

# Special Major Projects Steering Group Policy

<b>Effective Date</b>	<i>6 March 2013</i>
<b>Policy Type</b>	<i>Council</i>
<b>Policy Owner</b>	<i>CEO - Information Systems</i>
<b>Link to Corporate Plan</b>	<i>Strategic Theme 5: Innovation and Economic Success</i>
<b>Review Date</b>	<i>1 March 2017</i>
<b>Related Legislation</b>	<i>Local Government Act 2009 Local Government Regulation 2012</i>
<b>Related Documents</b>	<i>Meetings Policy Terms of Reference for Special Major Projects Steering Groups Procurement Policy</i>

<b>Policy Version</b>	<b>Approval Date</b>	<b>Adopted/Approved</b>
<i>1</i>	<i>06/03/2013</i>	<i>Ordinary Meeting of Council</i>

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.***

# Special Major Projects Steering Group Policy

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## **POLICY OBJECTIVES/PURPOSE:**

The purpose of Special Major Projects Steering Group Policy is to identify when a Special Major Projects Steering Group may be appointed by Council and to define the function of a Special Major Projects Steering Group.

A Special Major Projects Steering Group will be appointed by Council resolution for the purposes of oversight by Council members and internal representatives to deliberate on major capital projects > \$5 million, (excluding projects that are on-going eg roads) and projects that have been deemed by Council due to their special sensitive nature to require oversight, and to provide advice and recommendations to Council.

It is not intended that a Steering Group be established for projects of less than major or sensitive significance thus creating an un-necessary administrative overhead.

## **ORGANISATIONAL SCOPE:**

This policy applies to all Special Major Projects Steering Groups as appointed by Western Downs Regional Council.

## **POLICY:**

### **Introduction**

Special Major Projects Steering Groups are appointed to provide input and overview to Council on a specific project on an ongoing basis.

The key objectives of the Steering Group are:-

- To identify and discuss the scope of the Project and monitor against agreed outcomes
- Provide advice to Council on agreed outcomes
- To ensure all stakeholders are aware of adherence to the Scope of the Project
- To provide strategic direction for the Project team
- To monitor and report on the progress of the Project
- To provide a process for input and feedback regarding the planning and provision of services and facilities for the Project
- To liaise with and support the Project Team
- To provide professional advice on the agreed outcomes of the Project
- To participate in strategising activities to resolve issues as they arise
- To advocate for and monitor the compliance with Procurement Policy requirements

### **Establishment of Special Major Projects Steering Groups**

- Council may appoint a Special Major Projects Steering Group to address a specific project or purpose for a maximum term of the project.
- Special Major Projects Steering Groups must be appointed in accordance with the policy and other related documents.
- Special Major Projects Steering Groups:-
  - (a) may only be appointed by Council resolution;

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- Council will by resolution approve:-
  - (a) the Terms of Reference for the Special Major Projects Steering Groups;
  - (b) the tenure of the Group and membership;
  - (c) the structure of the membership of the Special Major Projects Steering Groups;
  - (d) the appointment of Councillor/s from within the relevant portfolio area; and
  - (e) the appointment of a Chairperson and Deputy Chairperson (if required) from the appointed Councillor/s.
- Special Major Projects Steering Groups will meet a minimum of four (4) times per year.

## Membership of Steering Groups

- (a) The Western Downs Regional Council Special Major Project Steering Group will consist of five as follows:-
  - Two (2) Councillors;
  - Three (3) Staff Members as nominated by the CEO.
- (b) The Chairperson and Deputy Chairperson will be appointed by Western Downs Regional Council and shall be filled by elected Councillors.
- (c) Other members may be co-opted from time to time for a specified period and purpose, as endorsed by the CEO.
- (d) Other persons may be invited to attend Steering Group meetings as required for specific purposes
- (e) Members of the Steering Group are not authorised to make public or media comment on behalf of Council, unless the Member is a Councillor or Council Officer in accordance with Council's Media Relations Policy.
- (f) If any Member of the Steering Group is absent for three (3) consecutive meetings without having obtained leave of absence from the Committee, the Member's continued membership of that Steering Group will be referred to the Chief Executive Officer for determination.
- (g) A Councillor seeking to resign from the Steering Group must provide a written request to Council.
- (h) A Staff member seeking to resign from the Steering Group must provide a written request to the CEO.
- (i) The CEO or nominee will provide appropriate advice and administrative support to assist the Steering Group to meet its obligations.

## Powers of Special Major Projects Steering Groups

The Steering Group is established to provide information, advice and recommendations to Western Downs Regional Council in line with the Special Major Projects Steering Group Policy.

## RELATED LEGISLATION:

*Local Government Act 2009*  
*Local Government Regulation 2012*

## RELATED DOCUMENTS (LOCAL LAWS, POLICIES, DELEGATIONS ETC):

Meetings Policy  
Terms of Reference for Special Major Projects Steering Groups  
Procurement Policy

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## ATTACHMENTS:

Nil.

## REVIEW TRIGGER:

List of factors which require the policy to be reviewed:-

- Periodic review - post-election etc.
- Change in legislation affecting this policy