

National Waste Policy Implementation Working Group Terms of Reference

Background

On 5 November 2009, the Environment Protection and Heritage Council (EPHC) endorsed the *National Waste Policy: Less waste, more resources* (the NWP).

At the 5 July 2010 meeting of the EPHC, the NWP Implementation Plan was endorsed. The Implementation Plan identifies six key directions and sets out priority initiatives and milestones for each of the sixteen strategies for the first five years. These strategies are grouped into seven clusters, each governed by a cluster working group to manage implementation.

As part of the NWP implementation governance arrangements, a NWP Implementation Working Group (IWG) was convened. The primary role of the IWG is to assist with the management of implementation across the sixteen strategies of the NWP.

The Implementation Plan acknowledges that in addition to the priority initiatives, individual jurisdictions will continue to manage waste in line with their strategic objectives and constitutional responsibilities, which may include developing and funding their own initiatives. The IWG will only monitor the progress of these activities where they directly relate to the implementation of the NWP.

Role of the Implementation Working Group

The role of the IWG is to undertake high-level project management of the NWP implementation including:

- the establishment of governance and reporting frameworks for the NWP Cluster Working Groups (CWGs)
- oversight of funding requests for cross-jurisdictional projects from the CWGs, ensuring that all projects are directed at achieving outcomes consistent with the overall direction and priorities of the NWP
- monitoring progress across the sixteen strategies of the NWP
- managing high-level risks
- provision of strategic advice and progress reports to EPH Standing Committee (EPHSC) and EPHC¹.

Work Plan

The IWG will develop an annual work plan template and distribute it to CWGs as soon as practicable. It is expected that the IWG and the CWGs will prepare their annual work plans using this template.

¹All references in this document to EPHC and EPHSC can be read to mean any other forum that may be created following the 2009 COAG Review of Ministerial Councils.

Under the Implementation Plan, the IWG will report on progress to EPHSC, and will provide annual reports on NWP implementation to EPHC. The EPHC has stipulated that these annual reports will be made public. The EPHSC will be responsible for agreeing and monitoring collaborative initiatives to implement the NWP. EPHSC will also agree any updates to the Implementation Plan and the IWG will oversee, as well as provide advice on, an evaluation of the NWP prior to 2020.

Once finalised, the IWG work plan must be provided to EPHSC for endorsement and will form an attachment to these Terms of Reference.

Membership

The IWG is co-chaired by the Australian Government and Queensland. Other members are from New South Wales, Victoria, and South Australia (see Attachment A). Membership of the IWG has been established at a senior level to ensure that this group can provide high-level strategic advice. Where a member cannot attend, a nominated proxy will be accepted. Observers may attend at the co-Chair's discretion.

If the IWG requires expert advice, attendance of an expert will be at the discretion of the co-Chairs. The co-Chairs may invite representatives from relevant government departments, organisations or businesses as required. Members fund their own participation in the IWG.

Administrative support

The National Environment Protection Council Service Corporation (NEPSC)² will provide general administrative support for the IWG. Administrative support may involve arranging meetings and distributing papers, as well as collating and coordinating reports and funding requests for consideration by EPHSC and EPHC. The IWG members will be provided with an agenda prior to each meeting, and a summary record of the meeting and actions arising will be distributed to all working group members as soon as practicable after each meeting.

The Australian Government will provide additional high-level support, where required.

Frequency and conduct of meetings

The IWG will meet regularly to progress its work, with a minimum of two meetings per annum. Teleconferences will be used where appropriate to minimise time and expense to members and other participants.

Reporting

The IWG is responsible for reporting to EPHSC and EPHC on the activities and progress of each of the CWGs and for coordinating funding requests. The Chairs of each of the CWGs will be responsible for providing timely and accurate advice to the IWG.

Confidentiality

Discussions of the IWG are 'government-in-confidence'. The IWG will agree on what, if any, information should be released into the public domain.

Sunset Clause

The ongoing role of the IWG will be reviewed prior to the end of 2011.

Contacts

National Environment Protection Council Service Corporation (NEPSC)
Phone: 08 8419 1200 Email: exec@ephc.gov.au

² NEPSC's role in providing administrative support to working groups will be subject any changes to EPHC arrangements arising from the 2009 COAG Review of Ministerial Councils.

Implementation Working Group Members List

Name	Jurisdiction	Position
Diana Wright (co-Chair)	Australian Government	First Assistant Secretary Environment Quality Division Department of Sustainability, Environment, Water, Population and Communities
Tony Roberts (co-Chair)	Queensland	Executive Director Planning Division The Department of Environment and Resource Management
Stuart McConnell	Victoria	Director Resource and Regulatory Efficiency EPA Victoria
Bernard Carlon	New South Wales	Divisional Director Sustainability Programs Department of Environment, Climate Change and Water
Tony Circelli	South Australia	Director Regulation and Compliance EPA South Australia