

DRAFT* TERMS OF REFERENCE

MAV WASTE MANAGEMENT REFERENCE GROUP

Chair:	Member of the MAV Management Board or Board approved delegate
Purpose:	The key purpose of the Reference Group will be to advise the MAV on strategic waste management issues impacting on Victorian local government and to guide MAV policy and position development on waste and resource recovery related issues. The Group will aim to complement the Regional Waste Management Groups and the Metropolitan Local Government's Waste Management Forum, whilst specifically addressing the interests and needs of the MAV membership.
Scope:	The Reference Group will address the waste management functions and issues that impact on Victorian local government.
Membership:	<p>Up to 15 Local government representatives from both metropolitan and regional Victoria:-</p> <ul style="list-style-type: none"> ▪ The group should have a broad representation from across the State. The MAV seeks representation across the MAV Board Regions. ▪ Representation may include a mixture of councillors and senior council officers. ▪ To include a minimum of one member of the MAV Strategic Environment Advisory Group. ▪ From time to time Sustainability Victoria may be requested to attend meeting sessions as an observer.
Role of Members:	<ul style="list-style-type: none"> ▪ To inform the MAV of councils' policy positions, issues and strategies for waste management and resource recovery. ▪ To participate in the formulation of MAV state wide waste management policy positions. ▪ To undertake inter-sectoral liaison with other peak and industry bodies where appropriate. ▪ To act as a conduit and report back to councils in their region on issues raised at the Group.
Workplans and Timelines:	<ul style="list-style-type: none"> ▪ Identify priority issues and strategic directions annually. ▪ Meet every quarter; or as required. ▪ Review purpose, achievements and future strategy annually.
Term of Reference Group:	<ul style="list-style-type: none"> ▪ The Reference Group will sunset 2 years after its establishment. At that time a report will be presented to the MAV Management Board detailing progress, achievements and ongoing relevance and the Board will determine whether it should continue.
Reporting:	<ul style="list-style-type: none"> ▪ Minutes and outcomes from Reference Group meetings to be reported to the MAV Strategic Environment Advisory Group, by the Waste Reference Group Chair, and as necessary to the MAV Management Board.
MAV Resourcing:	<ul style="list-style-type: none"> ▪ MAV will provide secretariat functions to the Reference Group through the MAV Policy Adviser – Energy and Waste. ▪ All member councils to be provided with regular electronic circulars regarding the activities of the Reference Group.

* To be reviewed by the MAV Waste Reference Group at their first meeting.