



## Biosphere Community Advisory Group – Expression of Interest

Our Sunshine Coast Biosphere is about ***celebrating people and nature.***

The aim of our biosphere is to be *internationally renowned as a place where people live, learn, work and play sustainably.*

### *Biosphere Community Advisory Group*

The Biosphere Community Advisory Group (CAG) will focus on community interests being reflected in the transitional implementation phase and management of the Sunshine Coast Biosphere.

The purpose of the Biosphere Community Advisory Group (CAG) is to:

- Provide advice to the Biosphere Coordinating Committee, about developing outputs required for our biosphere to meet Sunshine Coast community expectations (in line with the biosphere aim and objectives);
- Provide a conduit for community feedback regarding relevant biosphere opportunities, benefits and risks;
- Inform decision making regarding long-term planning for management of the Sunshine Coast Biosphere;
- Foster ownership of the Biosphere outputs;
- Build community advocacy, understanding, trust and acceptance of our UNESCO Biosphere designation;

- Ensure there is a high level of transparency across the implementation and periodic review processes; and
- Support the co-design of communication messages and strategies to provide for effective communication and engagement.

### *Biosphere CAG Membership*

- Independent Chair (also has standing position on Biosphere Coordinating Committee)
- Up to 14 representatives to be reflective of a diverse cross-section of community interest areas to support implementation.
- Eleven (11) of the 14 positions have been filled through the continuation of members from the Biosphere Planning Community Reference Group.
- Membership of the remaining CAG positions to be filled will be determined by an open expression of interest process, targeting identified interest areas not yet represented in the current membership.

### *Applications*

To apply, please complete the expression of interest form below outlining how you meet the criteria and why you wish to be a member of the Biosphere CAG. Expressions of interest should be submitted to

[Biosphere@Sunshinecoast.qld.gov.au](mailto:Biosphere@Sunshinecoast.qld.gov.au) by  
**5pm Monday 5 December 2022**

### *Remuneration*

Membership of the Biosphere CAG is on a voluntary basis. However, Council will cover reasonable costs associated with attending meetings, including venue hire and catering, where appropriate.

### *Time commitment*

The Biosphere CAG will meet bi-monthly (every second month), with up to seven meetings in 2023, with some reading material and/or out of session correspondence required at times between meetings.

### *Meetings*

Meetings will be facilitated by the Chair (or Deputy Chair) and will be scheduled in advance for 2 – 2.5 hours during weekday evenings (indicative time: 5.00pm-7.00pm, on a Monday or Tuesday evening).

The forward meeting schedule will be provided as soon as possible following the CAG positions being filled.

### *More information*

For more information on the Sunshine Coast Biosphere, including the aim and objectives, and governance principles guiding implementation, visit Sunshine Coast Council's website

<https://www.sunshinecoast.qld.gov.au/Council/Planning-and-Projects/Major-Regional-Projects/Sunshine-Coast-Biosphere>

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## 1. Instructions

Please email the completed form to [biosphere@sunshinecoast.qld.gov.au](mailto:biosphere@sunshinecoast.qld.gov.au) by **5pm, Monday 5 December 2022**.  
Or send hard copy (by 5 December 2022) to: Strategic Project Officer (Biosphere), Environment and Sustainability Policy, Sunshine Coast Council Locked Bag 72, SCMC 4560

## 2. Applicant Details

Title		Last name	
First name		Preferred name	
Email address		Post Code	
Contact phone		Mobile	
Address			
Age (for the purpose of determining representation of young people)	<input type="checkbox"/> I am aged between 18 and 30 years		
	<input type="checkbox"/> I am over 30 years of age		

## 3. Selection of Community Advisory Group (CAG) members

Selection as a member of the CAG will be in line with the CAG Terms of Reference and the information you provide in this form.

## 4. Stakeholder representation

What is your main area of interest?	<input type="checkbox"/> First Nations <input type="checkbox"/> Education sector <input type="checkbox"/> Community/social/health interests <input type="checkbox"/> Business/local economy <input type="checkbox"/> Cultural <input type="checkbox"/> Environmental interests <input type="checkbox"/> Sport and recreation <input type="checkbox"/> Disability <input type="checkbox"/> Young people <input type="checkbox"/> Other (describe briefly)	
Which of these is most relevant to you?	<input type="checkbox"/> I am involved with more than one group representing broad regional interests <input type="checkbox"/> I am part of a single group representing broad regional interests <input type="checkbox"/> I am not part of a group, I am interested mainly as a local stakeholder	
Do you represent a specific organisation(s)?	If you do, please list the names of the organisations here.	
Have you been authorised to speak on behalf of the group(s) you have listed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 5. Selection Criteria for Membership of the CAG

- Interest:** Members should be able to demonstrate interest in one or more issues or topics relevant to the project.
  - Please outline any particular knowledge, skills and active interests that you have which are relevant to the Sunshine Coast Biosphere.
  - Please outline in some detail your connection(s) to the community, especially the broader Sunshine Coast community, highlighting how your passion for the Sunshine Coast has been demonstrated.
- Capacity to communicate:** Members must have the ability to communicate information from the CAG to other interested stakeholders.

Please demonstrate your range of communication skills as well as your capability and the opportunities you will have to communicate to other stakeholders.

3. Constructive participation: Members must have the ability to commit to working constructively and cooperatively as part of the CAG.

Please demonstrate your ability to work constructively and collaboratively with multiple stakeholders to achieve positive outcomes, eg on a large or complex project.

4. Capacity and skills to contribute: Desirable: That members have had previous experience in a similar role.

Please outline any previous experience that you have had in a similar role, eg in a large team, group or Board.

## 6. Achieving the purpose of the Community Advisory Group (CAG)

Members of the CAG should be available to meet on agreed dates (TBC) from January to December 2023 (meeting commitment is approximately 2 hours, every 2 months). Are you able to make this commitment?

☐ Yes

☐ No

Are you willing to commit to the role and responsibilities of the CAG and actively participate in the business of the CAG?

☐ Yes

☐ No

## 7. Additional Information

Please confirm you have read and agree to the CAG Terms of Reference provided with this EOI invitation.

☐ Yes

☐ No

Do you have any objection to completing a conflict of interest declaration with regard to your participation in the CAG?

☐ Yes

☐ No

## 8. Declaration of Applicant

I, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

Applicant signature  
(Name and signature)

Date:

## 9. Notes to Applicant

Thank you for taking the time to complete this application for the CAG. From here your application will be assessed in accordance with the CAG Terms of Reference.

### Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

[www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au) | [mail@sunshinecoast.qld.gov.au](mailto:mail@sunshinecoast.qld.gov.au) | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

**Caloundra office** 1 Omrah Avenue Caloundra Qld 4551

**Maroochydore office** 10 First Avenue Maroochydore Qld 4558

**Nambour office** Corner Currie and Bury Streets Nambour Qld 4560

## OFFICE USE ONLY

Received			Date			
Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date		Initial	
Advised	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date		Initial	