

Strategic Directions Committee

Terms of Reference

Preamble

A Committee of Council may be established by resolution of the Council.

A Committee is established for the purpose of assisting the 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.

Section 101A of the *Development Act 1993* requires a Council to appoint a strategic planning and development policy committee, with specific functions and responsibilities. Council has established the Strategic Directions Committee to fulfil this role.

The establishment of a Committee does not derogate from the power of the Council to act in a matter.

1. Specific purpose of the Committee

The Strategic Directions Committee will approve or provide advice to Council on strategic issues and initiatives in support of the delivery of its Onkaparinga 2035 long-term vision for 'strong, vibrant communities' by:

- (a) Defining the strategic directions for the City of Onkaparinga; specifically by approving and keeping under review key strategic plans, except for the Community Plan and Asset Management Plans.
- (b) Consider and approve strategic plans, policies and procedures as referred by other Council Committees.
- (c) Defining the extent to which Council should give consideration to regional State and Commonwealth objectives and strategies that are relevant to the social, economic, physical and environmental management of the council area.
- (d) Defining the extent to which the council should participate with other councils, State and Commonwealth Governments in setting public policy objectives.
- (e) Defining the appropriate service levels for all council services.
- (f) Receiving community and stakeholder engagement associated with the above items.
- (g) Fulfilling the role of the 'Strategic Planning and Development Policy Committee' in accordance with section 101A of the *Development Act 1993*; including undertaking strategic planning and monitoring to achieve:

- Orderly and efficient development within the City.
 - High levels of integration of transport and land-use planning.
 - Relevant targets set out in the Planning Strategy within the City.
 - The implementation of affordable housing policies set out in the Planning Strategy within the City.
 - Other outcomes of a prescribed kind (if any).
- (h) Defining the extent to which Council's strategic planning and development policies accord with the State Government's Planning Strategy including the 30 Year Plan for Greater Adelaide.
- (i) Acting as Council's delegate in relation to strategic planning and development policy issues when the council is preparing:
- a Strategic Directions Report under section 30 of the *Development Act 1993*, or
 - a Development Plan Amendment proposal.
- (j) Defining the extent to which Council's strategic planning and development policies accord with the national Urban Policy.
- (k) Matters related to the functions of the Committee may be referred to the Committee by Council or through referral by the Development Assessment Panel and/or staff on policy matters arising from council's functions.
- (l) The Committee will prepare and keep under review an annual work plan and consider business as per the functions of the Committee.
- (m) The Committee will review its performance against these Terms of Reference annually and the results of these reviews will be included in the Committee's Annual Report.
- (n) The Committee may at any time make recommendations to the Council to amend these Terms of Reference when the Committee forms the opinion that such amendments are necessary for the better operation of the Committee in the performance of its role.

2. Delegations

The Committee has delegated authority to:

- Approve documents defining the strategic direction of the City of Onkaparinga; including (but not limited to) plans, policies, frameworks and strategies with the exception of the Community Plan, Asset Management Plans and any Governance Framework defining the decision making structure of the Council.
- Approve alterations to levels of service for a service of the Council.
- Hold public meetings in relation to Development Plan Amendments by the Council pursuant to section 25(11)(b) of the *Development Act 1993*.
- Consider and act on any representations made in relation to Development Plan Amendments by the Council, pursuant to section 25(11)(c) of the *Development Act 1993*.
- Consider the assessment and recommendations for funding made by the relevant grant assessment panel and determine the outcome of the following:

- Tier 3 Sponsorship Program
- Community Grants
- Streetscape Grants
- Environment Grants
- Minor Capital Works and Facilities Grants
- Local Heritage Incentive Scheme
- The committee will appoint a panel comprising two committee members, council's heritage advisor and a nominated external member to assess and determine all applications submitted for the History and Heritage Awards
- Seek any information it requires from the CEO in order to perform its duties.
- Form sub-committees of the Committee, as it deems necessary.
- Determine if an item should be considered in confidence.
- Approve minutes as a true and accurate record of proceedings.
- Approve the work plan and annual report of the Committee.
- Provide advice to the Council.

3. Establishment of the Committee

Pursuant to section 41 of the *Local Government Act 1999* the Council establishes a committee to be known as the Strategic Directions Committee (referred to in these Terms of Reference as 'the Committee'). This Committee also fulfils the requirement of Section 101A of the *Development Act 1993*.

4. Membership

The membership of the Committee is comprised of the Mayor and all elected members. All members of the Strategic Directions will hold office for the period 11 December 2018 until the last Council meeting in 2019.

That the role of the Deputy Mayor is to chair the Strategic Directions Committee. If no Deputy Mayor is appointed, a preferential ballot of the elected members be held to determine the Chairperson and consequently the Deputy Chairperson.

Members must notify the Chairperson or meeting secretary, as advised on the Notice of Meeting, of non-attendance of a meeting.

Absence, without leave of the Council or committee, for three or more consecutive meetings may result in removal from office by Council resolution.

Members of the Committee may be removed from office by Council resolution at any time.

Section 41 Committees are dissolved at the end of each council term.

Membership of Strategic Directions Committee –11 December 2018 until the last Council meeting in 2019.

Mayor E Thompson	Cr M Bray	Cr S Brown
Cr B Cowan	Cr A de Graaf	Cr G Eaton
Cr H Greaves	Cr W Jamieson	Cr S McMahan
Cr M O'Brien	Cr W Olsen	Cr R Peat

Cr M Themeliotis		
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5. Chairperson

The Chairperson and Deputy Chairperson are appointed by Council, being:

Chairperson	Cr R Peat
Deputy Chairperson	Cr M Themeliotis

The role of the Chairperson is to:

- Oversee the orderly conduct of meetings in accordance with the *Local Government Act 1999*, the *Local Government (Procedures at Meetings) Regulations 2013* and Council's 'Code of Practice - Proceedings of Meetings'.
- 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.

The Chairperson 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'). The Chairperson of a Committee has a deliberative vote and does not have a casting vote.

If the Chairperson of the Committee is absent from a meeting the Deputy Chairperson will preside at that meeting. If both the Chairperson and the Deputy Chairperson of the Committee are absent from a meeting of the Committee then the Mayor, will preside at the meeting until the Chairperson (or Deputy Chairperson, if relevant) is present.

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. The Chairperson of a Committee may move the motion of the Committee.

6. Meeting details

The Strategic Directions Committee will meet once a month on a Tuesday in the principal office of Council. The venue, time and date may be altered at the discretion of the chairperson to suit a large public gallery, a specific issue or other extenuating circumstances.

7. Meeting procedures

Meetings of the Strategic Directions Committee will be held in accordance with:

- *Local Government Act 1999*
- *Local Government (Procedures at Meetings) Regulations 2013*
- Council's Code of Practice: Proceedings of Meetings
- Council's Code of Practice: Access to Meetings and Documents 2015

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 Strategic Directions Committee should be less structural and formal than a Council meeting. This would then allow more time for a full discussion on the issues being considered by the Strategic Directions 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.

8. Access and documents

A minimum of three clear days' notice of the meeting, accompanied by the agenda, will be provided to Members of the Committee and the public, in accordance with section 87 of the *Local Government Act 1999*.

Minutes will be available within five clear days after a meeting in accordance with section 91 of the *Local Government Act 1999* and will be provided to all Members of the Committee.

Agendas and minutes will be made available, within the above timelines, at www.onkaparingacity.com.

Members of the public are able to attend all meetings of the Committee, unless excluded from the meeting by the confidentiality provisions of section 90 of the *Local Government Act 1999*.

9. Deputations

The Committee Chairperson may allow deputations to appear if it aligns with the business of the Committee or is referred by the Council.

A deputation must not exceed ten minutes except with the consent of the Committee.

10. Petitions

All petitions must be received by Council. However, the Council may refer a matter arising from a petition to the Strategic Directions Committee for consideration.

11. Conduct and Interests of Committee Members

All Members of the Committee must comply with the Code of Conduct for Council Members and chapter 5 part 4 of the *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

12. Role of Administration

The Responsible Officer for the Strategic Directions Committee will be the Director Corporate and City Services (the Chief Financial Officer as proxy officer).

Staff will attend meetings as required and are responsible to provide advice and recommendations to the Committee.

13. Terms of Reference approval

Responsible officers/department:	Director Corporate and City Services Manager Corporate Information
Adopted by:	Council
Adoption date:	11 December 2018
Next review:	By December 2019
Date(s) of previous review(s):	Endorsed by Council - 20 March 2012. Altered by Committee - 10 April 2012. Approved by Council - 17 April 2012. Approved by Council - 9 December 2014. Altered by Committee – 2 February 2016. Adopted by Council 22 March 2016. Adopted by Council 13 December 2016. Altered by Committee adopted by Council 24 January 2017. Adopted by Council 21 November 2017
ECM DSID:	2131165 – 20 March 2012 2131164 – 10 April 2012 2131166 – 17 April 2012 2399023 – 30 April 2013 2935532 – 9 December 2014 3332820 – 1 December 2015 3795389 – 13 December 2016 3811871 – 24 January 2017 21 November 2017 4761681 – 11 December 2018