NORFOLK ISLAND
Regional Council

Waste Special Purpose Committee
Terms of Reference

Authority

The Committee is established under the authority of Norfolk Island Regional Council, in line with Operational Plan action OP 3.1.12.

The Committee is not a decision-making body. It will provide advice and guidance that will be used to provide recommendations to Council.

The Committee will operate according to these Terms of Reference.

Background

Waste management on Norfolk Island carries challenges that most mainland councils do not face. Almost everything that arrives on the island eventually needs to be recycled, reused, treated on island or exported, and export by sea or air is costly and depends on limited shipping and freight space.

Council's Operational Plan includes action OP 3.1.12 to establish a Waste Special Purpose Committee, with an inaugural meeting by 15 November 2026. The Committee will support the development of a joint whole-of-island waste management roadmap, bringing community knowledge and practical experience into Council's planning for waste and resource recovery.

Purpose

The Committee's purpose is to:

- Build a shared understanding of the current state of waste management and resource recovery on Norfolk Island, informed by an overview of operations at the Waste Management Centre.
- Help shape a joint whole-of-island waste management roadmap, including review of related policies, strategies and community initiatives.
- Evaluate plans and recommend programs to Council that increase recycling, reuse and on-island reprocessing, and reduce reliance on landfill and waste exports.
- Provide input on waste export arrangements, legacy waste stockpiles and emerging waste issues, as referred by Council.
- Assist and advise on community education and behaviour change relating to waste avoidance, correct sorting and safe disposal.
- Provide advice to management through Council's Integrated Planning and Reporting (IP&R) process.

- Synthesise community engagement feedback, as well as feedback from the Committee, into periodic reports back to Council.

Role of Committee

The role of the Committee is to:

- Provide guidance and advice that supports the purpose of the Committee.
- Share expertise and local knowledge on waste generation, recycling, reuse, freight and logistics, business practices and community behaviour.
- Assist the Council in understanding the local waste service delivery environment.
- Assist with the socialisation and solicitation of community feedback on waste initiatives and the roadmap.
- Assist the Council to mitigate or treat risks and issues that present related to the Committee throughout its tenure.
- Regularly inform Council, through its General Manager (or his designee), of the Committee's progress.

Role of Individual Members

The purpose of each Committee member is to:

- Share their expertise and knowledge.
- Attend meetings and progress action items recorded in the meeting action list.
- Consider the perspectives of others in the group.
- Display leadership through engaging proactively and productively in discussions and assisting in identifying solutions.
- Declare any actual or perceived conflict of interest at each meeting.
- Report progress or concerns to the Team Leader Waste and Resource Recovery and Secretariat.

Vision and Values

It is expected that members have an understanding of and commitment to supporting the vision and values of the Norfolk Island Regional Council, as set out in the Norfolk Island Community Strategic Plan (2026-2036).

Vision: Norfolk Island – the Best Small Island in the World.

Values: I CARE – Integrity, Communication, Accountability, Respect, Excellence.

Membership

The Committee will consist of up to five community members, appointed through an Expression of Interest open to the general community.

Non-voting (ex-officio) members are Council's General Manager or delegate, the Team Leader Waste and Resource Recovery, a representative of the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCSA), and the Secretariat.

Tenure

The Committee will operate from its first meeting to 30 June 2027, subject to applicable extensions granted by Council.

Committee membership can change with approval from the Council.

The Council may remove a member from the Committee. Reasons for removal may include absenteeism or conduct which does not meet the Council's Code of Conduct or Model Code of Meeting Practice. If a member fails to attend three consecutive meetings without obtaining a leave of absence from the Committee, Council may declare that position vacant.

Vacancies occurring during the Term of the Committee will be advertised and appointed by the Council.

Meeting Administration

- The Committee will meet at a minimum quarterly (every three months), unless Council has approved otherwise. Meetings may be held at NIRC or virtually.
- A quorum of 50 per cent, plus one, is required for the Committee meetings, unless Council has approved otherwise.
- The Committee shall elect a Chair and a Deputy Chair on an annual basis.
- The Meeting Chairperson will chair all meetings with logistical support provided by the Secretariat.
- Standing agenda items will be discussed at the first meeting, other agenda items may be added by a majority of the Committee.
- Subject Matter Experts (SMEs), such as recyclers, freight providers and waste contractors, will be invited to the meetings if required. Invitations will be sent to the SMEs by the Secretariat.
- Action items will be used to track the Committee's activities and decisions.
- Secretariat to send agenda and supporting materials to members two (2) days before each meeting.
- The agenda will allocate up to one and a half hours per meeting.
- Notes, actions and decisions will be circulated by the Secretariat no later than five (5) days after the meeting.
- The Committee's final report will be provided to the Council no later than the final date of its tenure.
- These Terms of Reference will only be amended by the General Manager of the Norfolk Island Regional Council.
- All members must abide by Council's Code of Conduct and Code of Meeting Practice.

Review and Version Control

Next Review Date:	June 2027	**Responsible Officer:**	General Manager
Version:	**Resolution Number:**	**Effective Date:**	**Description:**
1.0	Approved by Acting General Manager	9 October 2026	Developed and adopted