

External Affairs Committee

Terms of Reference

1. Role of the Committee

The External Affairs Committee of the South Australian Chamber of Mines and Energy (SACOME) is responsible for developing and assisting SACOME to advance the resources sector in South Australia.

2. Terms of Reference

- 2.1. Identify and address communication priority issues for the resources sectors in consultation and cooperation with the industry and other stakeholders.
- 2.2. Encourage and advocate for the improvement and development of the resources sector in South Australia.
- 2.3. Identify projects to assist the resources sectors.
- 2.4. Assist SACOME in preparation of external communications.
- 2.5. Identify and promote 'leading practice' communication strategies.
- 2.6. Provide a forum for the exchange of relevant information and resources.

3. Authority

- 3.1. The External Affairs Committee is established through the delegation of the SACOME Council under clause 22 of the SACOME Constitution, **Delegation by Council to sub-committee** which states, in part:

The Council may, by instrument in writing, delegate to one or more sub-committees (consisting of such member or members of SACOME as the Council thinks fit) the exercise of such of the functions of the Council as are specified in the instrument other than:

- (a) *this power of delegation; and*
- (b) *a function which is a duty imposed on the Council by the Act or by any other law.*

4. Membership

- 4.1. The Committee shall be comprised solely of financial SACOME members.
- 4.2. The Committee shall be comprised of no more than 12 members.
- 4.3. The Chairperson of the Committee will be an employee of SACOME.
- 4.4. SACOME will provide an Executive Officer to provide administration and policy resources to the Committee.
- 4.5. The relevant SACOME Councillor is encouraged to attend committee meetings and will report to Council as required.
- 4.6. The option to appoint a proxy to participate in a meeting on a member's behalf is by exception only and provided sufficient notice is given to the Executive Officer.
- 4.7. All members of the Committee are to attend for all meetings. If a member misses three (3) consecutive meetings, they will be removed as a member of the Committee.

5. Meetings

- 5.1. The Committee will have 5-6 scheduled meetings per calendar year, with the scope to increase or decrease frequency as necessary.
- 5.2. Teleconference facilities will be available for all meetings.
- 5.3. A quorum will be half the number of members plus one.
- 5.4. An agenda will be prepared and distributed to Committee members one week prior to each meeting to allow for adequate deliberation of topics.
- 5.5. Minutes of the meeting will be finalised and circulated to the Committee within a week of the meeting being held.

6. Sub-Committees

- 6.1. The Committee is authorised to establish sub-committees to address specific issues on an as needs basis.
- 6.2. Sub-Committees can only be established for a defined period or project.

- 6.3. Meetings of sub-committees shall occur as required or determined by the sub-committee.
- 6.4. The Chairperson of a sub-committee will be the Committee Chair unless otherwise determined.
- 6.5. The sub-committee will be deemed to have the same authority as the Committee for the specific issue.

7. Reporting

- 7.1. The Committee is a formally constituted committee of the SACOME Council and reports to Council.
- 7.2. All Committee actions will be reported to Council.