

What is waste and litter?

Waste and litter are a highly visible forms of pollution. It can be almost any material that is disposed of incorrectly. Waste and litter can include cigarette butts, drink containers, food wrappers, plastic bags, bill posters, junk mail, poorly secured material from a trailer and illegal dumping.

Waste and litter detract from the amenity of public spaces and reduces the value of our natural environment. Waste and litter can impact on the environment in several ways. It can:

- Choke waterways and be a danger to marine life.
- Pose a danger to native animals by polluting their food and water.
- Block drains and cause floods.
- Become a fire hazard (e.g. lit cigarettes being thrown from vehicles).
- Be dangerous or cause health risks (e.g. broken glass, syringes, animal faeces).
- Cost the community, councils, and state government hundreds of thousands of dollars each year to clean up and to legally dispose.
- Cause more waste and litter – if people see more, they may be more likely to.

Taskforce Priority Statement:

The Hume Clean Taskforce is an important link between Council and the community for consultation, feedback, education and action on waste and littering strategies and actions. This Taskforce aims to provide a mechanism for the Hume community to:

- Have direct input into the development and coordination of waste and litter prevention, education, and management strategies.
- Raise awareness about illegal waste and litter dumping and enforcement matters.
- Help Council achieve its waste reduction and resource recovery targets.

The Taskforce aims to provide a partnership between Council and Community through consultation and engagement.

1. Roles and Responsibilities of Taskforce members:

- Support Council in achieving its vision to reduce the amount of litter and waste illegally dumped within Hume.
- Promote clean and safe public places.
- Reduce damage to the environment caused by illegally dumped rubbish.
- Assist Council in reviewing the success of the 'Pathways to Sustainability Framework' and other Council litter and waste reduction strategies and programs and identify opportunities for improved outcomes.
- Promote Council waste and litter education programs to their networks within the Hume community.
- Project specific – Members will assist with education, community awareness and enforcement on relevant projects.
- Site Specific – Assistance with promotion of reducing littering or dumping at a hotspot.

- Issue specific – Assistance with promotion of reducing a specific type of littering or dumping, such as dumping on nature strips, building sites or take away containers at events.
- Advocacy around the waste industry, related businesses, and general amenity.

2. Taskforce membership and selection criteria

- a) Membership of the Taskforce shall comprise of Councillors, Council staff, Government sector and broad representation from the Hume community. Members will be appointed by Council and will consist of:
- Local businesspeople – traders, restaurateurs, venue and building managers, developers, industry, manufacturers, and agriculturists.
 - Council staff – Waste Management, Litter Enforcement, Local Laws, Sustainable Environment, Marketing & Communications, Councillors, Key Government Departments such as Sustainability Victoria, EPA Victoria, Department of Sustainability & Environment and Department for Victorian Communities.
 - Up to two Councillors (one as Chairperson)
 - Land Managers and Environmental Groups – Parks, transport, Reserves. LandCare and Friends Groups.
 - Community Group Representatives – Service Clubs, Committees, Sport and Recreation Clubs, Cultural or Social Associations.
- b) Community representatives will be sought via an Expression of Interest (EOI) process and be recommended to Council. The EOI process will include consideration of the applicant's:
- Broad understanding of and commitment to litter/illegal dumping issues.
 - Commitment to regular participation.
 - Understanding of Council's role in enforcement of illegal dumping.
 - Community participation and networks.
 - Representation of Hume's diverse community, geographical areas and a range of environmental interests will be sought. For continuity and knowledge sharing, current (or former) members of the Taskforce are encouraged to re-apply.
- c) Appointment to the Taskforce will be for a two-year period.
- d) Members will be assessed by a selection panel consisting of the Director Sustainable Infrastructure and Services, Manager Waste and Resource Recovery, and the Councillor chairperson who sits on the Taskforce (nominated by Council). The panel will make recommendations for membership to Council for consideration and endorsement.
- e) Members remain on the Hume Clean Taskforce at the discretion of Hume City Council. Council may change the focus, activities or intent of the Hume Clean Taskforce and may alter any or all membership criteria.
- f) Council will determine and appoint the Councillor Representative/s. Councillors are appointed for a four-year term following the general election of Councillors.

3. Expectations of Taskforce member

Members of the Taskforce are expected to agree to the following requirements:

- a) Advocate to Council and other decision makers on litter enforcement issues.
- b) Act in a manner consistent with, and supportive of the roles, values, and priorities of Hume City Council.
- c) Act in accordance with collectively agreed values and expertise.
- d) Advise the Taskforce in their areas of knowledge and expertise.
- e) Contribute to the Taskforce and the work of the Taskforce.
- f) Be able to meet the time and workload commitments of the Taskforce. In addition to attending meetings members are expected to read and compile input on meeting papers which may take up to two hours between meetings. Attending additional events, compiling more detailed feedback and research etc. is optional.
- g) Agree to having their email address and phone number provided on a contact list to be distributed to other Taskforce members for the purposes of advocacy and collective action. Taskforce members will not pass on a member's contact details on to other parties without the consent of that member.
- h) Agree to having their photograph taken and distributed to promote the work of the Taskforce.
- i) Respect confidentiality. Some details of issues discussed in Taskforce meetings may not be appropriate for general community discussion if they are part of work in progress of Council operations.
- j) Declare any conflict of interest that may arise during the term of the Taskforce for a member or their family member/s. Members are expected to declare their conflicts of interest and remove themselves from voting on issues involving conflict.

4. Chairperson

The Taskforce will be chaired by the nominated Councillor. The role of the Chairperson is to:

- a) Liaise with the Manager of Waste and Resource Recovery to establish the meeting agenda.
- b) Chair meetings.
- c) In the instance that the Chairperson is unable to attend the meeting the other Councillor member or the Manager Waste and Resource Recovery will assume the role of Chairperson for that meeting.

5. Public voice of the Taskforce

The Chairperson/Councillor representative is the person authorised to speak on behalf of the Taskforce. Such representations shall be based upon the agreed position of the Taskforce.

6. Quorum

A quorum shall consist of not less than 50% of Taskforce members eligible to vote. Meetings can be held without a quorum present; however, a quorum will be required should any matter necessitate a vote.

7. Meetings

- Six formal Taskforce meetings per year will be organised by Council staff, with meeting dates established at the first meeting of the calendar year.
- Meetings will be convened by the Manager Waste and Resource Recovery and the Chairperson.
- An agenda and minutes of the previous meeting will be forwarded to the Taskforce members at the address appearing in the register of membership at least 7 days prior to the meeting. Where possible, email will be the preferred method of distribution.
- Accidental omission of a notice or the non-receipt of a notice of a meeting shall not invalidate any meeting.
- Where voting on an issue or decision takes place, Hume City Council officers will not participate in the vote.
- Officers have responsibility to report back to the Taskforce regarding the status of input and advice previously provided by Taskforce members. This will usually occur in written format via the minutes or a document outlining the status of Taskforce input and recommendations.
- The holding of six formal meetings per year does not preclude additional gatherings such as working groups organised by Taskforce members (which may not be supported by Council officers) for the purposes of conducting research or making recommendations on specific topics.

8. Relationship to Council

The Taskforce may make recommendations to council in an advisory capacity. For the purposes of the *Local Government Act 1989*, the Taskforce is an Advisory Committee of Council, established to provide strategic guidance, input and advice on Council's litter framework and activities. Depending on matters to be discussed, a meeting of the Taskforce may also be an Assembly of Councillors.

9. Induction of new members

The Manager Waste and Resource Recovery shall ensure that new members are provided with an induction that includes:

- The Terms of Reference.
- Litter Prevention Program Kit.
- Other relevant documents.

10. Resignations

Resignations from the Taskforce shall be tendered in writing to the Chairperson. The vacant position will be filled in accordance with Section 2.

11. Leave of absence

Members may apply for leave of absence, which will be considered for approval by the Chairperson and Manager Waste and Resource Recovery.

In the case of any member missing three meetings within any 12-month period, without leave of absence, a Council Officer will contact the member to determine their position. If the member does not attend the next meeting following, they shall be deemed to have resigned. Confirmation of the decision will be provided in writing through the Manager Waste and Resource Recovery.

A written apology for any meeting will serve as a request for a leave of absence.

12. Procedure

- a) The Manager Waste and Resource Recovery will act as a secretariat to the Taskforce and will take and distribute minutes to members.
- b) Following preparation of the Taskforce meeting minutes they will be made available to councillors and to the public (via the Council website).
- c) Taskforce members can list items for consideration on the agenda by contacting the Manager Waste and Resource Recovery.

13. Reporting

Where a meeting of the Taskforce is an Assembly of Councillors, a written record of the meeting will be reported to the next available ordinary meeting of Council as required by Section 80A of the *Local Government Act 1989*.

Where the minutes of the Taskforce make a recommendation to Council as described in Section 8 Relationship to Council, then the Manager Waste and Resource Recovery will include the recommendation and officer commentary within the 'Receipt of Council and Community Committee Minutes and Recommendation to Council be adopted' section to the ordinary Council meetings.

At the final meeting of each calendar year a summary document and discussion of the Taskforce's achievements for the year will be presented to the group by the Manager Waste and Resource Recovery. An annual report will be presented to Council summarising the Taskforce's achievements over the 12-month period.

14. Review

A review into the functions and Terms of Reference of the Taskforce will occur every two years, in consultation with Taskforce members.

Proposed changes to the Terms of Reference of the Taskforce will be considered by Council for approval.