

STEERING COMMITTEE POLICY

Policy number	N/A	Version	5
Drafted by	Struan Ferguson & Nick Reid	Approved by Board on	10 June 2026
Responsible person	Karen Zirkler	Scheduled review date	June 2029

1. Introduction

Projects run by Southern New England Landcare Ltd are often guided by a Steering or Advisory Committee made up of various stakeholders. Southern New England Landcare Ltd highly values the contribution of the members of such committees and recognises that the effectiveness of Landcare in the region is dependent upon these committees functioning well.

Southern New England Landcare Ltd endeavours to make the steering committee process rewarding and worthwhile for all concerned by conducting structured and organised meetings with clear objectives.

Defining the roles of a Steering Committee is the first step in forming an effective and rewarding committee.

2. Policy

2.1 Steering Committee role

This policy lists several purposes and roles of project steering committees. These are intended as a guide and can be adjusted to suit the needs of each project.

The overall purpose of steering committees is:

1. To engender ownership of the project among the community.
2. To facilitate the combination of technical know-how and expertise with community wants, needs and know-how.
3. To advise on effective and appropriate delivery of technical expertise and knowledge and information at the community level.
4. To provide recommendations regarding funding allocation in accordance with project objectives, funding requirements and organisational delegations.

More specifically, steering committees aim:

1. To advise on the direction of the project, or to “drive” or “steer” the project as appropriate to the project.
2. To provide for and value a diversity of perspective or opinion within the project.
3. To advise on the “practicalities” of project implementation.

4. To come up with new and exciting ideas.
5. To liaise with other landholders and community members about the project and be a “conduit” for two-way communication to and from the project.
6. To monitor whether the project objectives and milestones are met and that the stated outcomes and outputs are achieved.
7. To provide validation and justification of decisions and or judgements that the project makes.

2.2 Steering Committee governance

Steering Committees support project planning, implementation and stakeholder engagement in collaboration with staff and under the governance oversight of the Board.

Steering Committees are advisory to the board and/or management unless specific delegated authority has been formally approved by the board:

- Steering Committees do not independently commit the organisation financially or legally unless authorised through approved delegations.

Steering Committee members must disclose actual, potential or perceived conflicts of interest and manage them appropriately:

- Members with a significant conflict may be excluded from related discussion or decision making.

Steering Committee members are expected to maintain confidentiality regarding sensitive organisational, project, financial and personal information.

Steering Committees should consider relevant WHS, environmental, financial and reputational risks associated with project activities and recommendations.

2.3 Membership

Steering Committee membership will be determined according to project needs and may include community representatives, technical experts, partner organisations and landholders.

Membership should aim to reflect relevant skills, knowledge, diversity and stakeholder interests.

Members are appointed by the CEO or board as appropriate.

2.4 Meetings

Steering Committees should operate in a respectful, collaborative and constructive manner.

Meeting outcomes and recommendations should be documented and communicated appropriately.

2.5 Termination

Steering Committees may be reviewed, restructured or concluded when project needs change or projects are completed.

3. Authorisation

A handwritten signature in black ink, appearing to read 'N Reid', with a long horizontal stroke extending from the end.

Em Prof Nick Reid

Chair, Southern New England Landcare Ltd

10 June 2023