

National Waste Policy Strategy Cluster 4

Commercial & Industrial, Construction & Demolition & Governments 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 contains a number of high level priorities and timeframes that have been agreed by EPHC. It also sets out priority initiatives and milestones for each of the sixteen strategies for the first five years. These strategies are grouped into seven clusters and a working group is to be established to implement the work program for each strategy cluster.

The Commercial & Industrial, Construction & Demolition & Governments Working Group, Chaired by Queensland, is responsible for progressing strategies 10 and 11 of the NWP. The objective of these strategies is to achieve less waste and improved use of waste to achieve broader environmental, social and economic benefits.

The Commercial & Industrial, Construction & Demolition & Governments Working Group will report to the Environment Protection and Heritage Standing Committee (EPHSC) and the EPHC¹ through the NWP Implementation Working Group (IWG).

The Implementation Plan acknowledges that in addition to these priority initiatives, individual jurisdictions will continue to manage waste in line with their strategic objectives and constitutional responsibilities. This may include developing and funding their own initiatives in addition to initiatives within the Work Plan of the Commercial & Industrial, Construction & Demolition & Governments Working Group.

Role of the Commercial & Industrial, Construction & Demolition & Governments Working Group

The role of the Commercial & Industrial, Construction & Demolition & Governments Working Group is to provide a collaborative forum which:

- Supports state, territory and local government to achieve major improvements in waste avoidance and re-use of key materials in the commercial and industrial waste stream
- Supports all governments to continue to encourage best practice waste management and resource recovery for construction and demolition projects
- Regularly reports progress and emerging issues to the EPHSC and Ministers (see reporting section below)
- Submits requests to fund cross-jurisdictional projects under the agreed work plan for the Commercial & Industrial, Construction & Demolition & Governments Working Group to the EPHSC for approval prior to proceeding

¹ All 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.

- Shares knowledge and progresses opportunities for improved waste management in the commercial and industrial and construction and demolition waste streams between jurisdictions over the short and long term.

Work Plan

The IWG will provide an annual Work Plan template to the Commercial & Industrial, Construction & Demolition & Governments Working Group. The substance of the Work Plan will be developed and endorsed by the Commercial & Industrial, Construction & Demolition & Governments Working Group at their inaugural meeting. This Work Plan will include a template for seeking EPHSC approval for cross-jurisdictional funding requests.

A number of initiatives under the NWP commercial & industrial and construction & demolition strategies have been agreed by all jurisdictions in the NWP Implementation Plan. These initiatives will form the basis of the Work Plan for the Commercial & Industrial, Construction & Demolition & Governments Working Group and are available at [Attachment A](#). The Work Plan will include a breakdown of key activities, associated timeframes and costs, funding sources, responsibilities, stakeholder engagement, and risk management strategies.

Where funding is required for cross-jurisdictional projects to implement elements of this work program and cost sharing is agreed by the Working Group members, a draft proposal using the funding template provided by the IWG is to be submitted for approval to the EPHSC through the IWG.

Once finalised, this Work Plan must be provided to EPHSC for endorsement, and will form an attachment to these Terms of Reference.

Membership

The Commercial & Industrial, Construction & Demolition & Governments Working Group is chaired by Queensland and will comprise representatives from the Australian Government and other state, territory and local governments.

If the Commercial & Industrial, Construction & Demolition & Governments Working Group requires expert advice, participation of an expert will be at the discretion of the Chair. The Chair may invite representatives to attend meetings from relevant government departments, organisations or businesses as required.

Where a member cannot attend, a nominated proxy will be accepted. Observers may attend at the Chair's discretion. Members fund their own participation.

Administrative support

The National Environment Protection Council Service Corporation (NEPSC) may provide administrative support to the group².

Administrative support may involve arranging meetings and distributing papers, as well as managing Commercial & Industrial, Construction & Demolition & Governments Working Group cross-jurisdictional contracts and coordinating reports for EPHSC and EPHC. The Commercial & Industrial, Construction & Demolition & Governments Working Group 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.

Other options for administrative support may include one of the chairs, co-chairs or meeting hosts providing some of these services.

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.

Frequency and conduct of meetings

The Commercial & Industrial, Construction & Demolition & Governments Working Group will meet regularly to progress its work. Where appropriate, teleconferences will be used to minimise time and expense to members and other participants.

Reporting

The Chair of the Commercial & Industrial, Construction & Demolition & Governments Working Group is responsible for providing timely and accurate advice to the IWG, using the reporting templates that will be provided by the IWG. The IWG is responsible for co-ordinating reports and funding requests from the seven Working Groups for EPHSC and EPHC on the activities and progress of the NWP.

Confidentiality

Discussions of the Commercial & Industrial, Construction & Demolition & Governments Working Group are 'government-in-confidence'. The Working Group will agree on what, if any, information should be released publicly.

Contacts

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National Waste Policy Priority Initiatives and Major Milestones

Strategy Cluster 4: Construction & Demolition & Governments

Strategy 10

To achieve major improvements in waste avoidance and re-use of key materials in the commercial and industrial waste stream.

- Scoping and priority setting:
 - Current jurisdictional commercial and industrial waste management programs, policies and planning frameworks documented as they relate to encouraging waste minimisation and resource recovery and feasibility of extending/adapting these nationally assessed by 2011
 - Analysis of systemic national impediments to increasing avoidance, reduction, re-use and recycling of commercial & industrial waste completed by 2012
 - Diagnostics to better match supply and demand completed by 2013
 - Future work program agreed by 2014.

Strategy 11

All governments continue to encourage best practice waste management and resource recovery for construction and demolition projects.

- Scoping and information exchange:
 - Impediments documented and jurisdictional best practice examples shared by 2014
 - Work program agreed by 2015.