

CP30 – SOCIAL WORKING GROUP

TERMS OF REFERENCE

INTRODUCTION

On Monday 15 April 2019 a town meeting was held at which Tim Jackson, the District Council of Coober Pedy Administrator, proposed that a community plan be developed to identify ways for the town to move forward. At this meeting three areas requiring action, and key to the future of Coober Pedy, were identified. These were economic development, the environment and the social aspects of the community. On the basis of these three areas of community action three attendant working groups were established.

An interim steering group was then formed to oversee the establishment and outcomes of the three working groups, to enable cross-pollination of the ideas generated through each group and to maximise opportunities for the groups to work together on issues of joint concern. A “meet & greet” event was held on Wednesday 26 June 2019 at which “leads” were nominated for each working group. This was followed by a workshop on 14 July 2019 to identify what the working groups would be doing. Both these events were facilitated by Moira Were.

Following the workshop, the “Interim” Steering Group was replaced with a “Permanent” Steering Committee consisting of the Chair, the Lead of each working group and one other member of each working group.

These terms of reference (ToR) detail the roles and responsibilities of the Social Working Group.

PURPOSE OF THE SOCIAL WORKING GROUP

To assist with fulfilling the aim of the CP30 Plan of securing the long-term viability of Coober Pedy, through improving the social capital of, and social well-being within, the Coober Pedy Community.

FUNCTIONS OF THE SOCIAL WORKING GROUP

- To create a list of projects, prioritise these and present to the CP30 Steering Committee for agreement
- To report progress on Social Working Group “agreed projects” to the CP30 Steering Committee
- To provide an understanding of the Coober Pedy social landscape, through consultation, and gathering statistical data and other information
- To provide a conduit between the broader Coober Pedy Community and the CP30 Steering Committee on issues relating to community needs, issues and suggested/identified solutions
- To undertake activities that encourage and promote social connectivity and well-being
- To assist in identifying relevant existing resources and developing new or expanded resources (including, for example, conducting an audit of and documenting existing resources, identifying funding opportunities, etc)

MEMBERSHIP

The Coober Pedy Social Working Group is open to all residents of Coober Pedy with an interest in, and commitment to, the purpose of the Social Working Group. New members can join the Social Working Group at any time and the Social Working Group will actively attempt to recruit a membership that is representative of the Coober Pedy demographic.

AUTHORITY

The Social Working Group can:

- Compile a list of projects they wish to undertake and prioritise these
- Prepare project plans;
- Identify the financial costs and other resources required to implement a project;

- Submit projects to the CP30 Steering Committee for agreement and inclusion on the CP30 Steering Committee “List of Agreed Projects”; and
- Undertake and pursue “agreed projects” subject to any conditions set by the CP30 Steering Committee.

ACCOUNTABILITIES

The Social Working Group is accountable for open and transparent operations to restore the trust of the Coober Pedy community.

RESPONSIBILITIES OF SOCIAL WORKING GROUP MEMBERS

All Social Working Group members must:

- comply with the Coober Pedy Social Working Group’s Terms of Reference; and
- declare any potential conflicts of interest at the commencement of each meeting.

WAYS OF WORKING TOGETHER

All Social Working Group members will agree to and follow the below conduct principles at Social Working Group meetings and where representing the Social Working Group externally.

- Active, non-judgemental listening to others
- Being respectful of other views and values
- A willingness to learn from others and be open to new ways of doing things
- Encouraging and supporting an environment in which everyone participating feels included and safe to contribute
- Compliance with confidentiality/anonymity principles, where identified
- Acknowledging and responding appropriately to constructive feedback
- Being informed and prepared to enable constructive contribution to working group discussion and business
- Reliability
- Compliance with principles and practices of open and transparent processes
- Appropriate use of resources

MEETINGS

Frequency

Frequency and duration of Social Working Group meetings will be flexible to meet changing demands of the Social Working Group.

Sub-Group Meetings

Smaller sub-groups of the Social Working Group may meet to undertake tasks identified and agreed to at whole of Social Working Group meetings.

Recording of Proceedings

Minutes will be kept of each meeting of the Social Working Group. The minutes of a meeting shall be submitted to working group members for ratification at the next meeting of the Social Working Group.

The agenda for each meeting may include items raised at proceeding meeting/s, and set for discussion at that meeting, as well as new business identified at the start of the meeting.

Where practicable, any documents that relate to the agenda of the following Social Working Group meeting will be forwarded to members in sufficient time to enable consideration prior to that meeting.

DECISION MAKING AND QUORUMS

Decisions may generally be reached through discussion at Social Working Group scheduled meetings. Any Social Working Group member attending a meeting has the right to request that an issue is put to a vote where agreement is unclear and decisions will subsequently be based on majority vote.

Additionally, any attending Social Working Group member has the right to request that an issue be decided by the full Social Working Group, including those not in attendance at that meeting. In this case, all Social Working Group members will be notified of the issue prior to the next meeting, and requested to respond within a given timeframe. The issue will then be raised and a decision determined, based on majority vote, at a determined time in the future (usually at the next meeting).

REPORTING STRUCTURE

Through the Social Working Group Leader, the Social Working Group meeting outcomes and activities will be reported to the CP30 Steering Committee and the outcomes of the CP30 Steering Committee meetings reported back to the Social Working Group.

Any outcomes of the Social Working Group sub-groups will be reported to the broader Social Working Group.

ENGAGEMENT OF/WITH OTHER INDIVIDUALS/ENTITIES

The Social Working Group will engage with other individuals/entities whenever necessary to ensure projects are relevant, wanted and meet the needs of stakeholders. In addition, the Social Working Group will utilise the tenets of the CP30 Communication Plan whenever communication with the wider Coober Pedy community is required.

AMMENDMENT/VARIATION TO THE TERMS OF REFERENCE

The Social Working Group Terms of Reference may be varied or amended at any time in response to a request by any Social Working Group member and subsequent agreement by a majority of all Social Working Group members.

REVIEW OF THE TERMS OF REFERENCE

The Social Working Group will conduct an annual review of its performance. This review process will include a review of these Terms of Reference.