



## **Project Steering Committee**

Terms of Reference March 2022-24

### **1. Objectives**

The Steering Committee shall be responsible for:

- monitoring the implementation of the project, particularly in relation to achievement of the milestones identified in the Funding Agreement and Project Plan.
- providing independent advice to the project team on matters relating to project implementation.
- facilitating stakeholder engagement on the project, including input into the development of a comprehensive community engagement plan.
- providing feedback on any matter referred to it for consideration by the project team.
- providing regular reports to the Katoomba Chamber of Commerce & Community that will help form the basis of the grant reporting to the Federal Government.

### **2. Membership**

The Committee shall have a maximum of 14 ordinary members.

Ordinary members of the Committee shall be appointed by the Katoomba Chamber of Commerce & Community, being the grant recipient.

The President and Vice-President of the Chamber will make Committee nominations based on the below criteria and with at least ten days notice to be ratified by the Chamber membership at the next monthly meeting.

Ordinary Committee members shall be selected on the basis of the below criteria:

- skills and experience relevant to implementation of the project (e.g. landscape architecture; horticulture; legal services; strategic planning; financial and project management; local government; business operations; government grant administration; community engagement; and board governance.)
- prior contributions to establishment and development of the project.
- capacity to represent stakeholders (e.g. residents; tourism and hospitality industry; the arts community; small business; cultural heritage; environmental conservation; and First Nations.)

- The Executive Director appointed by Blue Mountains City Council to oversee the Project shall be an ex-officio member of the Committee.
- An executive of the Blue Mountains City Council Katoomba Master Planning Team shall be ex-officio member of the Committee.

### **3. Terms of Office**

Ordinary Committee members shall be appointed for the duration of the first stage of the funded project.

### **4. Co-opting members**

Committee members may resolve to invite an individual with particular skills to join the Committee for a specific task or for a specified period of time. Such an individual may be additional to the 14 ordinary members of the Committee.

### **5. Chairperson and Deputy Chairperson**

Committee members shall appoint a Chairperson to preside at Committee meetings. Committee members shall also appoint a Deputy Chairperson to preside at meetings in the absence of the Chairperson.

### **6. Frequency of meetings**

Committee meetings shall be held as required but generally not less than once per month. Meetings shall be called by the Chairperson.

### **7. Secretary**

Committee members shall appoint a Secretary to provide administrative support to the Committee including preparation and distribution of meeting notices, agendas and minutes.

### **8. Agendas**

The Chairperson shall be responsible for agenda setting in consultation with the Deputy Chairperson and Secretary . Any Committee member may propose items for inclusion on a meeting agenda.

### **9. Decision making**

Wherever possible, the Committee shall seek to resolve matters by consensus. Should consensus not be reached, matters may be determined by a simple majority vote.

### **10. Sub-committees**

The Committee may establish standing or ad-hoc sub-committees to deal with specific issues. The Committee may co-op suitable individuals to join a sub-committees.