

# **CP30 – ENVIRONMENTAL 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, and 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 Environmental Working Group.

### **PURPOSE OF THE ENVIRONMENTAL WORKING GROUP**

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

### **FUNCTIONS OF THE ENVIRONMENTAL WORKING GROUP**

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

## **MEMBERSHIP**

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

## **AUTHORITY**

The Environmental 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 Group “List of Agreed Projects”
- Undertake “agreed projects” subject to any conditions set by the CP30 Steering Committee

## **ACCOUNTABILITIES**

The Environmental Working Group is accountable for:

- open and transparent operations to restore the trust of the Coober Pedy community.

## **RESPONSIBILITIES OF ENVIRONMENTAL WORKING GROUP MEMBERS**

All working group members must:

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

## **WAYS OF WORKING TOGETHER**

The Environmental Working Group will:

- Meet fortnightly for one hour on Monday nights from 6pm-7pm at the Caltex cafe
- Have an agenda for each meeting
- Establish what has to be resolved at each meeting
- Resolve conflicts by:
  - Writing down issues and coming back to them
  - Not shouting
  - Constructive, respectful dialogue
  - Respecting everyone’s opinions
- The Working Group Leader will email main action points and/or minutes to working group members after each meeting
- If allocated actions cannot be done in allocated timescales the group should be advised in advance
- Seek to recruit additional working group members from a diversity of groups

## **MEETINGS**

### Frequency

The Working Group will meet fortnightly for one hour. Where required, as identified in advance, this duration may extend for longer in order to address particular issues.

### Sub-Group Meetings

Smaller “sub-groups” of the working group may meet to undertake tasks identified and agreed to at whole of working group meetings.

### Recording of Proceedings

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

The agenda for each meeting will be determined at the proceeding meeting.

Where practicable, any documents that relate to the agenda of the following 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 working group scheduled meetings. Any 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 working group member has the right to request that an issue be decided by the full working group, including those not in attendance at that meeting. In this case, all 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).

A quorum of 3 number of members is required to make decisions that are considered to be significant to the business of whole of the working group.

## **REPORTING STRUCTURE**

Through the working group leader, the 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 working group.

Any outcomes of the working group sub-groups will be reported to the broader working group.

## **ENGAGEMENT OF/WITH OTHER INDIVIDUALS/ENTITIES**

The Environmental Working Group will engage with other individuals/entities whenever necessary to ensure projects are relevant, wanted and meet the needs of their customers. In addition, the 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 Environmental Working Group Terms of Reference may be varied or amended at any time, in response to a request by any Environmental Working Group member and subsequent agreement by a majority of all Environmental Working Group members.

## **REVIEW OF THE TERMS OF REFERENCE**

An initial review of these Terms of Reference will be undertaken in December 2019 and thereafter every 12 months following each review and update.