



**EAGA**

EASTERN ALLIANCE  
FOR GREENHOUSE ACTION

# **OPERATIONAL FRAMEWORK**

**Version 1.0**

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**Acknowledgments:** This document was modified and contextualized from the Western Alliance for Greenhouse Action (WAGA) Operational Protocol.

## **1. INTRODUCTION**

This document outlines the Operational Framework for EAGA's committees, working groups and staff. This document should be read in conjunction with the EAGA MoU, Terms of Reference and EAGA's Strategic Plan 2013-16.

## **2. EAGA EXECUTIVE COMMITTEE & STEERING COMMITTEE RULES**

### **2.1 Meetings**

- a. Times and places of EAGA Executive Committee meetings are to be determined by the EAGA Executive Committee.
- b. Times and places of EAGA Steering Committee meetings are to be determined by the EAGA Steering Committee.
- c. Regularity of meetings is detailed in the EAGA Terms of Reference Document 2013.

### **2.2 Order of business**

A formal Agenda will be provided prior to each EAGA Committee meeting by the Regional Coordinator (or an agreed chair).

### **2.3 Notice of Agenda papers**

- a. Reasonable notice of Agenda papers for the Executive Committee members will be distributed to the Committee Members prior to each meeting and in advance of the meeting (minimum of three working days).
- b. Reasonable notice of Agenda items for the Steering Committee members will be distributed to meeting participants prior to each meeting and in advance of the meeting (minimum of three working days).
- c. Agenda papers shall be provided in electronic format.

### **2.4 'Out of Committee' decision making**

- a. Agenda items or other pertinent EAGA issues requiring decisions may be electronically distributed and votes formally received (within two working days) between EAGA Committee meetings.
- b. Where majority vote is not reached and there is insufficient support regarding an item distributed electronically, the Agenda item will be formally listed for discussion and the issue addressed at the next meeting.
- c. Any decision made between meetings on these Agenda items must be ratified at the next meeting.
- d. Sufficient votes must be obtained from member Councils to gain a majority decision.

## **2.5 Recording of Minutes and adoption of Minutes of the last meeting**

- a. Minutes of each meeting will be formally recorded.
- b. Minutes of the previous meeting must be confirmed at the subsequent meeting of the Committees.
- c. The Minutes of the previous meeting are considered approved once they have been confirmed by the Committees.
- d. The Minutes will be made available for public inspection at each EAGA member Council.

## **2.6 Representation and proxy nominations**

- a. Each member Council may nominate a Proxy Representative who may attend Executive Committee meetings and act as a proxy for that Council's nominated Executive Member, should the member be unable to attend.
- b. Each Proxy Representative may attend no more than two Executive Committee meetings in place of their Council's nominated Executive Member per calendar year. In such an instance, the Council must nominate an alternative Executive Committee member.

## **2.7 Chair Person**

The Executive Committee will nominate and appoint a Chair Person (for one year) who will:

- a. Chair meetings of the Executive Committee.
- b. Provide ongoing direction and active support to the Regional Coordinator.
- c. Ensure appropriate conduct and procedures are followed by the Executive Committee.
- d. Ensure all members of the Executive Committee are treated even-handedly and fairly irrespective of their role or formal position at the council they represent.
- e. Encourage all members of the Executive Committee to make a contribution to Executive deliberations.

## **2.8 Confidential matters**

- a. Meetings may be closed to discuss confidential matters.
- b. A resolution to close and reopen a meeting and the reason must be taken and recorded in the minutes
- c. The members must keep confidentiality and not allow, make or cause any disclosure of or in relation to the confidential information without the prior written consent of the other members.

The members must not:

- d. Use or permit any person to use confidential information for any purposes other than for those agreed by the members.
- e. Disclose or in any way communicate to any other person any of the confidential information except as authorised by the party who has disclosed the confidential information.

- f. Permit unauthorised persons to have access to places where confidential information is displayed, reproduced or stored.
- g. Make or assist any person to make any unauthorised use of the confidential information.
- h. Confidential information means any information provided by one member to the other member, which that member specifies as being confidential, or if disclosed, would be contrary to the public interest or would damage the interests of the parties involved, which provided the information.

## **2.9 Declaration of interests**

- a. Members EAGA Committees are required to declare at a meeting any interests or conflict of interests.
- b. The Committee members will comply with all the provisions of the Act in regard to Interests and Conflicts of Interest as per the provisions of the Local Government Act 1989.

## **2.10 Calling of special meetings of the Executive Committees**

- a. Special meetings of Executive Committee may be called by any of the seven EAGA Councils.
- b. The elected representatives of a majority of four EAGA Councils must consent in writing for a special meeting to be called.
- c. Reasonable notice must be provided for any special meetings called.

## **2.11 Voting arrangements**

- a. Where possible, member Councils will work towards consensus.
- b. To conduct a vote at either the Steering or Executive Committees, a quorum of five voting member councils must be present in order for a vote to be taken.
- c. One vote will be allocated to each member council membership for each EAGA committee.
- d. A 70 percent majority or five voting councils in attendance must be obtained for a vote to be carried in a committee.
- e. 'Moving' or 'seconding' a motion may be undertaken by any member of Committee
- f. Approved proxies will have the right to vote on behalf of their Executive Committee Member.
- g. Any other non-approved Council representative can attend as an observer, on behalf of a Executive Committee Member, but will be not be granted voting rights.
- h. The Chair cannot exercise a second or casting vote. The Chair votes as any other member Council.
- i. Voting will be by show of hand and be transparent.

## **2.12 Requesting and receiving information for the EAGA Committees**

- a. Information relevant to meetings and decision making processes will be provided to the EAGA Committees by the EAGA Regional Coordinator, as set out in the Terms of Reference.
- b. The Regional Coordinator will distribute information via email and electronic transfer.
- c. Each Steering Committee member will actively engage and brief their Council's respective Executive Committee member ahead of each Committee meeting on any technical or contextual issues necessary to streamline decision making and build Committee capability.

## **2.13 Presentations requested to the EAGA Committee**

- a. Both the Executive and Steering Committees can request presentations by guests, stakeholders or interested parties and will be coordinated through the Regional Coordinator.
- b. Requests for presentations shall be made through the Regional Coordinator.

## **3. ASSOCIATES OF EAGA**

Where possible, EAGA will seek to involve and partner with Associates on specific projects and initiatives. Associates of EAGA may include (but are not limited to):

- a. Observing, non-financial participant Councils
- b. Other non-EAGA Councils
- c. Service providers or external experts
- d. Project delivery partners
- e. Other Alliance representatives

Associates will be invited to attend the meetings of the working groups, information sharing groups and where appropriate Steering Committee meetings. Where Associates are essential to a nominated EAGA project, Associate representatives will not act as members of the EAGA Committee or be entitled to vote, but can participate in discussion within the Steering Committee and working groups when invited to do so.

## **4. EAGA MEMBER BEHAVIOUR**

### **4.1 Code of Conduct**

It is recognised that to succeed that EAGA Committee Members will need to work in a collaborative and cooperative fashion with other members of EAGA. It is also recognised that at times there will be robust debate and differences of opinion.

To ensure an effective process is followed, EAGA members will follow the guiding principles outlined below. All EAGA members will:

- a. Respect others opinions and knowledge.
- b. Act honestly and with integrity.
- c. Exercise reasonable care and diligence.
- d. Will not use information to further their own council's agenda at the expense of the EAGA agenda.
- e. Treat all members of EAGA with respect.
- f. Not misuse or derive undue benefit from their positions.
- g. Use resources and information provided respectfully and efficiently.
- h. Keep an open and transparent communication in relation to EAGA related activities and projects with all members of EAGA.
- i. Participate in EAGA projects on an 'opt-in, opt-out' basis

#### **4.2 Procedures for conflict resolution**

The guiding principle of this dispute resolution is that every EAGA Committee member has the right to be heard. Parties agree to resolve disputes quickly to minimise any delay to work of EAGA. If any dispute arises between the parties in either the Executive or Steering Committee:

- a. The parties must report the nature of the dispute to the Regional Coordinator within five working days and a meeting will be facilitated by the Regional Coordinator in an endeavour to resolve the matter promptly.
- b. If the matter cannot be resolved between parties and remains unresolved within two weeks of notification of dispute, the matter will be referred to an independent mediator selected by agreement of all parties in dispute.
- c. The decision of the mediator will be binding.

#### **4.3 Joint Statements**

- a. To enable a collaborative approach to new initiatives that may be rolled-out by the State Government or other organisations from time-to-time, the EAGA Member Councils may from time-to-time release 'Joint Statements' to media or via other public releases.
- b. Any such 'Joint Statements' shall be coordinated through the EAGA Regional Coordinator and appropriate approval obtained from each EAGA member Council.
- c. Member Councils are required to respond or comment in a timely manner (no more than three working days) to the prepared 'Joint Statements'. No response will be accepted as approval.
- d. Individual EAGA member Councils shall be able to add distinct content to an agreed 'Joint Statement', where an action has particular local relevance, provided the distinct content does not contradict the intent of the agreed 'Joint Statement'.

- e. Any joint statement that is to be released publically will be approved by the Executive Committee prior to its release.

## **5. PROCESS FOR REVIEW OF GOVERNANCE ARRANGEMENTS**

The Executive Committee will consider a review of the Operational Framework arrangements on an annual basis, or as determined necessary by the Executive Committee.

## **6. EFFECTIVE DATE / ADMINISTRATION**

This Operational Framework shall become effective upon endorsement of the Executive Committee.