Pirie Voices Community Steering Committee
Terms of Reference

Purpose
The Pirie Voices Community Steering Committee is the primary community governance body responsible for guiding the transition of Pirie Voices to a community-led and independently governed organisation.

The Committee provides leadership, stewardship and oversight of Pirie Voices, ensuring community voices remain central to decision-making, priority setting, advocacy and collective action.

The Steering Committee will form the foundation of the future governance structure and is intended to transition into the Board of Management of the incorporated Pirie Voices Association.

Role
The Community Steering Committee will:
- Provide strategic guidance for the evolution of Pirie Voices into a community-led governance body.
- Champion meaningful community participation and ensure local perspectives shape priorities, decisions and advocacy.
- Support deeper, deliberative engagement processes and help coordinate delivery partners around shared goals.
- Strengthen community capacity, leadership and confidence in representing local needs and aspirations.
- Uphold Pirie Voices' values of inclusion, transparency, respect and shared responsibility.
- Provide oversight of the implementation of agreed strategic priorities and transition activities.
- Guide the establishment of an incorporated association and associated governance arrangements.
- Act as ambassadors for community-led decision-making and collective community action.
- Ensure the community voice remains visible, influential and central to discussions with government, industry, service providers and other stakeholders.

Authority
The Community Steering Committee has delegated authority to:
1. Provide strategic direction for Pirie Voices.
2. Endorse priorities, advocacy positions and community engagement activities.
3. Make recommendations regarding governance arrangements, policies and future organisational structures.
4. Monitor progress against agreed objectives and priorities.
5. Establish working groups or seek specialist advice where required.

The Committee will operate within approved budgets, funding agreements and any legal or contractual obligations that apply during the transition period.

Membership
The Steering Committee will comprise between 5-9 community members selected through an open expression of interest process. Additional members may be appointed at the discretion of the selection panel.

Membership should collectively reflect the diversity of the Port Pirie community, including a mix of:
- Age groups and life experiences.
- Community interests and backgrounds.
- Cultural perspectives.
- Skills, experience and lived experience.
- Geographic representation across Port Pirie and surrounding communities.

The Committee may include up to two non-voting ex-officio representatives from the Pirie Voices backbone team to provide executive and administrative support.

Selection Criteria
Community members appointed to the Steering Committee will demonstrate:
- Commitment to community voice and meaningful participation.
- Connection to and across Port Pirie and understanding of local strengths, challenges and opportunities.
- Ability to work collaboratively and constructively with others.
- Integrity, openness and respectful communication.
- Leadership potential and willingness to support community capacity building.
- Capacity to actively contribute to committee activities and attend meetings.

Desirable Attributes
Desirable attributes include:
- Experience in governance, committees, community development, advocacy or volunteering.
- Understanding of local services, economic development or policy environments.
- Experience working across diverse groups and interests.
- Ability to represent and amplify under-represented voices within the community.

Responsibilities of Members
Committee members will:
1. Act in the best interests of the broader Port Pirie community.
2. Prepare for and attend meetings.
3. Participate actively and constructively in discussions and decision-making.
4. Respect differing viewpoints and contribute to inclusive dialogue.
5. Champion community participation and community leadership.
6. Maintain confidentiality where required.
7. Declare any actual, perceived or potential conflicts of interest.
8. Support communication between Pirie Voices and the broader community.

Relationship with the Technical Advisory Group
The Community Steering Committee is the primary governance and leadership body of Pirie Voices.

The Committee may seek advice, expertise and information from the Technical Advisory Group and other specialists where required.

While advice from the Technical Advisory Group will inform decision-making, final decisions remain the responsibility of the Community Steering Committee.

Committee Support
Strategic, executive support to the Community Steering Committee will be provided by the Pirie Voices Strategic Lead. The Strategic Lead will facilitate input and advice from the Technical Advisory Group (and other sub-committees) and coordinate any administrative or specialist support as needed.

Meetings
- Meetings will generally be held monthly.
- Additional workshops, planning sessions or deliberative forums may be convened as required.
- A quorum shall be half of appointed members, plus one.
- Decisions will preferably be reached by consensus. Where consensus cannot be achieved, decisions may be determined by a majority vote of members present.

Guiding Principles
The Committee will operate in accordance with the Pirie Voices values and principles:
- Community-led
- Inclusive and representative
- Transparent and accountable
- Collaborative
- Respectful
- Learning-oriented
- Future-focused

The Committee is committed to ensuring decisions are informed by community voices, evidence, lived experience and consideration of long-term outcomes.

Transition to Incorporation
A key responsibility of the Steering Committee is to support the transition of Pirie Voices to an incorporated association and community-led governance model.

During this transition, the Committee will:

- Assist in developing governance documents, policies and procedures.
- Contribute to the development of a sustainable governance and membership model.
- Prepare for the transfer of governance responsibilities to the future Board of Management.

Review
These Terms of Reference will be reviewed within twelve months of establishment or earlier if required to support the incorporation of Pirie Voices and the evolution of its governance arrangements.