

# Terms of Reference

## Strategic Opportunities Committee

### **PURPOSE:**

The purpose of the Strategic Opportunities Committee is to provide a forum for Councillors to consider emerging projects and initiatives. Councillors or officers will prepare and present reports, with the aim to:

- Review and discuss project proposals.
- Provide clarity on the scope of identified projects.
- Assess the potential of proposed initiatives to achieve strategic outcomes and alignment with corporate and operational plans.
- Determine the financial and non-financial resources required to progress identified projects.
- Provide direction on priorities to be progressed by officers.
- Provide oversight to the staged progression of endorsed projects.
- Monitor the progress and delivery of agreed strategic projects, including approved grants and funded joint ventures.

### **MEMBERSHIP:**

All Councillors, including the Mayor and Deputy Mayor comprise the membership of the committee. The CEO and General Managers provide support to the committee, with other officers attending by invitation to provide subject matter expertise or governance support. Meetings are closed to the public however external guests with expertise and/or knowledge relevant to a particular report may be invited, at the discretion of the Mayor or CEO.

Strategic opportunities can be proposed by Councillors or officers, with the GM Strategy and Transformation to provide executive support to Councillors preparing reports.

### **STANDING AGENDA ITEMS:**

The following agenda items are to be presented each meeting:

- Progress report on approved strategic projects
- Strategic grants report

**PROCEDURAL GUIDELINES:**

<b>Chair</b>	<b>Mayor</b>
<b>Decision Making</b>	This committee provides direction on projects to be progressed through the stage-gate investment process, with decisions on each stage to be made at General Council meetings. The committee also provides direction on the allocation of officer time to investigate priority initiatives. Decisions regarding the allocation of funding cannot be made by this committee.
<b>Meeting Frequency</b>	Quarterly on the fourth Tuesday of the month (July, October, January, April)
<b>Meeting Length</b>	Meetings should have a <b>maximum</b> duration of three hours
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• GM Strategy and Transformation is responsible for development of the agenda and preparation of standing agenda item reports</li> <li>• Strategic project sponsors (Councillor or officer) are responsible for submitting reports for inclusion two weeks prior to the meeting</li> <li>• The agenda is to be distributed to members one week prior to the meeting</li> </ul>
<b>Minutes</b>	Taken and distributed within 10 business days of meeting.
<b>Quality Management</b>	TOR to be reviewed every 12 months Date Enacted: July 2018 Last Review Date: Next Scheduled Review Date: June 2019