

LIVERPOOL CITY COUNCIL

LIVERPOOL WASTE COMMITTEE CHARTER

Adopted: 29 October 2025

TRIM: 004498.2026



LIVERPOOL WASTE COMMITTEE CHARTER

1. NAME

Liverpool Waste Committee

2. INTERPRETATION

For the purpose of this Charter:

“Council” means Liverpool City Council

“Member” means a member of the Liverpool Waste Committee

“CEO” means the Chief Executive Officer

“WC” means the Waste Committee

3. STATUS OF WASTE COMMITTEE

Advisory Committee of Council

4. PURPOSE

The Liverpool City Council Waste Charter has been established to drive a coordinated, transparent, and action-focused approach to addressing persistent waste management challenges across the Liverpool Local Government Area (LGA). This Charter outlines Council's commitment to cleaner public spaces, community involvement, and effective operational response.

The Waste Charter sets out Liverpool City Council's commitment to improving waste management outcomes through coordinated action, community engagement, and strategic partnerships. The Charter's core functions are to:

1. Enhance Waste Management Services

Deliver more effective and proactive waste management through regular clean-ups in high-use and problem areas, supported by additional resources where allocated and local partnerships.

2. Educate and Inform the Public

Increase community awareness and responsibility through targeted education campaigns that promote proper waste disposal and recycling behaviours.

3. Strengthen Surveillance and Reporting

Reduce illegal dumping and littering by deploying surveillance in key hotspots and enabling streamlined community reporting mechanisms.

LIVERPOOL WASTE COMMITTEE CHARTER

4. **Partner with Local Businesses**

Work collaboratively with local retailers and commercial operators to reduce public waste impacts, including initiatives such as trolley management and commercial waste compliance.

5. **Activate Community Engagement**

Foster community pride and participation through initiatives like neighbourhood clean-up events and school-based waste education, encouraging shared responsibility for public spaces.

5. **FUNCTION**

The Waste Committee will undertake the following actions:

- a) Raise issues associated with Waste and recommend actions and solutions.
- b) Actively participate in the implementation of Council's Waste Management Plan and Circular Economy Initiatives.
- c) Provide advice on Waste issues, as required; and
- d) Liaise with Council in relation to Waste issues.

6. **OUTCOMES**

The Waste Committee aims to achieve the following:

- a) To provide advice to Council on matters relating to Waste and Circular Economy;
- b) To support Council in achieving a reduction of waste to landfill by maximising resident participation in the recycling, garden waste, mattress and metal collections and ensuring the highest possible recovery of resources from waste.
- c) To increase awareness and public education.
- d) To achieve a reduction of waste to landfill by treating all waste to recover maximum resources.
- e) To support the objectives to lobby and advocate on Waste and Circular Economy issues to key stakeholders.

7. **COMMITTEE POWERS**

7.1 The Waste Committee does not have the power to incur expenditure.

7.2 The Waste Committee does not have the power to bind Council, unless granted a specific delegated authority from Council.

LIVERPOOL WASTE COMMITTEE CHARTER

- 7.3 The Waste Committee can make recommendations to Council or another committee of Council. Recommendations of the Waste Committee will generally be presented to Council in writing, accompanied by a report from relevant Council officers. Recommendations made by the Council Committee may or may not be adopted by Council.
- 7.4 Recommendations made by the Waste Committee which are determined by the CEO to be substantially operational in nature, will be dealt with by the Director Operations and any action or decision not to act is to be reported to the Committee on a regular basis.

8. MEMBERSHIP

8.1 Councillor representation

- 8.1.1 The Mayor (or their delegate) and a Councillor or Councillors nominated by Council will be members of the Waste Committee.
- 8.1.2 Councillor representatives are encouraged to attend meetings of the Waste Committee and to contribute to discussions.

8.2 Council staff representation

- 8.2.1 The following staff (or their delegated representatives) are assigned to this committee:
- a) Director Operations or delegate
 - b) Manager Circular Economy or Waste Management or delegate
 - c) Representatives across Council departments where required.
- 8.2.2 Staff required to attend the Waste Committee will participate equally with other members in terms of discussion and debate but will not have any voting rights.

8.3 Community representation

- 8.3.1 Membership of the Waste Committee is via an application process at the beginning of each term, and up to three (3) members are selected on the following criteria:
- a) Community representatives are required to attend meetings actively

LIVERPOOL WASTE COMMITTEE CHARTER

participate and commit to the full term of the Waste Committee, being two years.

- b) Community representatives are appointed in an individual capacity, based on skills and experience and not as a representative of a particular group.
- c) Each community representative completes the Liverpool Waste Committee Registration Form as part of the recruitment process.
- d) Informal interviews may be conducted with nominees by the Manager Waste or Circular Economy. The interviews will cover the registration forms and provide an opportunity to get to know the community representative. Following the assessment, nominees will be appointed against selection/ eligibility criteria and recommendations for appointments will be submitted to Council for endorsement.

8.4 Support staff

- 8.4.1 An Operations Administrative Officer will attend the Waste Committee meetings to provide administrative and other support. Administrative support is provided for preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

8.5 Chairperson

- 8.5.1 The Waste Committee may elect the position of Deputy Chairperson.
- 8.5.2 The election of the Deputy Chairperson is to be held at the first meeting of the new Waste Committee.
- 8.5.3 The role of the Chairperson (who is the Mayor or their delegate) is to preside over Waste Committee meetings. The Chairperson requires the skills to be able to facilitate the effective functioning of the Waste Committee. In the absence of the Chairperson, the Deputy Chairperson will preside over the meeting.
- 8.5.4 If the Chairperson (or the Deputy Chairperson) is not available to preside at a meeting, the Waste Committee will elect a member of the Waste Committee to be the Acting Chairperson for that meeting.
- 8.5.5 If the Chairperson (or the Deputy Chairperson) of the Waste Committee is not present at the commencement time of a meeting, the first business

LIVERPOOL WASTE COMMITTEE CHARTER

of the meeting must be election of an Acting Chairperson to preside at the meeting.

8.5.6 The election of the Deputy Chairperson or Acting Chairperson must be conducted:

- a) By the CEO or, in their absence, an employee of Council designated by the CEO to conduct such an election; or
- b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

8.6 Other Office Bearers

8.6.1 There are no other office bearers on the Waste Committee.

9. TERM OF OFFICE

9.1 Waste Committee members serve a two-year term. At the commencement of a new term, previous members may reapply.

9.2 Any community representatives appointed to the Waste Committee will continue as a member until the Waste Committee review at the end of the two-year term, or following Council elections, whichever is sooner.

9.3 Casual Vacancy

9.3.1 Following the confirmation of each new Waste Committee, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment, it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

9.4 Non-Attendance at Meetings

9.4.1 Reasonable apologies. The Waste Committee member should notify the nominated Operations Administration Officer of their planned absence from a meeting.

9.4.2 Committee members may nominate a representative to attend the meeting on their behalf. Members must notify the Operations Administration Officer

LIVERPOOL WASTE COMMITTEE CHARTER

in writing prior the meeting if a delegate will attend the meeting on their behalf.

9.4.3 Any Waste Committee member knowing that they will be absent for three or more consecutive meetings should notify the Waste Committee Chairperson in writing of the planned absence.

9.4.4 In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the Waste Committee, the Waste Committee can vote on whether to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

9.5 Resignation from the Committee

9.5.1 Any Waste Committee member wishing to resign from the Committee shall do so in writing to the Chairperson.

10. QUORUM AND DECISION MAKING

10.1 The quorum required to enable business to be transacted at meetings is half of the membership plus a nominated Councillor and the Chairperson.

10.2 Observers or visitors at the meeting do not form part of the quorum.

10.3 A meeting may be cancelled at short notice before commencing if a quorum to enable business is not met.

10.4 In the absence of a quorum 15 minutes after the advertised start of the meeting, Waste Committee members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next Waste Committee meeting with a quorum present.

10.5 Wherever possible, recommendations of the Waste Committee will be made based on consensus, i.e. where all present agree. At the discretion of the Chairperson, a vote may be called to resolve the matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, if there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.

10.6 Committee recommendations are not binding on Council. To obtain Council

LIVERPOOL WASTE COMMITTEE CHARTER

endorsement a Waste Committee recommendation must be reported to the Council for a decision.

11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 The Waste Committee will be open to members of the general public, unless closed in accordance with the Code of Meeting Practice.
- 11.2 Representatives of organisations or the general community may be invited to address the Waste Committee on matters on the agenda.

12. TIMETABLE FOR MEETINGS

- 12.1 The Waste Committee Charter will meet monthly on the second Thursday, 6:00pm-8:00pm.
- 12.2 A meeting will be limited to a maximum of two hours duration unless the Waste Committee resolves to extend the length of the meeting to a particular time or the completion of business.
- 12.3 Extraordinary meetings may be called by the Chairperson in consultation with the CEO (or their delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 Committee meetings can only be held if five working days' notice has been given to all members.

13. MEETING PRACTICE AND PROCEDURES

- 13.1 Unless otherwise specified in this Charter, Waste Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The Waste Committee must observe the provisions of any relevant Council policies and procedures.
- 13.3 Minutes of meetings must be kept in accordance with the procedures set out in the Council's Code of Meeting Practice.
- 13.4 The minutes of each Waste Committee meeting will be submitted to the next available meeting of Council.

LIVERPOOL WASTE COMMITTEE CHARTER

- 13.5 The Committee is responsible for overseeing the implementation of initiatives and ensuring a formal progress report is presented to Council within three months. Ongoing updates are to be documented and communicated through Committee meeting minutes.

14. INSURANCE COVER

- 14.1 Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the Waste Committee.

15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 15.1 All members of Waste Committee are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Waste Committee.
- 15.2 Should a member of the Waste Committee breach Council's Code of Conduct or any other relevant Council Policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.
- 15.3 A breach of the Code of Conduct may result in the particular Waste Committee member concerned being excluded from membership of the Waste Committee.
- 15.4 If a Waste Committee member has a pecuniary interest in any matter with which the Waste Committee is concerned and is present at a meeting of the Waste Committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting may be taken as seeking to influence the voting on the motion.
- 15.5 A member of the Waste Committee who has a non-pecuniary conflict of interest in any matter with which the Waste Committee is concerned and is present at a meeting of the Waste Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Waste Committee has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 15.6 A Waste Committee member will deal with a non-pecuniary conflict of interest in

LIVERPOOL WASTE COMMITTEE CHARTER

at least one of these ways:

15.6.1 Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Waste Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.

15.6.2 Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place nor take part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.

15.7 Waste Committee members declaring a conflict of interest, whether pecuniary or non-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

16. CONFIDENTIALITY AND MANAGING PRIVACY

16.1 Waste Committee members through their involvement on the Waste Committee may come in contact with confidential or personal information retained by Council. Waste Committee members are required to maintain the privacy, security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so. It will also be a requirement to sign a Confidentiality Agreement.

16.2 *Privacy and Personal Information Protection Act 1998* and Council's Privacy Policy deal with the collection, holding, use, correction, disclosure and transfer of personal information.

17. MEDIA PROTOCOL

17.1 The Waste Committee Chairperson is the only person permitted to speak to the media on behalf of the Waste Committee, subject to obtaining the appropriate approval in accordance with Council's Media and Representation Policy.

17.2 No other member of the Waste Committee is permitted to speak to the media in their capacity as a committee member.

18. REVIEW OF THIS COMMITTEE AND THIS CHARTER

18.1 Council will review the work of the Waste Committee and this charter every two years.

LIVERPOOL WASTE COMMITTEE CHARTER

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

29 October 2025

DEPARTMENT RESPONSIBLE

Operations

REVIEW DATE

29 October 2027

VERSION

Version	Amended by	Date	TRIM Number
1	Council Resolution	29 October 2025	004498.2026
2			
3			
4			

REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures Liverpool City

Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy Liverpool City

Council: Privacy Policy