

Performance of the Strategy & Innovation Advisory Committee

(Review carried out in 2021 on Advisory Committee's performance July 2019 to June 2021)

1. Did the Strategy & Innovation Advisory Committee (**Committee**) report to the Council as required? (the report should detail the dates of each report/s to the Council)
 - At the Ordinary Council Meeting of 11 December 2018, Council resolved to establish the Strategy & Innovation Advisory Committee and appointed Councillor Clausen as the Chairperson, Councillor Byrne as the Deputy Chairman and Councillor Luke as a committee member.
 - The Strategy & Innovation Advisory Committee's Annual Performance Review will be reported to the Ordinary Council Meeting to be held on 24 August 2021.
2. Detail the number of meetings required to be held per calendar year as provided for in the Guidelines for meeting practice – Advisory Committees.
 - The Committee will meet at least four times per calendar year as or as otherwise resolved by the Committee.
3. Detail the number of meetings held in 2019, 2020 & 2021, that were quorate.
 - A quorum was met at every meeting.

2019	6 August	5 November		
2020	3 March ¹	2 June ¹	4 August	18 November
2021	2 February	1 June	3 August	2 November

¹ cancelled due to COVID-19

4. The Guidelines for meeting practice – Advisory Committees requires Members of the Committee to conduct themselves in accordance with the Code of Conduct. Does the agenda include a standing item for Members to declare a conflict of interest? (yes/no)
 - Yes.
5. Do business papers of meetings:
 - a) Include relevant background information necessary to enable Members to make informed decisions (Yes/No).
 - Yes.
 - b) Are distributed to Members in accordance with the required timeframe (Yes/No).
 - Yes.
6. Do minutes of meetings:
 - a) Contain a summary of the decisions (Yes/No).
 - Yes.
 - b) Are adopted by the Committee at a subsequent meeting (Yes/No).
 - Yes.

c) Are distributed to Members in the required timeframe (yes/no - if no list details of reasons for delay).

- Yes

7. Attach annual attendance details.

- See Attachment 1.

8. Have all Community Representatives attended induction? (Yes/No)

- Yes.

Approval

Committee Facilitator

Name: Brett Smith

Signature:



Date: 09/06/2021

Legal Service Unit

Name: Jessica Groth

Signature:



Date:

19/07/2021

ATTACHMENT 1 – ANNUAL ATTENDANCE FOR MEETINGS – STRATEGY AND ENGAGEMENT ADVISORY COMMITTEE

MEMBERSHIP NAMES	2019		2020		2021		
	6 AUGUST	5 NOVEMBER	4 AUGUST	18 NOVEMBER	2 FEBRUARY	1 JUNE	3 AUGUST
Cr Declan Clausen Chair	√	√	√	√	√	√	TBC
Cr Matthew Byrne D/Chair	√	√	√	X	√	√	TBC
Cr Brad Luke	X	√	√	X	√	√	TBC
Bob Hawes Stakeholder	√	√	√	√	√	√	TBC
Joe James Stakeholder	√	√	X	√	√	√	TBC
Stephen Wills Stakeholder	√	X	X	X	X	X	TBC
Dr Alex Zelinsky Stakeholder	X	√	√	√	√	X	TBC
Alison McGaffin Stakeholder	X	√	√	√	X	√	TBC
Larry Platt Stakeholder	X	√	X	√	√	√	TBC
Rhett Morson Community Rep	√	X	√	√	√	√	TBC