



## TERMS OF REFERENCE – WASTE MANAGEMENT STRATEGY REVIEW WORKING GROUP

Type:	Terms of Reference		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	24 March 2026	Next Review:	N/A
Records Number:	253235	Council/CEO Decision:	Council
Legislation Reference:	<i>Waste Management and Pollution Control Act 1998 (NT)</i> <i>Environment Protection Act 2019 (NT)</i> <i>Local Government Act 2019 (NT)</i>		

### 1 INTENT

Katherine Town Council (KTC) is undertaking a comprehensive review of its Waste Management Strategy to ensure long-term sustainability, compliance with NT EPA obligations, alignment with NT Government policy, and the delivery of modern, efficient waste services for the Katherine community.

The current Katherine Waste Management Strategy 2021–2026 expires at the end of 2026. The Working Group has been established to guide and support the development of a renewed Strategy that reflects current challenges, industry trends, new technologies, regulatory requirements and regional priorities.

### 2 SCOPE

The Working Group will consider and advise on:

- Education and behaviour-change initiatives to reduce waste generation and contamination.
- Waste footprint reduction, including avoidance, reuse, recycling and diversion strategies.
- Resource recovery improvements, including modern sorting systems, product stewardship pathways and market development.
- Landfill closure planning (target 2038) including rehabilitation, aftercare, staging and NT EPA compliance.
- Investigation of new waste management sites, including regional hub and transfer station options.
- Circular economy opportunities, including procurement reforms, reuse initiatives, local remanufacturing and micro-recycling technologies.

- National policy trends, including the expansion of Extended Producer Responsibility (EPR) schemes for packaging, batteries, e-waste and solar panels.
- Organics diversion solutions, including FOGO, composting, anaerobic digestion and contamination reduction approaches.
- Smart waste technologies, such as AI sorting, sensor bins, route optimisation, digital tracking and waste data systems.
- Introduction of new residential waste fees and charges.
- Waste-to-Energy considerations, ensuring alignment with the waste hierarchy and community expectations.
- Illegal dumping prevention, including surveillance tools, community reporting and coordinated enforcement initiatives.
- Regional and Indigenous partnerships, supporting community-led solutions and remote waste service models.
- Legislative and regulatory requirements, including the Waste Management and Pollution Control Act and NT EPA licensing conditions.

These considerations ensure the renewed Strategy is modern, practical and aligned with national and regional best practice.

### 3 POWERS OF WORKING GROUP

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The Working Group is advisory only and has no delegated decision-making power.

KTC may accept, modify or decline any recommendations of the Working Group.

## PURPOSE

The Working Group will:

- Provide strategic advice to inform the review and redevelopment of Council’s Waste Management Strategy.
- Support KTC to meet environmental protection, resource recovery and regulatory requirements.
- Facilitate collaboration between government agencies, regional councils, industry, commercial operators, Indigenous organisations and the community.
- Ensure the renewed Strategy incorporates modern practices, emerging technologies, financial sustainability and long-term planning needs.

## MEMBERSHIP

Membership includes:

- KTC (Chair + Secretariat)
- KTC Elected Members
- Local Government Association of the NT (LGANT)
- Northern Territory Government agencies, including:
  - Department of Infrastructure, Planning and Logistics (DIPL)
  - Northern Territory Environment Protection Authority (NT EPA)
  - Other NTG divisions as required
- Roper Gulf Regional Council
- Victoria Daly Regional Council
- Commercial Waste Operators: Cleanaway and Veolia
- Community, Business and Resident Representatives
- Technical experts or industry specialists (invited as required)

## WORKING GROUP TERMS

The Working Group is established to support the review and redevelopment of the Waste Management Strategy ahead of the expiry of the 2021–2026 Strategy.

The Working Group will remain active until Council determines its work is complete, including consultation, redevelopment, finalisation and adoption of the new Strategy.

KTC may:

- review or amend this Terms of Reference at any time to maintain relevance and effectiveness
- extend the Working Group to support Strategy implementation or monitoring
- continue the Group as an ongoing advisory forum
- pause or dissolve the Group by resolution
- reactivate or re-establish the Group in future if required

## MEETINGS

- Meetings will occur monthly, or more frequently as required.
- Hybrid participation (in-person/online) will be supported.
- Agendas circulated five business days prior to meetings.
- Minutes issued within 10 business days.
- Quorum: 50% of members plus the Chair (or delegate).

## RESPONSIBILITIES

KTC is responsible for the adoption, amendment and repeal of these Terms of Reference.

Working Group Members are responsible for:

- Provide expert advice, data and local/regional perspectives.
- Participate constructively and collaboratively.
- Identify opportunities, risks and challenges relevant to waste, recycling and resource recovery.
- Review briefing materials, reports and modelling developed for the Strategy.
- Assess opportunities for procurement reforms, circular economy initiatives and new technologies.
- Consider the implications of national policy changes, including EPR reforms.
- Identify opportunities for trials, pilots or innovation activities that may benefit the Strategy.
- Develop recommendations for Council consideration.

The Working Group does not have the power to incur expenditure.

Reporting:

- Meeting summaries and recommendations will be provided to the CEO and KTC.
- Reports may include technology assessments, case studies, emerging trends or trial recommendations.
- Working Group outputs will directly inform the renewed Waste Management Strategy (post-2026).

All Working Group members, as well as other participants are expected to observe the following protocols:

- Be courteous to other participants, KTC staff and Councillors
- Help to create an environment that is free of harassment and discrimination
- Protect the health, safety and welfare of yourself and others at meetings and related activities
- Actively participate with the events promotion in mind
- Declare conflicts of interest prior to discussion of agenda items

KTC will provide administrative support to the functions of the Working Group through:

- Facilitate meetings and coordinate engagement.
- Prepare and circulate agendas, papers, minutes and action items.
- Provide project information, analysis, modelling and technical briefings.
- Liaise with stakeholders and subject-matter experts.
- Report Working Group outcomes to the CEO and KTC.
- Ensure the maintenance of associated records in KTC's Electronic Record Management System (ERMS).

## 5 ASSOCIATED POLICIES/DOCUMENTS

Privacy Policy

Revision History

Version	Approval date	Details of change	Responsible officer
1	18 March 2026	Created and endorsed by CEO	Manager Community Relations
2	24 March 2026	Endorsed by Council	Manager Community Relations