

# Business and Visitor Wayfinding Signage Project Steering Committee



<b>Classification</b>	Terms of Reference
<b>Strategic reference</b>	Goal 4 Organisational : Effective governance and organisational efficiencies
<b>Relevant legislation</b>	Local Government Act 1999
<b>Relevant documents</b>	Code of Conduct for Elected Members Access to Council and Committee Meetings and Documents Policy
<b>Responsible officer</b>	Chief Executive Officer
<b>Date adopted</b>	August 2019
<b>Next review date</b>	August 2021

## 1. Committee establishment

Pursuant to Sections 41 of the Local Government Act 1999, the Council establishes a project steering committee to be known as the Business and Visitor Wayfinding Signage Project Steering Committee (“the Committee”).

- 1.1 The Committee does not have executive powers and authority to implement actions in areas over which management has responsibility and does not have delegated financial responsibility.
- 1.2 The Committee does not have any management responsibilities and is therefore independent of management.
- 1.3 The purpose of the Committee is to:
  - 1.3.1 play a leadership role in the delivery of the Business and Visitor Wayfinding Signage project
  - 1.3.2 promote and champion the Business and Visitor Wayfinding Signage project
  - 1.3.3 represent the broad interests of the community and stakeholders
  - 1.3.4 help ensure effective engagement with the community
  - 1.3.5 provide advice on project matters such as community engagement, draft documents, project development, project timelines, media, communications and project direction, as required
  - 1.3.6 contribute to the successful project delivery through considered, innovative and enthusiastic involvement in the project
  - 1.3.7 work in a collaborative way with the firm appointed by Council to provide professional expertise and project delivery.

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## **2. Membership**

Membership of the Committee will be as follows:

- 2.1 Elected member and community member representatives on the Committee are appointed by the Council.
- 2.2 The Committee shall consist of:
  - up to six community representatives
  - up to two elected member representatives
  - the Chief Executive Officer and Coordinator Community Planning Projects.
- 2.3 Representatives of Council's appointed firm will be invited to attend and participate in all meetings.
- 2.4 Members shall remain part of the Committee until they advise in writing that they wish to resign from their position.
- 2.5 If a Committee member is absent for three or more meetings without apology, they are automatically removed from their position.
- 2.6 Only members of the Committee are entitled to vote in Committee meetings. Unless otherwise required by the Act not to vote, each member must vote on every matter that is before the Committee for decision.
- 2.7 The agenda and minutes of the Committee meetings, subject to any items that are discussed in confidence under Section 90 of the Local Government Act 1999 and subsequently retained as confidential under Section 91 of the Act, are required to be made available to the public.
- 2.8 Appointments to the Committee shall be for a period of up to 18 month, or until the completion of the project.
- 2.9 The Chief Executive Officer will be the Presiding Member of the Committee and the Coordinator Community Planning Projects will be the Acting Presiding Member, as required, to cover the absence of the Presiding Member.

## **3. Quorum**

The quorum necessary for a Committee meeting to proceed will be five committee members.

## **4. Frequency of meetings**

The Committee shall meet at least once every two months for the life of the project.

## **5. Notice of meetings**

- 5.1 Meetings of the Committee will be held at times and places as nominated by the Presiding Member.

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5.2 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed and any supporting papers will be forwarded to each member of the Committee no later than 3 clear days before the date of the meeting.

### **6. Minutes of meetings**

6.1 The Chief Executive Officer, or nominee, shall ensure that the proceedings and resolutions of all meetings of the Committee are minuted and that the minutes otherwise comply with the requirements of the Local Government (Procedures at Meetings) Regulations 2013.

6.2 The minutes of the Committee meeting will be presented to Council for endorsement at its next available meeting.

6.3 Minutes of the Committee meetings shall be circulated within five days after a meeting to all members of the Committee and to all members of the Council and will (as appropriate) be available to the public.

### **7. Reporting**

The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its terms of reference. Such recommendations would form part of the minutes of the Committee.

### **8. Other matters**

The Committee shall:

8.1 have access to reasonable resources in order to carry out its duties

8.2 be provided with an induction to the project and Section 41 committee processes

8.3 give due consideration to relevant legislation and regulation

8.4 have due regard for the detailed project brief

8.5 ceases at the conclusion of the project

8.6 operate in accordance with the conflict of interest provisions at Section 73, 74, and 75 of the Local Government Act.

### **9. Further information**

This document is available on Council's website [www.southernmallee.sa.gov.au](http://www.southernmallee.sa.gov.au) and at the principal office of the Southern Mallee District Council at Day Street, Pinnaroo SA 5304.

A copy of this document may be purchased from Council.