

**LITHGOW CITY COUNCIL  
RURAL LAND STUDY PROJECT STEERING COMMITTEE  
Terms of Reference**

**Committee name**

Rural Lands Study Project Steering Committee (“The Committee”)

**Establishment**

The Committee is established under resolution of Council.

**Resolutions**

*Resolution to establish the Committee:* Council Meeting 9 February 2015  
Min No 15-15(2)

*Resolution to adopt the Terms of Reference:* Council Meeting 9 February 2015 Min  
No 15-15(3)

**Delegations:**

The Committee has no delegations from Council.

**Financial arrangements:**

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

**Councillor membership:**

Should the project proceed beyond September 2015, the Council shall re-nominate 2 Councillors to the Committee.

The Mayor, by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

**Term of the Committee**

The Committee shall operate for the term of the Rural Lands Study Project.

**Committee’s responsibilities:**

The principal responsibilities of the Committee are to:

1. Act as a quality control mechanism for the Project
2. Endorse the Project Scope and Brief
3. Evaluate and recommend the appointment of the consultant to undertake the Project

4. Review and endorse the Project Plan
5. Review and endorse the Community and Stakeholder Engagement Strategy
6. Review and endorse each project deliverable as identified in the Project Plan
7. Endorse the final draft Study for recommendation to Council for adoption
8. To resolve any project management issues unable to be resolved by the Project Managers
9. To monitor the Project against time and budget constraints

**Committee member responsibilities:**

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's OHS system objectives and instructions

**Committee membership:**

The Committee will be comprised of the following representation:

- 2 Councillors
- A representative of the Western Region Office of NSW Planning and Environment
- General Manager

**A member ceases to be a member of a Committee if the member (other than the Mayor):**

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences.

**MEETING PRACTICE**

**Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

**Office holders**

When nominating Councillors to the Committee the Council shall determine who will be Chair and Deputy Chair.

**Frequency of meetings:**

Meetings of the Committee will be held at each Project Milestone as determined by the approved Project Plan.

The chair may call additional meetings as required and notified in accordance with the meeting protocol.

**Meeting protocol:**

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 5 working days before each meeting.

### **Minutes and Reports to Council**

The Chair may cause reports to be provided to Council on any activities or requests of the committee.

### **Council Contact officer**

Council's Group Manager, Environment and Development, shall be the contact Officer to the Committee.

The Contact Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council as required
- provide to the Committee the outcome and resolutions of the Council regarding the project.

### **Council responsibilities:**

Council will provide secretarial support, including typing and distribution of minutes and agenda's.