



NEWMAN FUTURES

Governance Structure

The Newman Futures project is seeking to support the development of a sustainable economy that is inclusive to all.

This document outlines the project's governance structure and terms of reference.

The governance structure was co-designed with key stakeholders alongside their input into the Newman Futures strategy and reflects the need for:

- Relevant and broad local representation
- Mechanisms to support collaboration.

The governance of the project is illustrated in Figure 1 and occurs principally through two structures:

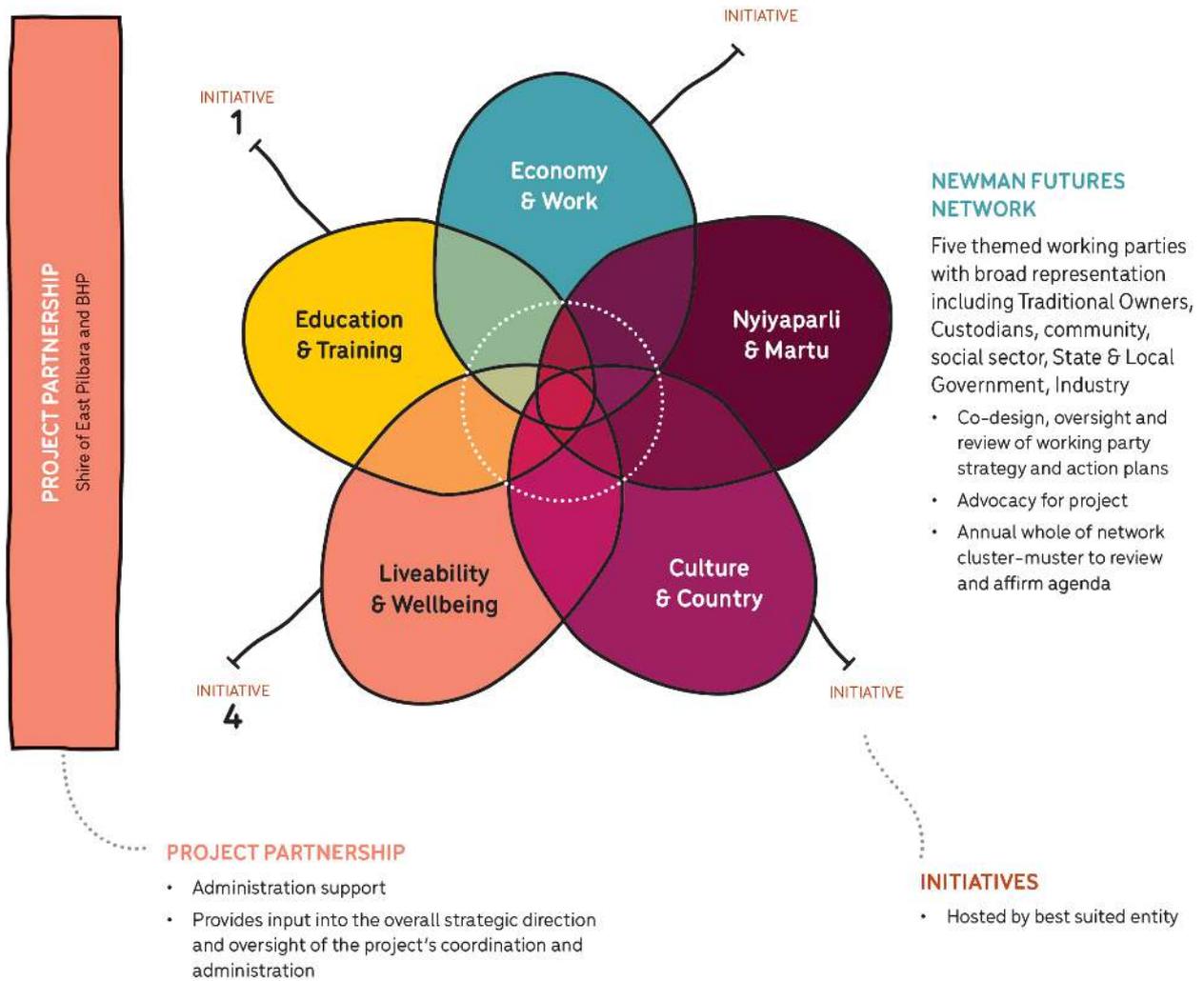
- **The Newman Futures Project Partnership** – responsible for the overall strategic direction and oversight of the project's coordination and administration. The Newman Futures Project Partnership also plays a key role in advocacy for the project.
- **The Newman Futures Working Parties** – responsible for strategy development, collaboration and delivery of joint projects and oversight of pathway strategy. It is important to note that Newman Futures is not a funding body.

Newman Futures does not distribute funds and is not a funding body, rather it has been established to support collaboration between stakeholders. Where projects are identified as a priority, it is up to the individual entities to identify and/or seek funding, and Newman Futures has no involvement in seeking said funds.



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FIGURE 1: NEWMAN FUTURES GOVERNANCE STRUCTURE





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Newman Futures Project Partnership Terms of Reference

Terms of Reference sets out the working arrangements for the Newman Futures Project Partnership.

1. Role/Purpose

The role of Newman Futures Project Partnership is to provide input into the overall strategic direction and oversight of the project's coordination and administration. The Newman Futures Project Partnership also plays a key role in advocacy for the project.

The Newman Futures Project Partnership sets out to achieve a sustainable economy in Newman that is inclusive to all.

2. Term

These Terms of Reference are effective from 1 December 2019 and will be ongoing until terminated by agreement between Newman Futures Project Partnership members.

3. Membership

Each Newman Futures Project Partnership member is a core decision maker to the Newman Futures project. The Newman Futures Project Partnership members comprise representatives from:

- BHP
- Shire of East Pilbara
- Department of Communities

4. Roles and Responsibilities

The roles and responsibilities of the Newman Futures Project Partnership include:

- Providing input into the strategic direction of the project
 - Oversight of the project's coordination and administration
 - Advocacy for the project
 - Approval of annual operating expenses and arrangements for Newman Futures administration
 - Bi-annual establishment of a nominations committee to advertise and select Newman Futures Network Working Party members
 - Fostering collaboration
 - Removing obstacles to the Newman Futures Network's successful delivery, adoption and use
 - Maintaining at all times the focus of the Newman Futures Network on the agreed scope, outcomes and benefits
 - Monitoring and managing the factors outside the Newman Futures Network's control that are critical to its success
 - A commitment to setting clear metrics and shared data gathering to measure progress against objectives
 - Creating awareness and sharing information on the Newman Futures Project.
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The membership of the Newman Futures Project Partnership will commit to:

- Attending all scheduled meetings
- Wholeheartedly championing the Newman Futures Network within and outside of work areas
- Sharing all communications and information across Newman Futures Network members
- Making timely decisions and taking action to ensure ongoing progression of the project
- Notifying members of the Newman Futures Network, as soon as practical, if any matter arises which may be deemed to affect the project
- Attending all meetings and if necessary nominate a proxy.

Members of the Newman Futures Project Partnership will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact the project, as they arise
- Open and honest discussions, without resorting to any misleading assertions
- Ongoing 'health checks' to verify the overall status and 'health' of the Newman Futures Project Partnership.

Newman Futures does not distribute funds and is not a funding body, rather it has been established to support collaboration between stakeholders. Where projects are identified as a priority, it is up to the individual entities to identify and/or seek funding, and Newman Futures has no involvement in seeking said funds.

5. Meetings

All meetings will be chaired by Creating Communities Australia for the first six months.

A meeting quorum will be two (2).

Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

Meeting agenda minutes will be provided by Creating Communities Australia, this includes:

- Preparing agendas and supporting papers
- Preparing meeting notes and information

Meetings will be held bi-monthly for two hours at a location to be decided on an annual meeting schedule.

6. Amendment, Modification or Variation

These Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Newman Futures Project Partnership members.





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Newman Futures Network Working Parties Terms of Reference

Terms of Reference sets out the working arrangements for the Newman Futures Network Working Parties. Five Newman Futures Network Working Parties have been established to support the Newman Futures Project. The role and responsibilities of the Working Parties are outlined below.

1. Role/Purpose

The role of five Newman Futures Network Working Parties is to be responsible for strategy development, collaboration on joint projects and oversight of their Working Party pathway strategy delivery.

Newman Futures Network Working Parties also play a key role in advocacy for the project.

The strategy for each of the five Newman Futures Network Working Parties is documented in the Newman Futures Plan and updated annually in collaboration with all Newman Futures Network Working Parties and the Newman Futures Project Partnership.

2. Term

These Terms of Reference are effective from 1 December 2019 and will be ongoing until terminated by agreement between Newman Futures Project Partnership members.

3. Membership

Newman Futures Network Working Party members serve for a two-year term. Nominations for membership are invited bi-annually and selected by a nominations committee established by the Newman Futures Project Partnership. For the first six months from 1 December 2019 the Newman Futures network meetings will be chaired by Creating Communities Australia.

The five Newman Futures Network Working Parties are outlined below.

- Traditional Owners and Custodians
- Culture and Country Pathway Working Group
- Liveability and Wellbeing Pathway Working Group
- Education and Training Pathway Working Group
- Economy and Work Pathway Working Group

If you are keen to become a member of one or more of the working parties, please email info@newmanfutures.com.au or call 08 9284 0910.





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4. Roles and Responsibilities

The roles and responsibilities of the Newman Futures Network Working Parties may include:

- Providing input into the strategy development of the specific pathway plan
- Monitoring and evaluating projects outlined in the pathway plan
- Collaboration and delivery on joint projects
- Advocacy for pathway projects
- Removing obstacles to each pathway's successful delivery, adoption and use
- Supporting pathway members joint efforts to attract funding for initiatives.

The membership of each Newman Futures Network Working Party will commit to:

- Attending all scheduled meetings
- Wholeheartedly championing the Newman Futures Network within and outside of work areas
- Sharing all communications and information across Newman Futures Network members
- Making timely decisions and taking action so as to not hold up the project
- Notifying members of the Newman Futures Project Partnership, as soon as practical, if any matter arises which may be deemed to affect the project
- Attending all meetings and if necessary nominate a proxy.

Members of the Newman Futures Network Working Parties will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner
- To be given reasonable time to make key decisions
- To be alerted to potential risks and issues that could impact the project, as they arise
- Open and honest discussions, without resort to any misleading assertions
- Ongoing 'health checks' to verify the overall status and 'health' of the Newman Futures Network Working Parties.

Newman Futures does not distribute funds and is not a funding body, rather it is has been established to support collaboration between stakeholders. Where projects are identified as a priority, it is up to the individual entities to identify and/or seek funding, and Newman Futures has no involvement in seeking said funds.

5. Meetings

All meetings will be chaired by Creating Communities Australia for the first six months.

A meeting quorum will be five (5).

Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

Meeting agendas minutes will be provided by Creating Communities Australia, this includes:





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- Preparing agendas and supporting papers
- Preparing meeting notes and information

Meetings will be held bi-monthly for two hours at a location to be decided shown on an annual meeting schedule.

6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by Newman Futures Project Partnership members.

