

## CITY OF PORT PHILLIP

### GENERIC TERMS OF REFERENCE FOR COUNCIL PROJECT STEERING COMMITTEES

#### 1. Purpose

The purpose of the (*inset name of committee*) Steering Committee, (“**Committee**”) is to assist Council to get the best result by ensuring that the views of relevant community groups, government agencies and others are expressed and taken into account during the concept and design phase for the (*inset name of project*), (“**Project**”).

#### 2. Objectives

The Committee will provide input and advice to the design process for the Project ensuring that:

- Council’s desired outcomes and any limitations, including budget constraints, are ascertained and documented at the start of the scoping process.
- The views of each of the stakeholders are known and given full consideration.
- The project design complies with the desired outcomes and limitations.

#### 3. Policy Framework

The Committee is an advisory committee of the Council and has no delegated powers. The Committee will have regard to and comply with Council’s policies and decisions. Final designs and recommendations of the Committee will be reported to Council for information or decision as required, by Council officers using established reporting mechanisms.

#### 4. Membership

The Council will appoint members of the Committee when it approves the Terms of Reference. Consideration will be given to appointing members from the following groups:

- Current and future users
- Councillors
- Council officers
- Government agencies
- Other stakeholders

The Chairperson will be the manager/senior officer appointed by the Chief Executive Officer to have responsibility for the Project.

## **5. Meetings**

The Committee will meet at times to be determined by the Committee, the first meeting to be convened by the Chairperson at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program.

The quorum for a meeting will be half the number of members plus one.

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be distributed to Committee members, Councillors and the Council's Executive Team as soon as they are prepared.

## **6. Resourcing**

The Chairperson will have responsibility for preparation of agenda papers for meetings and for distributing those three days prior to the meeting.

## **7. Project Coordination Committee**

The Chairperson, Councillor members of the Committee and any other officers nominated by the Council will comprise a Project Coordination Committee (PCC). The PCC will monitor progress and emerging issues between meetings of the Committee and have an ongoing role until the project is finished and commissioned.

## **8. Relationship with Project Control Group**

Once a contract for construction is let, a Project Control Group (PCG) will be formed by the project manager and the Steering Committee will cease. Former members of the Committee will be kept informed of progress as key milestones are reached.

## **9. Reporting**

The Chairperson is responsible for reporting to Council, via a formal report (or briefing when appropriate) as key milestones are reached or if a Council decision is required.