

# **Gladstone Region Environmental Advisory Network (GREAN) - Terms of Reference**

*Adopted 5 July 2016 at Council General Meeting*

## **1. Purpose**

- 1.1 The purpose of GREAN is to provide advice to Gladstone Regional Council (GRC) regarding matters of interest or concern relating to the regional environment, conservation and biodiversity.

## **2. Membership**

- 2.1 Chairperson appointed by resolution of Gladstone Regional Council for the term of council or as resolved by council.
- 2.2 Representatives appointed from the following organisations for the term of council or as resolved by council:
  - Central Queensland University
  - Fitzroy Basin Association
  - Burnett Mary Regional Group
  - Conservation Volunteers Australia
  - Gladstone Healthy Harbour Partnership
  - Discovery Coast Environmental Group
  - Department of Environment and Heritage Protection (or equivalent)
  - Three (3) community representatives as determined by the committee using a public nomination process.
- 2.3 Representatives/organisations will cease to be members:
  - At the end of the term of the current council
  - If council resolves to terminate membership through the amendment of these terms of reference
  - If they resign from the committee
  - If they fail to attend three (3) consecutive meetings of the committee.
- 2.4 Guests may be invited to attend meetings or part-meetings at the discretion of the Chairperson.

## **3. Chairperson**

- 3.1 The Chairperson has responsibility for, but not limited to:
  - Scheduling meetings and notifying committee representatives
  - Inviting guests to meetings as required
  - Guiding the meeting according to the agenda
  - Reviewing and approving the draft meeting minutes before distribution to representatives
  - Ensuring that the minutes of committee meetings are tabled at the meetings of the Community and Environment Committee of council
  - Ensuring that all recommendations to council as part of the committee's meeting minutes are considered by council's Community and Environment Committee.

#### **4. Secretariat**

4.1 Gladstone Regional Council will provide secretarial support to the committee. The role of the secretariat includes:

- Calling for meeting agenda items at least two weeks prior to scheduled meet
- Preparing agendas and issuing meeting notices at least one week prior to the scheduled meeting
- Ensuring all necessary documentation is distributed to committee representatives
- Taking notes of meeting proceedings and preparing draft minutes
- Distributing minutes to committee representatives within one week of the meeting
- Distributing minutes to GRC's Manager Parks and Environment to develop an appropriate report(s) to council's Community and Environment Committee

#### **5. Meeting Procedures**

5.1 The Chairperson shall determine the most effective format in running committee meetings and at a minimum ensure that meetings remain focussed and are action orientated.

5.2 Quorum - meetings must only be conducted if at least half of the membership representatives are present.

5.3 Members may participate in meetings by phone or electronic methods.

5.4 Decisions will be made by consensus of members.

5.5 Meeting agendas and discussions should be formulated on the basis of the purpose of the committee - provide advice to Gladstone Regional Council (GRC) regarding matters of interest or concern relating to the regional environment, conservation and biodiversity.

5.6 In relation to committee recommendations to council, they should be clear on the following matters:

- The issue, concern or problem
- Proposed action to address the issue, concern or problem
- Preferred/expected timeframes
- Budget implications (if applicable)
- Proposed role of council in addressing the issue, concern or problem:
  - Direct - it is proposed that council directly address the matter
  - Partnership - it is proposed that council develop a partnership with other parties to address the matter
  - Facilitatory - it is proposed that council assists other parties to address the matter
  - Advocacy - it is proposed that council advocate to other parties to address the matter

5.7 In general, meetings are to be conducted on a quarterly basis, or if alternatively required, at the discretion of the Chairperson.

**6. External Communication**

6.1 The Chairperson only may act as spokesperson for the organisation to external organisations including the media.

**7. Review**

7.1 These terms of reference can be reviewed at any time by the committee. Changes to the terms of reference can only be made by resolution of Gladstone Regional Council.