

CP30 STEERING COMMITTEE

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 functions and operations of the CP30 Steering Group.

PURPOSE OF THE CP30 STEERING COMMITTEE

To assist with fulfilling the aim of the CP30 Plan of securing the long-term viability of Coober Pedy, by overseeing, coordinating and guiding the CP30 Plan.

MEMBERSHIP

The Committee has seven members: the Chair plus two members from each working group. The Chair of the Committee is determined by the Committee.

FUNCTIONS OF THE CP30 STEERING COMMITTEE

- Agree (or otherwise) to projects submitted by the three working groups for inclusion on the CP30 Steering Committee “List of Agreed Projects”
- Compile a “List of Agreed Projects” to act as the basis of the Community Plan
- Compile the CP30 Community Plan
- Provide overall project management
- Provide project administration
- Compile and manage the CP30 Plan Budget

AUTHORITY

The Committee can make all decisions in relation to the CP30 Plan.

ACCOUNTABILITIES

The Committee is accountable for:

- governance;
- financial control within the parameters of the budget set by the funders;
- communication: and
- management of paid and unpaid people.

LIABILITY

The Committee is auspiced by the Council.

ACCOUNTABILITY OF THE CHAIR

The Chair is accountable for

- the efficient and effective conduct of the meeting;
- the preparation of a Community Plan; and
- the preparation and distribution of agendas and minutes.

QUORUM

The quorum is three members. A member may be represented by a proxy from her/his working group. The Committee will not meet unless there are at least two working groups represented plus the Chair.

MEETINGS

Frequency

The Committee will meet at least fortnightly.

Attendance by Non Members

Any Working Group Member may attend a meeting of the Committee.

Reporting

Minutes of meetings will be kept and be distributed to Working Group Members.

REVIEW OF THE TERMS OF REFERENCE

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