



Women in Resources South Australia Committee Charter

1. Purpose

The purpose of the Women in Resources SA Committee (*WinRSA Committee*) is to promote the involvement of women in the exploration, minerals, petroleum and energy sectors and associated service industries, which are collectively described as the Resources Industry (*Sector*), and to provide opportunities for meaningful engagement.

2. Core Values

The Core Values of the WinRSA Committee (*Core Values*) are:

Integrity – adhering to moral and ethical principles in all interactions.

Collaboration – working together for the Sector.

Respect – appreciating and promoting the benefits of all stakeholders.

Inspiration – demonstrating proactive and progressive leadership.

3. Terms of Reference

- 3.1 Provide a forum for women in leadership roles within the Sector.
- 3.2 Offer networking events with speakers presenting across a variety of subjects relevant to women in the Sector.
- 3.3 Facilitate discussion across a variety of forums to understand common issues in order to support professional women in the Sector.
- 3.4 Influence and work with government regarding policy and programs to encourage, support and promote women into the Sector.
- 3.5 Where applicable, identify, recognise and promote 'leading practice' in the employment, support and promotion of women in the Sector.
- 3.6 Provide a forum for the exchange of relevant information and resources.
- 3.7 Promote the participation of women in the Sector in non-traditional roles.
- 3.8 Collaborate with other groups supporting women in the Sector.
- 3.9 Endeavour to offer networking events and programs referred to in these Terms of Reference at minimal or no cost.

4. Authority

- 4.1 The WinRSA Committee is formed by the Council of SACOME (**Council**) under Section 22 of the SACOME Constitution (Delegation by Council to committee), which states, in part:

The Council may, by instrument in writing, delegate to one or more committees (consisting of such member or members of SACOME (or representative(s) of member(s)) 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.*

- 4.2 The WinRSA Committee is able to collaborate with other groups supporting women in the Sector.

- 4.3 In consultation with the Council, the WinRSA Committee may form working groups for a specific purpose and specific tasks may be allocated to particular WinRSA Committee members and non-WinRSA Committee members may be co-opted to participate and assist in the achievement of these tasks.

5. Membership

- 5.1 The WinRSA Committee shall be supported by an officer in the employ of SACOME (**WinRSA Project Officer**) and will consist of:

- (a) one (1) representative of each of two (2) Supporting Sponsors that are explorers and/or producers in South Australia in the minerals sector;
- (b) one (1) representative of each of two (2) Supporting Sponsors that are explorers and/or producers in South Australia in the oil & gas sector;
- (c) one (1) representative of each of two (2) Supporting Sponsors that provide services in South Australia to the minerals and/or oil & gas sectors;
- (d) one (1) representative from the South Australian Government Department responsible for regulating the Sector;
- (e) one (1) SACOME staff member of either manager or director level; and
- (f) one (1) representative of the Supporting Sponsor, if any, appointed pursuant to paragraph 7.3.

- 5.2 The Council will, if required, make the relevant determination under Section 11.1 of the SACOME Constitution to create a sub-category of membership for the purposes of assisting WinRSA Committee representatives falling under the categories described in paragraphs 5.1(d) or (f) of this Charter to become members of SACOME.

- 5.3 It is desirable for representatives on the WinRSA Committee to:
- (a) have at least five (5) years' experience in working in the Sector;
 - (b) operate at a senior management level; and
 - (c) have a strong network in the resources and business communities which can be drawn upon to assist with achieving the Terms of Reference under paragraph 3 of this Charter.
- 5.4 The WinRSA Committee will elect a Chairperson at the WinRSA Committee's first meeting and thereafter will elect a Chairperson on an annual basis.
- 5.5 Each Supporting Sponsor may appoint one (1) representative as a WinRSA Committee member by notice in writing to the WinRSA Project Officer.
- 5.6 Each Supporting Sponsor may remove and replace its representative on the WinRSA Committee by notice in writing to the WinRSA Project Officer.

6. Meetings

- 6.1 The WinRSA Committee will meet at least six (6) times per year, with the option for teleconferencing facilities in lieu of face-to-face meetings.
- 6.2 A quorum will be half the number of WinRSA Committee members plus one, ignoring any fraction.
- 6.3 An agenda will be prepared and distributed to the WinRSA Committee members by the WinRSA Project Officer at least five (5) business days prior to each meeting.
- 6.4 Brief, but accurate minutes focusing on actions and outcomes of each meeting will be sent to the WinRSA Committee members in draft form for comment within five (5) business days after the meeting and re-distributed in final form at least five (5) business days prior to the next scheduled meeting.
- 6.5 A WinRSA Committee member who is unable to attend a meeting may appoint an alternate to attend the meeting on behalf of the Committee member, by notice in writing to the WinRSA Project Officer.
- 6.6 Resolutions of the WinRSA Committee will be made by majority vote.

7. Supporting Sponsors

- 7.1 Entities that have agreed to support and sponsor the activities of the WinRSA Committee and are appointed as such pursuant to this paragraph 7 are Supporting Sponsors of the WinRSA Committee (**Supporting Sponsors**).
- 7.2 The following entities are deemed to have been appointed Supporting Sponsors:
- (a) the SA Government Department responsible for regulating the Sector; and
 - (b) the six (6) members of SACOME that were the corporate sponsors of WinRSA at the date that the WinRSA Committee was formed by the Council of SACOME.
- 7.3 The Council may appoint one (1) additional member of SACOME as a Supporting Sponsor as the Council sees fit.

- 7.4 An entity will cease to be a Supporting Sponsor if:
- (a) the entity resigns as Supporting Sponsor by 30 days notice in writing to the Chief Executive Officer of SACOME, signed by a duly authorised officer of the entity; or
 - (b) the entity ceases to be a member of SACOME; or
 - (c) the Council resolves, upon a recommendation of the WinRSA Committee made in accordance with paragraph 7.5, to terminate the entity's appointment as a Supporting Sponsor.
- 7.5 The WinRSA Committee may, by resolution, recommend to the Council that the appointment of a Supporting Sponsor be terminated if the WinRSA Committee is of the opinion that the Supporting Sponsor has:
- (a) refused or neglected to appoint a representative as a WinRSA Committee member to the satisfaction of the WinRSA Committee;
 - (b) neglected its duties as a Supporting Sponsor;
 - (c) acted inconsistently with the Core Values; or
 - (d) ceased to carry on a business in the sector in respect of which its representative qualifies for membership of the WinRSA Committee.
- 7.6 If an entity ceases to be a Supporting Sponsor:
- (a) that entity's representative will cease to be a member of the WinRSA Committee;
 - (b) that entity will cease to owe any duty in respect of the future activities of the WinRSA Committee;
 - (c) a Supporting Sponsor vacancy occurs; and
 - (d) the Council may, upon a recommendation of the WinRSA Committee made in accordance with paragraph 8, appoint an entity as a Supporting Sponsor to fill the Supporting Sponsor vacancy.

8. Filling a Supporting Sponsor vacancy

- 8.1 Subject to this paragraph 8, the WinRSA Committee may resolve to recommend that an entity (**Nominee**) be appointed by the Council as a Supporting Sponsor to fill a Supporting Sponsor vacancy.
- 8.2 The WinRSA Committee may not make a recommendation in respect of a Nominee unless:
- (a) the Nominee is a member of SACOME;
 - (b) the Nominee consents to the recommendation;
 - (c) the Nominee carries on a business in the sector in respect of which the Supporting Sponsor vacancy has occurred;
 - (d) the WinRSA Committee has considered and is satisfied as to the extent to which the Nominee:

- i. has demonstrated a commitment at a management level to supporting and promoting the involvement of women in the Nominee's organisation;
- ii. operates consistently with the Core Values; and
- iii. has the financial capacity to fulfil its duties as a Supporting Sponsor.