



EYRE PENINSULA MINERAL & ENERGY RESOURCES COMMUNITY DEVELOPMENT

TASK FORCE

Terms of Reference

Background:

The Local Government Association together with the Eyre Peninsula Local Government Association, held the Mineral & Energy Resources Round Table Forum in November 2013 to discuss the proposed recommendations from the South Australian Centre for Economic Studies (SACES) titled:

"Impact of Mining and Resource Development: A Case Study for Eyre Peninsula Councils"

The Round Table focused on the following recommendations from the SACES Report:

- The importance of the social aspirations of communities which is directly linked to the economic development of regions.
- The role of the three tiers of investment including 1) private sector capital investment (eg infrastructure investment – ports, rail, power etc.), 2) three spheres of government investment to improve public services and community facilities and 3) government investment to respond to structural shifts in the economy, principally by facilitating investment in human capital, upgrading education, training and skills formation . People will invest in themselves if the support systems are there for them.
- The importance or issues such as population growth and responding to what this brings e.g. accommodation and the attraction of skilled workers and their families.
- That individual Councils and mineral & energy resources companies share a common goal.
- Regions that have prospered over the years have focused on raising the skill level of the people at the bottom of the skills ladder rather than the top.

- If community engagement is not undertaken appropriately there are risks that the opportunities of mineral & energy resources activity will be viewed negatively by local and regional communities.

In essence:

Individual councils and mineral & energy resource companies share a common strategic goal and how to exploit this common goal is a job for the task force.

They both want to:-

- obtain and attract skilled workforce
- attract families to the region.
- minimise cost
- maximise productivity
- a high quality of life
- low cost housing
- social amenities that accompany the quality of life
- strategically plan for the future to capture and obtain these benefits for the future of the region.

Economic development advisors in regions highlight the importance of strategic leadership coming from local and regional levels. Success is achieved with a bottom up approach.

Objectives:

The Task Force's main objectives are to:

- Provide a single and strengthened strategic forum for information sharing as to the development of mine sites, infrastructure and community impacts;
- Assist Local Government in preparatory strategic planning for housing and support services;
- Provide a focus to all State agencies activity (e.g., education, health, police) as a result of mineral & energy resources projects proceeding and thereby provide support to the Eyre Peninsula Local Government Association (EPLGA) and Regional Development Australia Whyalla & Eyre Peninsula (RDAWEP) as they address local strategic issues.
- Ensure strategic actions are being undertaken to address the recommendations and issues raised at the Task Force table.
- Propose strategic ways to build on stakeholder & community engagement with a view to meeting regional long term needs
- Determine clear strategic roles and responsibilities of stakeholders in relation to a developing regional mineral & energy resources industry

- Develop strategic recommendations where required – to be considered by the mineral & energy resources industry, RDAWEP, EPLGA, State & Local Government to encourage sustainable regional economical growth.
- Assist in the regional coordination of State & Local Government and agencies to avoid duplication and unnecessary “red tape” to optimise a quality return for the region.

Membership:

The Task Force membership is at the pleasure of the EPLGA and will comprise representatives from

- CHAIR – high level independent
- STATE GOVERNMENT – Deputy Premier / Treasurer or nominee, Minister for Regional Development or nominee, Member for Giles, Member for Flinders, Senior Officers Dept. State Development (non-voting) & Dept. Planning, Transport & Infrastructure (non-voting)
- SACOME – Chief Executive Officer
- LGA of SA – CEO or nominee
- EPLGA – President and Executive Officer (non – voting)
- LOCAL COUNCILS – A Mayor and CEO from a Council directly affected by mineral & energy resources or exploration
- RDAWEP – Chairperson and Chief Executive Officer (Non-voting)
- Coordinator (non-voting)
- Other members as required for specific purposes (non-voting)

Removal of a Member from Office

This Task Force may terminate a person’s membership for misconduct by a vote of two-thirds of those present at a Task Force meeting called in accordance with these Terms of Reference and for which due notice of the motion to terminate the person’s membership has been given.

Where a member or their nominee does not attend three consecutive meetings of the Task Force without adequate cause, that person’s membership may be terminated. A person who has had their membership terminated may apply to the Task Force to have their membership reinstated.

Chair [and Deputy Chair]

The Chair shall serve for the duration of their appointment to the Task Force and will be appointed by the EPLGA in consultation with other Task Force members.

Deputy Chair will be the President of the Eyre Peninsula Local Government Association.

Task Force Coordinator

The Eyre Peninsula Local Government Association will be responsible for the appointment of the Task Force Coordinator. The Coordinator position will be a contract position with a defined role. (see separate role statement)

Executive Committee

The Task Force shall have an Executive Committee, empowered to act executively between meetings where urgent business requires such action. Executive Committee actions will be reported back to the Task Force at the next scheduled meeting.

The Executive Committee shall comprise:

- Chairperson
- Deputy Chairperson
- A State Government representative from the membership of the Task Force
- EPLGA Executive Officer
- Task Force Coordinator

Casual Vacancies on Task Force

A casual vacancy shall be filled as soon as possible by the member organization. The member organization nomination must be made in writing to the Task Force and resolved or otherwise at the next Task Force Meeting after the written nomination is received by the Coordinator.

Conflict of Interest

Task Force members are required to bring to the attention of the Chair any conflict of interest or potential conflict they may have with any item on the Task Force's agenda.

If a Task Force member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, he/she will be excused from discussions and deliberations on the issue where a conflict of interest exists OR must not be present for consideration of that matter.

Resourcing Arrangements:

Operationally: - The Task Force will be supported by the EPLGA with a dedicated Secretary/ Coordinator to manage the Task Force.

Financially: - All members represented on the Task Force shall collectively provide adequate funding for the Task Force's operations. At the first meeting of the Task Force a 12 month budget shall be developed. The member organization shall be responsible for funding the attendance of the member to meetings.

Reporting Arrangements

All members on the Task Force are expected to consider reports & minutes from the Task Force.

The LGA is to maintain the operations & outcomes of the Task Force as an agenda item at the Premier's Forum.

At the first meeting or as subsequently resolved the Task Force shall decide on any other reporting requirements that may be needed. E.g to State Government Cabinet, State Government Economic Development Board etc.

Meeting arrangements:

Location: - Port Lincoln or as decided by the Task Force

Frequency: - As determined by the Chairperson & Task Force Coordinator in consultation with the Task Force members

Time & Duration: - As determined by the Chairperson & Task Force Coordinator

Agenda: - Notice & Agenda to be distributed by the Coordinator at least 5 working days prior to the meeting. The Task Force will also consider papers out of session.

Minutes & Action List: - Distribution by Coordinator within 5 working days after the meeting. The Task Force must ensure that accurate written minutes of its proceedings are kept and are presented for verification at the subsequent meeting of the Task Force.

Telecommunications meetings: - For the purpose of efficiency & effectiveness the contemporary linking together by telephone, audio-visual or other instantaneous means of a number of the Task Force members is deemed to constitute a meeting of the Task Force.

Quorum: - Is half plus one

Voting: - All members will have a deliberative vote. In the event of equality of votes, the chairperson will have a casting vote. From time to time others will be invited to attend the meetings dependent on agenda items – these people will be non-voting.

Confidentiality: - All members must keep confidential all documents and any information provided to them in confidence for their consideration prior to a meeting and until confidentiality is lifted by Task Force resolution.

Work Plan: The first meeting of the Task Force will settle a work plan for the first 12 months and will do likewise for every 12 months thereafter the Task Force is in operation.

Observers and Visitors

Observers and visitors must have received the prior permission of the Chair to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

Propriety of Members of the Task Force

Task Force is committed to the ethical conduct in all areas of its responsibilities and authority, and all Task Force members shall:-

- i) act honestly and in good faith at all times
- ii) carry out their duties in a lawful manner
- iii) avoid conflicts of interest in as far as is possible
- iv) be diligent
- v) observe the confidentiality of non public information acquired by them in their role as a Task Force member and not disclose to any other person such information except in the proper performance of the duties of the Task Force
- vi) not divulge to any other person who is not a Task Force member, confidential discussions of the Task Force, including opinions expressed by individuals in the course of Task Force meetings
- vii) not make unauthorised comments about any activities of the Task Force
- viii) act in recognition of the legal and moral duties of the role
- ix) work in a positive and constructive manner
- x) be loyal and supportive
- xi) not harm the public image or denigrate the Task Force
- xii) meet regularly to monitor the performance of the Task Force

Access to Resources

Members will be provided with access to any resources reasonably required to fulfil their duties as a Task Force member.

Media and Public Communications

All media and public communications from the Task Force or Task Force representatives will be coordinated with the Chair.

Sub - Committees

This Task Force may establish such sub-committees of a standing or ad hoc nature as it deems appropriate. The Terms of Reference of each sub-committee shall be approved by the Task Force.

The Task Force shall receive reports as required from such sub-committees and have responsibility to monitor and evaluate activities in respect of each sub-committee's functional responsibilities.

It is envisaged such sub-committees will be formed to focus on individual mineral & energy resources projects rather than taking a holistic strategic functionality like the Task Force or for regional issues affecting mineral & energy resources projects e.g regional water issues, regional planning, regional infrastructure etc.