



2009 Board Member

Recruitment Information

Roxby Downs is a young vibrant town with a caring, tolerant, diverse community that aims for strong interdependent business and social partnerships to provide a safe, healthy and financially secure lifestyle.

Community Vision for Roxby Downs

BACKGROUND

The purpose of the Roxby Downs Community Board Inc. is to enable the community to deliver its vision through the implementation and evaluation of the Roxby Downs Community Plan (2005.)

In September 2003 a Community Board was formed with the expressed purpose to develop a ten (10) year Community Plan for Roxby Downs. Membership was via self nomination and interviews with a panel of recognised and respected community leaders. The tenure of the Community Board was envisaged to be for only the life of the development of the Community Plan.

After extensive consultation and input from over 400 people the Community Plan was launched on April 13 2005.

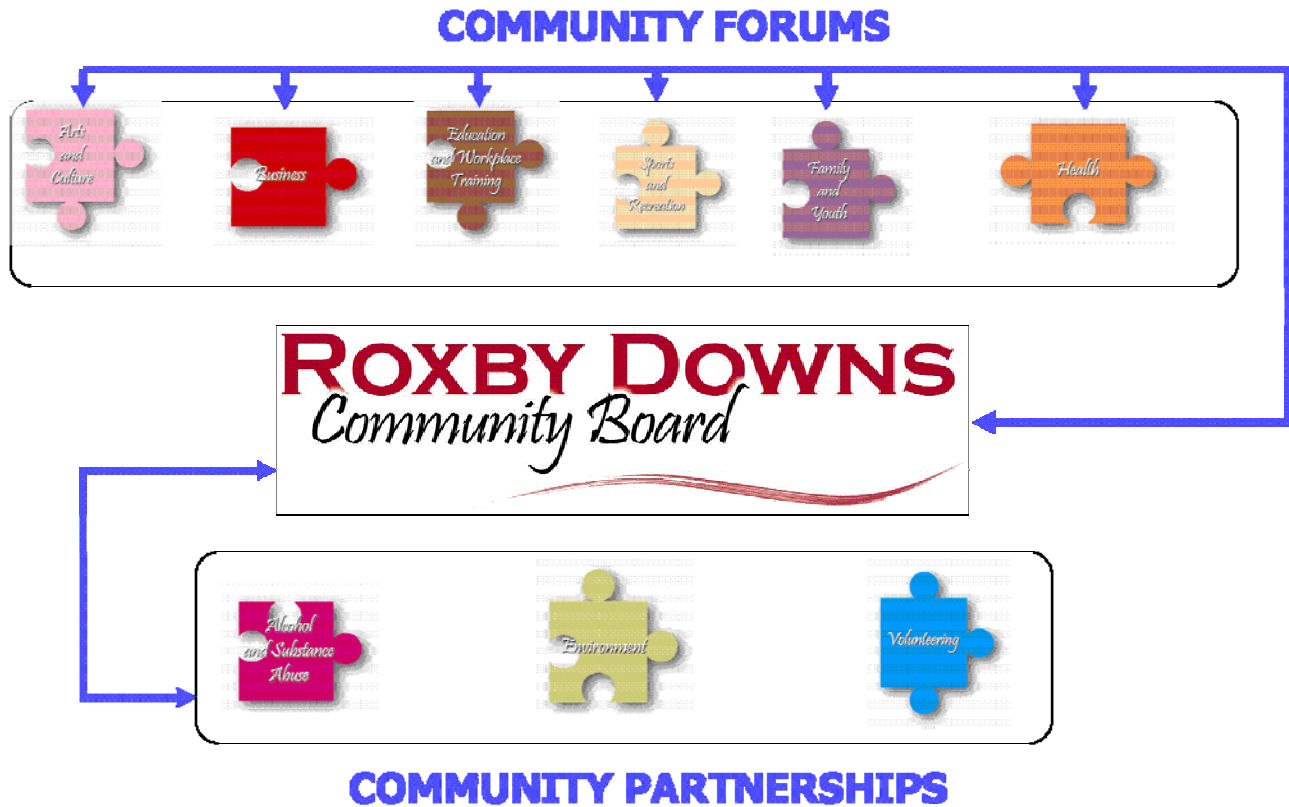
The plan recommended a community management structure that would include a permanent new Community Board, six (6) Community Forums and five (5) Community Partnerships.

In November 2005 the new Community Board was established with a new terms of reference. The Board was initially established as a committee of Council pending incorporation. On 29 December 2006 the Board was incorporated as a not for profit association and now functions independent of Council. The Board contains a maximum of 13 positions with 11 positions for community members. The remaining two positions are held by a representative from BHP Billiton and the Administrator of Roxby Downs Council.

The Board is supported by an Executive Officer who handles day to day operational matters and fills the role of Secretary and Public Officer of the Board. The Executive Officer is provided with administrative support by Roxby Downs Council staff. The Executive Officer is employed by Roxby Downs Council filling the dual role of Community Development Officer.

COMMUNITY MANAGEMENT STRUCTURE

The original community management structure consisted of the following forums and partnerships.



The structure has since changed with the Environment Partnership now a Forum.

The following papers outline the roles and responsibilities of the new Community Board and its members and the nomination and selection process.

A number of working parties have been established as sub committees to the Forums and Partnerships. These working parties undertake projects on behalf of the Forums and Partnerships.

COMMUNITY BOARD'S ROLES AND FUNCTIONS

As Roxby Downs "peak" community body, the Roxby Downs Community Board has the following roles and functions.

Holding the Vision

The Community Board must hold the community's visions and ensure that all actions taken by all sector groups are steps towards achieving the community's vision.

Developing Sector Ownership

It is recognised that the need for high volumes of time and resources to achieve all the elements of the plan and that the time and resources available from each Forum or Partnership will fluctuate. Accordingly, the Board works with each sector group to review priorities, timeframes, resources and costings of initiatives and to ensure each group has accepted personal ownership of their segment of the plan.

Implementing the Community Plan

Through its Forums and Partnerships the Community Board is responsible to the wider community and the Roxby Downs Council for the successful and timely implementation of the plan. The implementation of the Community Plan is the Community Board's CORE role.

Establishing effective communication systems

The Board is responsible for the speedy and accurate distribution of information between members of all sector groups and the wider public. Accordingly, it is responsible for establishing a communications strategy to service the operational needs of the Forums and Partnerships (internal communications) and an agreement with the community media to keep the wider community (public communications) aware of the management group's activities and progress.

Evaluation the Implementation of the Community Plan

The Board works with the Community Forums and Partnerships to establish long-term evaluation processes which will continually monitor the plan through its cycle, allowing for its continuing positive evolution.

Representation

The Community Board should represent the wider community on the broad social issues that face the community and guide Council as the community's legal representative in terms of broader social policy and in operational areas that fit into the Board's portfolio.

BOARD MEMBERS RESPONSIBILITIES

Being the peak community body for Roxby Downs the Community Board members will be considered key community leaders and as such will be highly visible in the community. The role places expectations upon the members which include:-

- Allocating time for one board meeting per month (with exception of December/January) and one forum/partnership meeting per month or quarter. Additional time may be required to network and keep abreast of community activities.
- A minimum attendance of 8 Board Meetings and 75% of Forum or Partnership meetings is required per annum
- A small amount of reporting will be required
- Each member maintaining a positive motivating force for the community
- Promoting strong community participation in community affairs and projects
- Maintaining an open mind and be willing to listen to and respect the views and aspirations of others
- Always considering the higher good for the wider community above singular interests
- Being a proud, caring and compassionate representative of the community of Roxby Downs

THE SELECTION PROCESS

The aim is for Board members to have a diverse set of experiences and skills that establish a formidable knowledge base that has the expressed interest of the wider community at heart (above all other factors and personal interests). Balancing the mix of experiences and skills is important.

As the overall “peak” community body in Roxby Downs, members will need to take a broad view of the town’s social development, understand the Board’s complimentary role with the normal local government functions as delivered by Council and be prepared to be flexible in addressing the range of community issues that have been identified in the Community Plan.

This flexibility will need to extend beyond each individual’s particular sector of interest as it is expected that over time Board Members, in their capacity as a Forum or Partnership member, will act as a “guiding” hand rather than a particular “driver” of the actual group.

FURTHER INFORMATION

Copies of the Rules of Association, Community Plan and Implementation Framework and the last Annual Report are also available upon request.

INSTRUCTIONS FOR NOMINATING

Positions on the Community Board are open to all residents and stakeholders in Roxby Downs aged eighteen (18) years or over. Application is by the lodging of a nomination form with names and contact details of at least two (2) referees.

Successful applicants will be appointed by a panel comprising the Chair or Deputy Chair of the Board, the representative from BHP Billiton and the Administrator of the Council.

All applications will be treated in strictest confidence and are to be sent to:

Michelle Hales
Executive Officer
Roxby Downs Community Board Inc
PO Box 85
Roxby Downs SA 5725

CLOSING DATE 31 December 2008