



For the future we all want.

Community Action Network delivering outcomes (CANdo) Committee

TERMS OF REFERENCE

December 2008

Statement of Purpose

The CANdo Committee shall provide considered opinions on and assist in the development of projects and proposals in relation to the Tenby10 initiative.

Objectives

The CANdo Committee shall meet the following objectives

- Provide considered assessment and community expertise on Tenby10 initiatives and projects
- Report to the Tenby10 executive and working party on community awareness and uptake of Tenby10 initiatives, and make recommendations for improvement of Tenby10 initiatives
- Make recommendations for future Tenby10 initiatives and directions based on the needs identified within the community and considered opinions.
- Act as a two-way communication portal for the community to the Tenby10 initiative, and for the Tenby10 initiative and the community
- Be seen in the community actively participating in tenby10 community events.

Committee Evaluation

- The CANdo Committee will undertake an annual self assessment against the above objectives
- Terms of Reference will be reviewed annually with the next review due August 2009

Performance Indicators

- Performance indicators will be measured annually to ensure the CANdo Committee is meeting its purpose and aim.
- Performance Indicators:
 - CANdo Committee has been consulted regarding and provided recommendation on Tenby10 initiatives as documented in meeting records.
 - CANdo Committee has facilitated the initiation of new ideas and projects to enhance the outcomes of the Tenby10 initiative as documented in meeting records.

- CANdo Committee members and members of the Tenby10 initiative reflect on the role and value of the CANdo Committee on an annual basis.
- CANdo Committee members have actively participated in Tenby10 initiatives and the number of community events participated in documented in meeting records.
- CANdo Committee will have documented evidence of communication between the community and Tenby10, including the development and implementation of an action plan to achieve this.
- CANdo Committee will prepare an evaluation report and activities record for the Tenby10 executive every 12 months.

Membership

- Membership shall consist of any community member who either resides in or has contact with the Port Pirie community, and who is interested in positively contributing to the Tenby10 project.
- Membership shall not be restrictive, however will be reflective of the diversity of the Port Pirie community.
- CANdo members must be prepared to actively contribute and participate in tenby10 initiatives.
- The CANdo Committee will actively seek new membership on a regular basis (every 6-12months)
- The CANdo Committee will maintain an active membership of between 10-15 people, representative of the diversity of the Port Pirie community.
- The CANdo Committee is able to call on guest speakers as required to increase awareness\knowledge on tenby10.

Current Membership as at December 2008 is:

Melanie Prior
 Anne Franks
 Mick Dillon
 Mona Wilson
 Lucy Evans
 Elin Mezzino
 Trevor Werfel
 Angela Smallacombe
 Geof Keane
 Anne Mathews
 Michelle Grieg

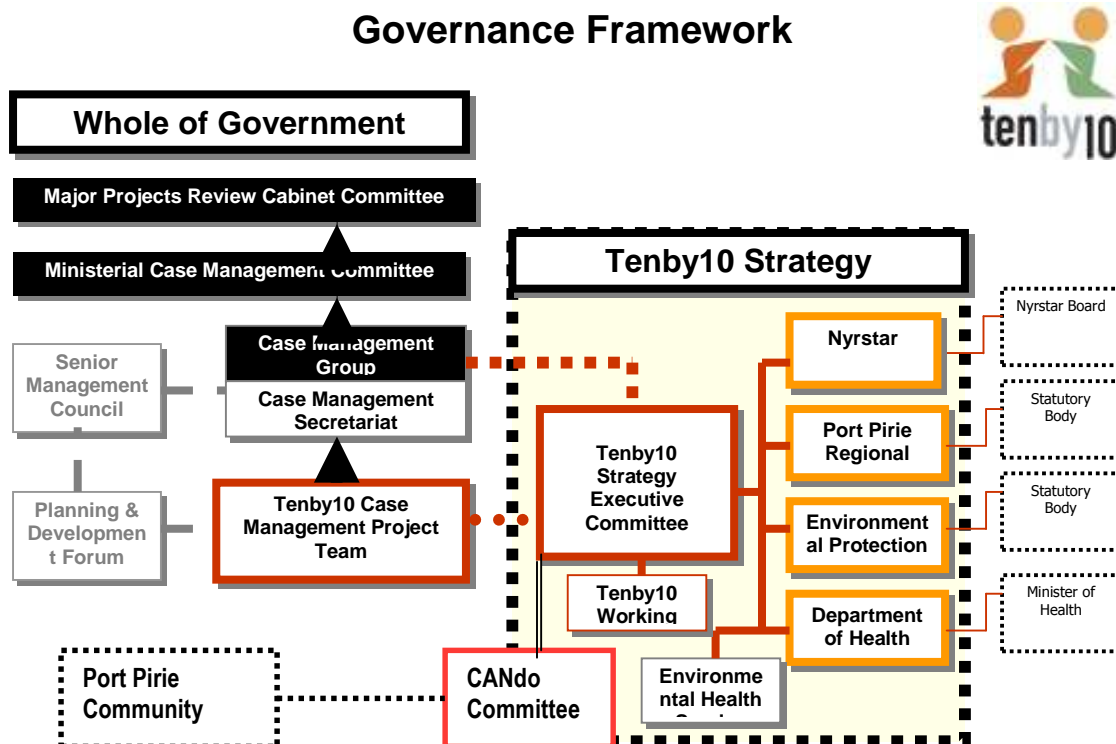
Code of Conduct

- A CANdo member in the course of his/her duties must act in good faith, perform duties impartially and exercise care and diligence.

- A CANdo member must ensure that there is no actual or perceived conflict or incompatibility between his/her activities as a CANdo member and his/her personal interests.
- A CANdo member who has or may have a conflict of interest in any matter in which CANdo is involved must:
 - Disclose the nature of the conflict; and
 - Refrain from participation in decisions, which are related to/impacted by the conflict.
- A CANdo member must not make improper use of information acquired through being a member to gain, directly or indirectly financial advantages for him/herself or improperly cause harm to CANdo members or partner organizations.
- A CANdo member must not, in that person's capacity as a member, do anything for which CANdo might be legally liable.

Reporting Structure

The CANdo Committee reports to and is accountable to the Tenby10 Executive, through the Chairperson. CANdo to report on activities to the executive quarterly.



Role of the Tenby10 Executive Committee with CANdo

The Tenby10 Executive committee will, by endorsement of these terms of reference, seek to actively engage the CANdo Committee as a key community group in facilitating outcomes of Tenby10. Tenby10 and its associated partners will value the diversity and community knowledge of the CANdo Committee and utilize the skills and experience of the group in accordance with the agreed purpose and objectives of the group. Tenby10 and its associated partners will engage in a transparent and accountable manner with the CANdo Committee. Tenby10 executive will be supportive and responsive to CANdo ideas and suggestions, and will provide available information in a timely and appropriate manner.

Quorum

50% + 1

Frequency

The CANdo Committee will meet on a monthly basis. The designated meeting day and time is the 1st Monday of each month at 5pm, with an annual break in January each year.

Chairperson

The Chairperson of the committee is nominated and elected by a majority vote of the committee members.

The Chairperson is elected for a period of 12 calendar months, at which time, all executive positions become vacant and nominations and elections will be undertaken. This will occur on August each year.

The role of the chairperson is to coordinate and facilitate meetings, represent the interests of the CANdo to the Tenby10 committees, be a contact person for the Tenby10 project team and the Port Pirie community.

Committee Nominated and elected chairperson for 12 months from April 2008 is Melanie Prior

Deputy Chairperson

Deputy Chairperson is nominated and elected by a majority vote of the committee members.

The Deputy Chairperson is elected for a period of 12 calendar months, at which time, all executive positions become vacant and nominations and elections will be undertaken. This will occur in August each year

The role of the deputy chairperson is to fulfill the duties of the chairperson should he/she be unavailable.

Committee Nominated and elected deputy chairperson for 12 months from April 2008 is Mick Dillion

Media Liaison / Representative

Media Liaison / Representative is nominated and elected by a majority vote of the committee members.

The Media Liaison // Representative is elected for a period of 12 calendar months, at which time, all executive positions become vacant and nominations and elections will be undertaken. This will occur in August each year

The role of the Media Liaison / Representative is to liaise with the media / public regarding the CANdo Committee and Tenby10 project. The Media Liaison / Representative is responsible for the management of committee correspondence, including the regular clearing of the CANdo Committee Post Office Box. The Media Liaison / Representative is required to work closely with the Tenby10 / Nyrstar media contact prior to releasing information to the media.

The Media Liaison / Representative cannot speak on any partner organizations behalf.

Committee Nominated and elected Media Liaison / Representative for 12 months from April 2008 is Mick Dillion

Minutes

Representative appointed by the Tenby10 executive will be the Committee Secretary

The original copy of meeting minutes will be filed in Nyrstar Stakeholder Relations office and will be kept for 7years before being disposed of.

Approved:

Chairperson

Date

Endorsed:

Tenby10 Chairperson

Date

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