

TERMS OF REFERENCE – PROJECT CONSULTATIVE GROUP – PROJECT STEERING GROUP

QUALITY CONTROL	
EDRMS Reference	D22/5726
Revision Number and Date	31/1/2022 – Revision 1
Adopted by Council	23/02/2022 – Minute Number 46753
Contact Officer	Codie Howard
Contact Officer Title	Chief Assets and Projects Officer
Contact Officer Phone Number	08 8080 3122
Company	Broken Hill City Council
Council Phone Number	08 8080 3300

1. INTRODUCTION

The Project Steering Group (PSG) has been established to provide advice to Council on projects within the Annual Capital Projects Budget that council undertakes, with a view to reduce the council's reliance on consultants.

2. NAME

Project Consultative Group

3. ADDRESS

The address of the Committee will be:

c/- PO Box 448
Broken Hill NSW 2880

4. VISION. MISSION AND OBJECTIVES

4.1 Vision

That all projects are driven and receive local input by members of the community to deliver on the Community's vision, desirable outcomes and service requirements of new and existing infrastructure/projects.

4.2 Mission

To provide local knowledge, consultation, communication, advice and guidance to the planning stages of the upgrading of existing assets or construction of new assets within the city of Broken Hill in accordance with the Community Strategic Plan, Council's Delivery Program and Council's Annual Capital Works Program.

4.3 Scope/Role

The Scope/Role of the PSG are:

- Advise on the scheduling and resourcing of projects during the development of Council's Asset Management Plans, Delivery Program and Operation Plans.
- To understand the projects that are outlined in the annual capital projects budget each year.
- To understand and provide advice on the conceptual plans for outlined projects by suggesting layout and project inclusions to meet the requirements of the community and specific stakeholders.
- Act as a communication conduit between Council and the Community with respect to the annual capital works plan of Broken Hill City Council.
- Report annually to the City's ratepayers on the progress of works.
- Consult with Foundation Broken Hill, Destination Country & Outback, other Community Groups, Council staff, and other relevant bodies, including other Council committees, to maximise the opportunity to achieve the broader City's strategic vision.
- To be informed in all associated Council policies and procedures to understand decision making process and legal requirements.

5. STRUCTURE AND MEMBERSHIP

- 5.1** The PSG shall consist of eight (8) members to be appointed at the first Committee meeting following a local election, such members to be nominated in the following manner:

- Minimum of two (2) Councillor Representatives – Mayor and Deputy Mayor (with proposed alternates).
- Six (6) External Stakeholders – Community Representatives.

Non-voting Ex-officio members: (Will provide advice and information to the voting members)

- One (1) Project Director – General Manager
- One (1) Community Engagement representative – Manager Communications.
- One (1) Project Management – Chief Assets and Projects Officer
- One (1) Council Contact Officer – Project Officer
- One (1) Heritage Committee Member – Heritage Advisor

5.2 Council reserves the right to amend the number of PSG members and category of representation.

5.3 All members of the PSG will act in an honorary capacity.

6. TERM OF APPOINTMENT

6.1 Members appointed to the PSG will serve for a period of four (4) years coinciding with the period of election of the current elected body.

6.2 Councillors will be appointed to the group on an annual basis in September.

6.3 Members standing down during that period will be eligible for re-appointment.

6.4 Any new appointments in that period, due to vacancies or formal expansion of membership by the elected body; will serve the remainder of the four (4) year term; but will be eligible for re-appointment.

7. VACANCIES WITHIN THE PSG

7.1 Vacancies will be advertised and interested parties invited to apply for membership in writing, by completing a nomination form providing names and other necessary details for Council's consideration.

7.2 The names and addresses of the persons nominated will be forwarded in writing to Council's General Manager.

8. VACANCIES IN PSG MEMBERSHIP

8.1 PSG members will serve the set period unless the PSG is disbanded by Council prior to the time of the next local government election.

8.2 A member having failed to attend three (3) consecutive ordinary meetings, without leave of absence having been granted, shall have resigned their membership.

8.3 Any member of the PSG resigning his/her position within the PSG shall do so in writing addressed to the General Manager, such notice having effect upon receipt by the General Manager.

8.4 Membership shall cease in the following cases:

- If member becomes bankrupt;
- Member resigns from office by notification in writing to the General Manager;
- Member is absent for three (3) consecutive meetings without leave from meetings of the PSG;
- Council passes a resolution to remove the member from the PSG;
- Member holds any office of profit under the PSG;
- Member fails to disclose any pecuniary interest in any matter with which the PSG is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision 'pecuniary interest' has the same meaning given to that term in Section 441-443 of the *Local Government Act 1993*;
- Member while holding that office is convicted of an offence referred to in part 4 of the *Crimes Act 1900* (offences relating to property);
- Member is prohibited by Order under Section 230 of the Corporations Law from managing a corporation within the meaning of that Section;
- Member becomes a mentally incapacitated person; or
- Upon the death of a member.

8.5 It shall be the duty of the Chairperson, if any extraordinary vacancy occurs, to declare the fact to the next ensuing ordinary meeting and to ensure that the necessary steps are taken to fill the vacancy in accordance with this Terms of Reference.

9. MEETINGS

9.1 All meetings shall be held in accordance with the Council's Code of Meeting Practice.

- Minutes of the matters discussed will be kept and a copy forwarded to all PSG members in advance of the next meeting.
- Any items requiring action by Council are to be the subject of a report to the next scheduled meeting of Council.

9.2 There should be minimum of four (4) meetings held each year and additional as required.

9.3 The Council Contact Officer is responsible for preparing a report to Council requesting the minutes be noted and any specific recommendation of the PSG which must be endorsed at the time major events will be occurring with the PSG.

9.4 Following the Council's consideration of the Minutes and Recommendations, the Council Contact Officer will provide advice/feedback to the PSG as applicable.

10. EXECUTIVE

10.1 The Executive shall consist of a Chairperson which will be held by the incumbent Mayor of the Broken Hill City Council.

10.2 The Chairperson shall chair and maintain order at all meetings of the PSG at which he/she is present. The Chairperson may vote on all questions before the PSG and when voting is equal shall have the casting vote.

10.3 During the absence of the Chairperson, the Chairperson shall nominate an incumbent member of the PSG to hold the role in an acting capacity on his/her behalf. During this period, the acting Chairperson shall have and may exercise all the powers of the Chairperson.

10.4 Under normal circumstances only the Chairperson shall speak for the PSG however, individual members may be delegated powers of public comment by the General Manager, should circumstances warrant it.

11. RECORDS

Meetings are to follow an agenda and minutes taken are to be distributed to all members of the PSG.

12. CONFLICT OF INTERESTS

Councillors, Council Staff and members of Council Committees must comply with the applicable provisions of Council's Code of Conduct in carrying out the functions as Council Officials. It is the personal responsibility of Council Officials to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

PSG members must declare any conflict of interests at the start of each meeting, or before discussions of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately noted and entered into minutes.

13. COUNCIL CONTACT OFFICER

Chief Assets and Projects Officer

14. DEFINITIONS

In this Constitution the following definitions will apply:

"Council" shall mean Broken Hill City Council.

"Executive" shall mean the Chairperson Project Steering Group.

"PSG" shall mean the Project Steering Group.

"Contact Officer" shall mean Committee specific Council Contact Officer, as detailed at Section 13.