

City of Adelaide
Strategy Committee Terms of Reference
As Adopted 17 January 2023



City of Adelaide

1. Preamble

- 1.1. The Strategy Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Strategy Committee may be wound up at any time by resolution of the Council.
- 1.3. The Strategy Committee is established for the purpose of assisting Council in the performance of its functions, inquiring into and reporting to the Council on matters within the ambit of the Council's responsibilities, providing advice to the Council and to exercise, perform or discharge delegated powers, functions or duties of the Council.
- 1.4. The establishment of a committee does not derogate from the power of the Council to act in a matter

2. Purpose of the Committee

- 2.1. The Strategy Committee is focused on monitoring the achievement of the *City of Adelaide's Strategic Plan 2020-2024*.
- 2.2. The Strategy Committee provides a forum to deliberate and recommend to Council on the overall priorities, strategies and policies related to achieving Council's Strategic Plan outcomes.
- 2.3. The Strategy Committee recommend to Council approval of proposals related to achieving Council's Strategic Plan outcomes.
- 2.4. The Strategy Committee recommend to Council approval of expenditure of resources for activities related to achieving Council's Strategic Plan outcomes.
- 2.5. The Strategy Committee monitors the progress of activities in Council's Strategic Plan.

3. Reporting

- 3.1. The Committee reports direct to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.

4. Delegations

Nil

5. Membership

- 5.1. The membership of the Committee is comprised of the Lord Mayor and all elected members. All members of the Strategy Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.2. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.3. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.4. Section 41 Committees are dissolved at the end of each Council term

6. Presiding Member (Committee Chair)

- 6.1. In accordance with the Standing Orders the Deputy Lord Mayor is the Chair of the Strategy, Policy and Performance Committee. The Deputy Chair is appointed by Council for a period of a year.
- 6.2. The role of the Chair is to:
 - Oversee the orderly conduct of meetings in accordance with the Local Government Act 1999 and the City of Adelaide Standing Orders
 - Ensure that the Guiding Principles at Regulation 4 are observed and that all Committee members have an opportunity to participate in discussions in an open and responsible manner.
 - Ensure when a matter has been debated significantly and no new information is being discussed to call the meeting to order and move the debate towards finalisation
- 6.3. The Chair of a Committee is not excluded from debate and may add to the debate nearing its end (so as not to 'lead from the Chair').
- 6.4. The Chair of a Committee has a deliberative vote and does not have a casting vote.
- 6.5. If the Chair of the Committee is absent from a meeting the Deputy Chair will preside at that meeting.
- 6.6. If both the Chair and the Deputy Chair of the Committee are absent from a meeting of the Committee then a member of the Committee chosen by those present will preside until the Chair (or Deputy Chair, if relevant) is present.
- 6.7. The Committee minutes shall be presented to the next available meeting of Council, including recommendations that require a decision of Council, in the form resolved by the Committee, for consideration of the Council.
- 6.8. The Chair of a Committee may move the motion of the Committee

7. Meeting details

- 7.1. The Strategy Committee will meet once a month on the third Tuesday of the Month (excluding January and December) in the Colonel Light Room at 5.00pm
- 7.2. The venue, time and date may be altered at the discretion of the CEO to suit a large public gallery, a specific issue or other extenuating circumstances.
- 7.3. The CEO is authorised to vary the meeting schedule after liaison with the Committee's Presiding Member
- 7.4. The CEO is authorised to not call a meeting of the Committee within the meeting schedule should the Committee have no matters for consideration.

8. Meeting procedures

- 8.1. Meetings of the Strategy Committee will be held in accordance with:
 - [Local Government Act 1999](#)
 - Parts 1, 2 and 4 [Local Government \(Procedures at Meetings\) Regulations 2013](#)
 - [City of Adelaide Standing Orders](#)
- 8.2. Where these guiding documents are silent, the Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
 - The format of the Strategy Committee should be less structural and formal than a Council meeting. This will then allow more time for a full discussion on the issues being considered by the Strategy Committee
 - That Regulation 20 – short term suspension of proceedings be enacted (where appropriate) to allow more time for a full discussion on the issues being considered



9. Conduct and Interests of Committee Members

9.1. All members of the Committee must comply with chapter 5 part 4 of the Local Government Act 1999 relating to Conduct and Disclosure of Interests.

Revision History – 2022-2026 Term of Office

In Response to:	Revision to Strategy Committee Terms of Reference