



Appendix 3

13.1 Environmental Advisory Group Operating Framework

*Environmental Advisory Group
Operating Framework*

Ordinary Meeting of Council

Wednesday 28 September 2022 at 7:00pm

Queenscliff Town Hall

Borough of Queenscliffe Environmental Advisory Group
Operating Framework

Environmental Advisory Group	
Purpose	To prepare and provide advice to Council on environmental matters
Objectives	To improve Council’s knowledge and decision making on environmental matters in the Borough of Queenscliffe by: <ul style="list-style-type: none"> • providing advice to Council on the development, implementation and integration of policies, strategies, and action plans • assisting Council to identify issues of environmental importance • providing guidance on environmental advocacy strategies • encouraging and supporting activities and events which further environmental outcomes
Outputs	Outputs for the group will include: <ul style="list-style-type: none"> • reviewing and providing input on the draft Coastal and Marine Management Plan • reviewing and providing input on the draft Vegetation Management Strategy • providing input and advice on programs to implement actions in the Climate Emergency Response Plan • recommending new environmental improvement initiatives • reviewing and providing advice on environmental initiatives proposed by Borough of Queenscliffe • providing guidance about integration of the Wadawurrung Healthy Country Plan into Council policies • providing advice on, and recommending environmental advocacy strategies • preparing an annual report on EAG activities
Authority and Role	The EAG provides advice to Council. It has no formal powers to direct Council to do things or to represent Council on matters. Council is committed to giving serious consideration to advice and recommendations from the EAG and will provide an explanation to the EAG if advice is not followed or a EAG recommendation is not implemented.
Governance	The EAG will be chaired by a Councillor The chair will work with the EAG members to develop Terms of Reference (ToR). The ToR will align with the purpose and objectives set out in the EAG Operating Framework. The ToR should include a requirement to develop an annual work program and annual report. The ToR will be developed at the first meeting of the EAG. The EAG will be supported by a Council officer who will provide administrative support through an executive support officer.

**Borough of Queenscliffe Environmental Advisory Group
Operating Framework**

Environmental Advisory Group	
	<p>Council will be responsible for setting the agenda for each meeting in consultation with the EAG. The agenda will reflect the ToR and the annual work program which has been agreed upon by the EAG.</p> <p>Members may request policy / strategy discussion on a specific topic. Contributions to an upcoming agenda should be submitted to the EAG Executive Officer no later than one month prior to the proposed meeting date, for consideration and / or inclusion.</p> <p>Emergency items will be considered and should be submitted no later than 1 week prior to the meeting (where possible). The Chair will consider these and determine if they be listed or dealt with (investigated) as per normal business. For urgent responses (e.g. submissions to State / Federal etc.) the Chair may call a special working group to work on the task.</p> <p>The final agenda will be issued to EAG members one week prior to the scheduled meeting along with any background reading material.</p> <p>The EAG will meet no less than four times a year.</p> <p>Meetings will be minuted and a copy will be provided to Council.</p> <p>The Chair will be the spokesperson for the Committee.</p> <p>All media enquires will be directed to the EAG Executive Officer who liaise with Council’s Communication Coordinator and the EAG Chair when preparing a response.</p>
Membership	<p>The EAG will be made up of between 8-9 members. The EAG may decide to invite other people to attend meetings and contribute to specific projects or provide specific expert advice.</p> <p>The EAG will have:</p> <ul style="list-style-type: none"> • 1 Councillor (Chair) • Representatives from local environment groups including but not limited to each of SBEA, QEF, and QCAG. • Representatives from the community with environmental experience who will be invited to apply through an EOI process • Council officer <p>After the first year of operation, half the membership positions will be subject to re-election in order to set up the structure for rotational membership while maintaining continuity in the group.</p> <p>Following the first year all positions will be subject to a two-year term. Members can nominate to remain on the committee but can only serve a maximum of three consecutive terms</p>