than four nominations, then no ballot is required and the nominations are accepted.

6.7 Where a vacancy is to be filled, or where a forum nominee for a board director has been rejected, the above provisions apply, adapted as necessary to the number of vacancies to be filled.

## **7 The Forum and the Goulburn Valley Waste and Resource Recovery Group Board**

7.1 The Act states that a function of a Forum is to advise the Board of directors of the waste and resource recovery group on matters and issues affecting the role of councils in waste management and resource recovery.

7.2 The Forum recognises that Goulburn Valley Waste and Resource Recovery Group Board members’ responsibilities are defined in statute. Within these responsibilities, the Forum expects the Directors nominated through the Forum to respond to issues raised by the Forum.

7.3 If the Forum places a written proposal to the Goulburn Valley Waste and Resource Recovery Group Board, a written response outlining the Board ‘s position is expected.

## **8 The Forum and local government**

8.1 Forum Representatives are expected to communicate the activities and actions of the Forum back to their Council.

8.2 Forum Representatives are expected to inform the Forum of issues and activities of their Council that contribute to the development of the Goulburn Valley Waste and Resource Recovery Region's waste management and resource recovery arrangements, via meetings of the Forum, any working groups of the Forum or the secretariat.

8.3 Local government is expected to raise waste management and resource recovery issues through the Forum in the first instance. The Goulburn Valley Waste and Resource Recovery Group Board will be expected to support this approach by referring approaches to the Forum when appropriate.

8.4 Minutes from each Forum meeting shall be provided to all member councils. The secretariat will ensure all agendas and minutes are circulated to a designated contact within each member council for councillor distribution.

## **9 Meeting Procedures**

9.1 Motions from Forum members can be put in writing prior to the meeting so that they can be circulated and considered OR from the floor.

9.1.1 Motion proposed, seconded and minuted

9.1.2 Motion discussed

9.1.3 Amendments (if any) agreed and minuted

9.1.4 Motion re-read with amendments and proposed

9.1.5 Votes for, against and abstentions minuted

## **Attachments**

These will include:

- Position description – GVLGWF Representative
- Position description - GVWRRG Board Director (and Chair role)
- Relevant extracts from Environment Protection Act 1970.
- Terms of reference for Local Government Forum subcommittees
- Procedures and documentation for Election of Representatives to the Goulburn Valley Waste and Resource Recovery Group Board of Directors
- Procedures and nomination forms (if required) for election of Local Government Waste Forum Chair and Deputy
- Procedures for appointing an independent returning officer
- Other documentation as required and agreed to by the forum