



COUNCIL AGENDA & REPORTS

for the Special meeting

Tuesday, 17 January 2023

at 5.30 pm

in the Colonel Light Room, Adelaide Town Hall

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Members: The Right Honourable the Lord Mayor, Dr Jane Lomax-Smith (Presiding)
Deputy Lord Mayor, Councillor Martin
Councillors Abrahamzadeh, Couros, Davis, Elliott, Giles, Hou, Jing, Noon, Siebentritt and
Snape

Agenda

Item	Pages
1. Acknowledgement of Country At the opening of the Council Meeting, the Lord Mayor will state: 'Council acknowledges that we are meeting on traditional Country of the Kaurna people of the Adelaide Plains and pays respect to Elders past and present. We recognize and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today. And we also extend that respect to other Aboriginal Language Groups and other First Nations who are present today.'	
2. Acknowledgement of Colonel William Light Upon completion of the Kaurna Acknowledgment, the Lord Mayor will state: 'The Council acknowledges the vision of Colonel William Light in determining the site for Adelaide and the design of the City with its six squares and surrounding belt of continuous Park Lands which is recognised on the National Heritage List as one of the greatest examples of Australia's planning heritage.'	
3. Apologies and Leave of Absence Apologies - Councillors Hou and Li	
4. Reports for Council (Chief Executive Officer's Reports) <i>Strategic Alignment – Enabling Priorities</i>	
4.1 Governance Structure	3 - 41
4.2 Additional nominees to panel for appointment to Adelaide Festival Centre Trust	42 - 45
5. Closure	

Governance Structure

Tuesday, 17 January 2023
Council

Strategic Alignment - Enabling Priorities

Program Contact:
Alana Martin, Manager
Governance

Public

Approving Officer:
Amanda McIlroy - Chief
Operating Officer

EXECUTIVE SUMMARY

The *Local Government Act 1999* requires Council to determine various aspects of its decision making structure. This includes establishing the frequency, time, and place of ordinary Council Meetings, as well as its committee structure.

Council Members participated in two workshops in December 2022 to provide feedback on several governance structure options. As a result of the workshops and feedback provided, Council is asked to consider the following:

- that Council adopt a Council Meeting Schedule of two Council meetings a month held on the second and fourth Tuesday at 5.00pm in the Council Chamber at the Adelaide Town Hall
- that Council consider adopting one of the following committee structures
 - Option One – a Single Strategic Committee which meets monthly,
 - Option Two – five Committees that align with Council Strategy, four that meet monthly and one which meets five times a year,
 - Option Three – four functional committees each that meet monthly.

In considering these options, Council must also resolve the membership, Chair, and Terms of Reference for each Committee.

RECOMMENDATION

THAT COUNCIL

1. Adopts a Council meeting schedule of two ordinary meetings per month (except January and December where one meeting will be held each month) to be held on the second and fourth Tuesday of each month, commencing from February 2023. Meetings to be held in the Council Chamber, Adelaide Town Hall, with a start time 5:00pm.
2. Authorise administration to make the appropriate arrangements for Council Member catering, including the provision of a light meal at Council and Committee Meetings.
3. Approves the deletion of Section 15 of the Standing Orders to allow Council to appoint any members to be a presiding member of a Council Committee through resolution.
4. Notes the Governance Structure will be reviewed in consultation with Council Members in July 2023 for effectiveness

AND EITHER

Option One - One Single Committee

5. Establishes a single committee (Strategy Committee) in accordance with section 41 of the *Local Government Act 1999* (SA) with all Council Members as members.
6. Adopts a meeting schedule for the Strategy Committee of one meeting a month held on the third Tuesday of the Month (excluding January and December) commencing on Tuesday 21 February 2023 at 5:00pm (noting that meeting cycles may vary at the discretion of the Chief Executive Officer in liaison with the Chair). Meetings will be held in the Colonel Light Room, Adelaide Town Hall.

7. Adopts the Terms of Reference for the Strategy Committee, as contained in Attachment A to Item 4.1 on the Agenda of the Special Council meeting held on 17 January 2023.
8. Applies the provisions of Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013 (SA)* to all meetings of the Strategy, Policy and Performance Committee.
9. Appoints Cr _____ as Chair of the Strategy Committee from 17 January 2023 for a period of a year.
10. Appoints Cr _____ as Deputy Chair of the Strategy, Policy and Performance Committee from 17 January 2023 for a period of a year.

OR

Option Two - Strategically Aligned Committees

5. Establishes the following committees in accordance with section 41 of the *Local Government Act 1999 (SA)*:
 - 5.1. Thriving Communities Committee
 - 5.2. Strong Economies Committee
 - 5.3. Dynamic City Culture Committee
 - 5.4. Environmental Leadership Committee
 - 5.5. Strategy, Policy and Performance Committee
6. Adopts a Committee Meeting Schedule as follows (noting that meeting cycles may vary at the discretion of the Chief Executive Officer in consultation with the Committee Chair), with all meetings being held in the Colonel Light Room, Adelaide Town Hall:
 - 6.1. Thriving Communities Committee- First Tuesday of the Month (except January and December) at 4:00pm
 - 6.2. Strong Economies Committee- First Tuesday of the Month (except January and December) at 6:00pm
 - 6.3. Dynamic City Culture Committee- Third Tuesday of the Month (except January and December) at 4:00pm
 - 6.4. Environmental Leadership Committee- Third Tuesday of the Month (except January and December) at 6:00 pm
 - 6.5. Strategy, Policy and Performance Committee- fourth Wednesday in February, April, June, August, September, and November in the Colonel Light Room at 5:00pm
7. Adopts the Terms of Reference for these Committees, as contained as Attachment B to Item 4.1 on the Agenda of the Special Council meeting held on 17 January 2023.
8. Applies the provisions of Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013 (SA)* to all meetings of the committees established in part 4.

Thriving Communities Committee

9. Appoints the following Council Members to the Thriving Communities Committee from 17 January 2023 until the last Council meeting in January 2025, those being:
 - 9.1. Members listed
10. Appoints Cr as the Chair and Cr as the Deputy Chair of the Thriving Communities Committee from 17 January 2023 for a period of a year.

Strong Economies Committee

11. Appoints the following Council Members to the Strong Economies Committee from 17 January 2023 until the last Council meeting in January 2025, those being:
 - 11.1. Members listed
12. Appoints Cr as the Chair and Cr as the Deputy Chair of the Strong Economies Committee from 17 January 2023 for a period of a year.

Dynamic City Culture Committee

13. Appoints the following Council Members to the Dynamic City Culture Committee from 17 January 2023 until the last Council meeting in January 2025, those being:

13.1. Members listed

14. Appoints Cr..... as the Chair and Cr as the Deputy Chair of the Dynamic City Culture Committee from 17 January 2023 for a period of a year.

Environmental Leadership Committee

15. Appoints the following Council Members to the Environmental Leadership Committee- Committee from 17 January 2023 until the last Council meeting in January 2025, those being:

15.1. Members listed

16. Appoints Cr..... as the Chair and Cr as the Deputy Chair of the Environmental Leadership Committee from 17 January 2023 for a period of a year.

Strategy, Policy and Performance Committee

17. Appoints the following Council Members to the Strategy, Policy and Performance Committee from 17 January 2023 until the last Council meeting in January 2025, those being:

17.1. Members listed

18. Appoints Cr as the Chairperson and Cr as the Deputy Chair of the Strategy, Policy and Performance Committee from 17 January 2023 for a period of a year

OR

Option Three- Four Functional Committees

5. Establishes the following committees in accordance with section 41 of the *Local Government Act 1999* (SA):

5.1. City Planning, Development and Business Affairs Committee

5.2. Infrastructure and Public Works Committee

5.3. City Finance and Governance Committee

5.4. City Community Services and Culture Committee

6. Adopts a Committee Meeting Schedule as follows (noting that meeting cycles may vary at the discretion of the Chief Executive Officer in consultation with the Committee Chair), with all meetings being held in the Colonel Light Room, Adelaide Town Hall:

- City Planning, Development and Business Affairs Committee first Tuesday of the month(except January and December) at 4.00pm
- Infrastructure and Public Works Committee. first Tuesday of the month (except January and December) at 6.00pm
- City Finance and Governance Committee third Tuesday of the month (except January and December) at 4.00pm
- City Community Services and Culture Committee third Tuesday of the month (except January and December) at 6.00pm

7. Adopts the Terms of Reference for these Committees, as contained as Attachment C to Item 4.1 on the Agenda of the Special Council meeting held on 17 January 2023.

8. Applies the provisions of Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013* (SA) to all meetings of the committees established in part 4.

City Planning, Development and Business Affairs Committee

- 8.1. Appoints the following Council Members to the City Planning, Development and Business Affairs Committee from 17 January 2023 until the last Council meeting in January 2025, those being:

8.2. Members listed

- 8.3. Appoints Cr as the Chair and Cr as the Deputy Chair of the City Planning, Development and Business Affairs Committee from 17 January 2023 for a period of a year.

Infrastructure and Public Works Committee

- 8.4. Appoints the following Council Members to the Infrastructure and Public Works Committee from 17 January 2023 until the last Council meeting in January 2025, those being:

8.5. Members listed

- 8.6. Appoints Cr as the Chair and Cr as the Deputy Chair of the Infrastructure and Public Works Committee from 17 January 2023 for a period of a year.

City Finance and Governance Committee

- 8.7. Appoints the following Council Members to the City Finance and Governance Committee from 17 January 2023 until the last Council meeting in January 2025, those being:
- 8.8. Members listed
- 8.9. Appoints Cr as the Chair and Cr as the Deputy Chair of the City Finance and Governance Committee from 17 January 2023 for a period of a year.

City Community Services and Culture Committee

- 8.10. Appoints the following Council Members to the **City** Community Services and Culture Committee from 17 January 2023 until the last Council meeting in January 2025, those being:
- 8.11. Members listed
- 8.12. Appoints Cr as the Chair and Cr as the Deputy Chair of the City Community Services and Culture Committee from 17 January 2023 for a period of a year.

IMPLICATIONS AND FINANCIALS

City of Adelaide 2020-2024 Strategic Plan	Strategic Alignment – Enabling Priorities Consideration of Council's Governance structure assist Council to continually improve our governance and maximise community benefit.
Policy	City of Adelaide Standing Orders.
Consultation	Council Members have participated in two Council Workshops which were held on 6 December 2022 and 20 December 2022.
Resource	Not as a result of this report.
Risk / Legal / Legislative	Council and its Committees will conduct business in accordance with the relevant provisions of the Local Government (Procedures at Meetings) Regulations 2013 (SA) and the Corporation of the City of Adelaide Standing Orders. Pursuant to section 75 of the <i>Local Government Act 1999</i> (SA), Council Members nominated for a presiding member role where there is remuneration applicable must declare a material conflict of interest considering the allowance set by the Remuneration Tribunal and payable to the presiding member. No material conflict of interest applies to the deputy presiding member by reason only of being nominated as the deputy presiding member, as the Remuneration Tribunal did not provide for an allowance for this role.
Opportunities	A Governance Structure can assist in timely and effective decision making.
22/23 Budget Allocation	Catering: Any additional costs to the current catering budget are expected to be found through savings. Allowances: The Allowance for a Council Member appointed as a Presiding Member of a Committee is \$35,865 (annually). There is no extra allowance for the Lord Mayor or Deputy Lord Mayor for a Presiding Member Role.
Proposed 23/24 Budget Allocation	Any additional costs such as resourcing if required, will be sought through the Budget Process.
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
22/23 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

Council

1. The *Local Government Act 1999* (SA) requires Council to determine various aspects of its decision-making structure. This includes the establishing the frequency, time, and place of ordinary Council Meetings.
2. As a result feedback from Council Members it is proposed:
 - to increase the frequency from one to two meetings a month (and decrease number of agenda items).
 - change the start time from 5.30pm to 5.00pm.
 - a future review of the Standing Orders is undertaken to identify other opportunities.
3. Council can choose to meet earlier than 5.00pm, however a unanimous resolution by Council is required.
4. It is therefore recommended that Council adopts a meeting schedule of two ordinary meetings per month (except January and December) to be held on the second and fourth Tuesday of each month starting at 5:00pm.

Council Member Dinners

5. At the Council meeting of 13 December 2022, it was resolved that Council:
 1. *Investigates options to purchase meals or seek catering services from small local businesses located within the City for the purpose of providing meals to elected members and senior Council staff after Council meetings, and in doing so, spend no more than \$25 per person;*
 2. *Resolves not to provide any free alcohol at such dinners with these ratepayer funded meals*
6. It is recommended that the administration is authorised to make these arrangements for a light meal without the need to come back to Council for further decision.
7. It is also proposed that the timing of the meal is not prescribed, rather that flexibility is provided to the Lord Mayor or Committee Presiding Member to allow for short break during the meeting (as allowed by the Standing Orders) or to have a meal at the conclusion of the meeting.

Committee Structure

8. Under section 41 of the *Local Government Act 1999* (SA), Council may establish committee:
 - (a) *to assist the council in the performance of its functions.*

Examples—

 - 1 *To carry out a project on behalf of the council.*
 - 2 *To manage or administer property, facilities, or activities on behalf of the council.*
 - 3 *To oversee works on behalf of the council.*
 - (b) *to inquire into and report to the council on matters within the ambit of the council's responsibilities.*
 - (c) *to provide advice to the council.*
 - (d) *to exercise, perform or discharge delegated powers, functions, or duties.*
9. A Council must, when establishing a committee, determine the reporting and other accountability requirements.
10. Two workshops were held with Council Members on December 6, 2022 (Link 1 view [here](#)) and December 20, 2022 (Link 2 view [here](#)) to discuss and seek feedback on potential governance structures which included discussion on:
 - Function- What is the purpose of the committee(s)
 - Decision – What (if any) decisions can committee(s) make
 - Membership- Membership of the whole, or representatives
 - Frequency- How often will committee(s)
11. These workshops also included consideration of a committee structure first proposed in the MoN 'Meeting Structure' as part of the Council agenda on 29 November 2022 comprising:
 - City Finance and Governance Committee
 - City Planning Development and Business Affairs Committee

- City Community Services and Culture Committee
- Infrastructure and Public Works Committee

11.1 This Committee structure is presented as option three.

12. For the purposes of the resolution, Members will be asked to move either Option One, Option Two or Option Three of the recommendation.
13. It is proposed that the governance structure adopted is reviewed in July 2023 for effectiveness.

Option One - One Strategy Committee

14. This option is closely aligned to that adopted by the previous term of Council.
15. **Attachment A** contains the draft Terms of Reference for the Strategy Committee. These are required to be endorsed to be able to establish the Committee.
16. The function of the Strategy, Policy and Performance Committee is proposed as follows:
 - monitor the achievement of the City of Adelaide's Strategic Plan 2020-2024
 - deliberate and make recommendations to Council on priorities, strategies and policies related to Council's Strategic Plan
 - recommend to Council approval of proposals related to achieving Council's Strategic Plan outcomes.
 - recommend to Council the approval of expenditure of resources related to achieving Council's Strategic Plan outcomes.
 - monitor the progress of activities in Council's Strategic Plan outcomes.
17. It is proposed that the Strategy, Policy and Performance Committee meet once a month on the third Tuesday of the Month (excluding January and December) commencing on Tuesday 21 February 2023 at 5.00pm (noting that meeting cycles may vary at the discretion of the CEO).
18. Given the Committee is focused on strategy, it is proposed that the Committee include all members of Council.
19. It is noted that, under the City of Adelaide Standing Orders the Deputy Lord Member is named the Presiding Member for any core committees. If Council wishes to appoint a Council Member to this role, the Standing Orders will need to be amended.

Option Two – Five Committees – Aligned with Strategic Pillars

20. The second option that has been prepared for consideration, responds to Council feedback and is structured to align with Council's Strategic Plan.
21. **Attachment B** contains the draft Terms of Reference for each Committee. Council endorsement of these documents is required to establish the following committees
 - Thriving Communities Committee
 - Strong Economies Committee
 - Dynamic City Culture Committee
 - Environmental Leadership Committee
 - Strategy, Policy and Performance Committee
22. The first four Committees are responsible for providing recommendations to Council to assist in the achievement of the strategic pillars aligned to Council's Strategic Plan.
23. The Strategy, Policy and Performance Committee is responsible for shaping strategy and making recommendations to Council to assist in the setting of the City of Adelaide Strategic Plans and Budget. The Committee is also responsible for recommending to Council the approval of policy and other strategies.
24. It is proposed that the Committees are scheduled as follows:
 - Thriving Communities Committee- First Tuesday of the Month (except January and December) at 4.00pm
 - Strong Economies Committee- First Tuesday of the Month (except January and December) at 6.00pm
 - Dynamic City Culture Committee- Third Tuesday of the Month (except January and December) at 4.00pm

- Environmental Leadership Committee - Third Tuesday of the Month (except January and December) at 6.00 pm
 - Strategy, Policy and Performance Committee- fourth Wednesday in February, April, June, August, September, and November in the Colonel Light Room at 5.00pm
25. Given the number of Committees, it is proposed that Council Members consider if they would like to be members of all committees. There is no restriction on the number of Committees that members can sit on.

Option Three – Four Committees – Aligned with Council Functions

26. The third option that has been prepared for consideration, responds to Council feedback and is a structure that aligns with Council’s Functions

27. **Attachment C** contains the draft Terms of Reference for each Committee. Council endorsement of these documents is required to establish the following committees

- City Planning, Development and Business Affairs Committee
- Infrastructure and Public Works Committee
- City Finance and Governance Committee
- City Community Services and Culture Committee

28. The first four Committees are responsible for providing recommendations to Council to assist in the achievement to Council’s Functions

29. It is proposed that the Committees are scheduled as follows:

- City Planning, Development and Business Affairs Committee first Tuesday of the month (except January and December) at 4.00pm
- Infrastructure and Public Works Committee. first Tuesday of the month (except January and December) at 6.00pm
- City Finance and Governance Committee third Tuesday of the month (except January and December) at 4.00pm
- City Community Services and Culture Committee third Tuesday of the month (except January and December) at 6.00pm

30. Given the number of Committees, it is proposed that Council Members consider if they would like to be members of all committees. There is no restriction on the number of Committees that members can sit on.

Presiding Members

31. Given the number of Committees, if Option Two or Option Three is the preferred Option, the Standing Orders will need to be changed to allow the nomination of other Council Members as Presiding Members.

32. A Council Member, who is a Presiding Member, is entitled to a total allowance of \$35,861

33. There is no additional entitlement for the Lord Mayor or Deputy Lord Mayor who are appointed to the Presiding Member Role.

34. Any Council Member (not being the Lord Mayor or Deputy Lord Mayor) will therefore need to declare a Material Conflict and leave the meeting.

35. Where there is more than one nomination, a ballot process will be undertaken.

36. The Standing Orders prescribe that the Deputy Lord Member is the Presiding Member for any core Committees. If Council wishes to appoint a Council Member to this role, the Standing Orders will need to be amended.

DATA AND SUPPORTING INFORMATION

Link 1 – Council Governance Workshop – December 6, 2022

Link 2 – Council Governance Workshop – December 20, 2022

ATTACHMENTS

Attachment A – Option One Terms of Reference – Single Committee (Strategy Committee)

Attachment B – Option Two Terms of Reference – Multiple Committees (Aligned with Strategic Pillars).

Attachment C – Option Three Terms of Reference- Multiple Committees (Aligned with Council Functions)

- END OF REPORT -

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

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

City of Adelaide
Thriving Communities Committee Terms of Reference
As Adopted 17 January 2023

1. Preamble

- 1.1. The Thriving Communities Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Thriving Communities Committee may be wound up at any time by resolution of the Council.
- 1.3. The Thriving Communities 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.
- 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 purpose of the Thriving Communities Committee is to make recommendations to Council on effective planning and monitoring of strategies, services, policies, and programs that assist Council to create a city that is welcoming, inclusive and accessible to all.
- 2.2. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist in the achievement of:
 - Healthy and resilient communities
 - Safe and welcoming community spaces
 - Well-planned and inclusive residential population growth
 - Functional zero homelessness
 - A safe, affordable, accessible, well-connected city for people of all ages and abilities, and all transport modes
 - Increased use of and access to the Adelaide Park Lands

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 [include membership as resolved]
- 5.2. All members of the Thriving Communities Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair are 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 Thriving Communities Committee meet on the first Tuesday of the Month (except January and December) in the Colonel Light Room at 4.00pm
- 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 Thriving Communities 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 Thriving Communities 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 Thriving 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 Thriving Communities Committee Terms of Reference

City of Adelaide
Strong Economies Committee Terms of Reference
As Adopted 17 January 2023

1. Preamble

- 1.1. The Strong Economies Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Strong Economies Committee may be wound up at any time by resolution of the Council.
- 1.3. The Strong Economies 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.
- 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 function of the Strong Economies Committee is to make recommendations to Council on strategies, services, policies, and programs that assist Council to champion a robust and diversified economy were innovation and low costs support growth and investment
- 2.2. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist in the achievement of:
 - The lowest-cost capital city with the least red tape
 - Greater digital capabilities and connectivity through Ten Gigabit Adelaide, enhancing capacity for innovation
 - Attraction and retention of a broad range of businesses and investment
 - A test bed for innovation in diverse industries
 - Main streets and laneways activated for economic growth

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 [include membership as resolved]
- 5.2. All members of the Strong Economies Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair are 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 Strong Economies Committee meet on the first Tuesday of the Month (except January and December) in the Colonel Light Room at 6.00pm
- 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 Strong Economies 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 Strong Economies 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 Strong Economies 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 Strong Economies Committee Terms of Reference

City of Adelaide
Dynamic City Culture Committee Terms of Reference
As Adopted 17 January 2023

1. Preamble

- 1.1. The Dynamic City Culture Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Dynamic City Culture Committee may be wound up at any time by resolution of the Council.
- 1.3. The Dynamic City Culture 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.
- 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 purpose of the Dynamic City Culture Committee is to make recommendations to Council on strategies, services, policies, and programs that assist Council to create a beautiful, diverse city that celebrates its natural, cultural, and built heritage.
- 2.2. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist in the achievement of:
 - Aboriginal and Torres Strait Islander peoples and cultures strongly represented in City life
 - Beautiful, surprising places
 - Global connections and collaborations
 - Celebration of diverse community, culture, and creativity
 - New cultural and civic infrastructure
 - Protection, preservation, and promotion of our unique built, natural, and cultural heritage

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 [include membership as resolved]
- 5.2. All members of the Dynamic City Culture Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair are 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 Dynamic City Culture Committee meet on the first Tuesday of the Month (except January and December) in the Colonel Light Room at 4.00pm
- 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 Dynamic City Culture 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 Dynamic City Culture 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 Dynamic City Culture 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 Dynamic City Culture Committee Terms of Reference



City of Adelaide
Environmental Leadership Committee Terms of Reference
As Adopted 17 January 2023

1. Preamble

- 1.1. The Environmental Leadership Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Environmental Leadership Committee may be wound up at any time by resolution of the Council.
- 1.3. The Environmental Leadership 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.
- 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 purpose of the Environmental Leadership Committee is to make recommendations to Council on strategies, services, policies, and programs that assist Council to be a leader in responding to climate change and support our community and businesses to be resilient in the face of environmental challenges.
- 2.2. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist in the achievement of:
 - One of the world's first carbon neutral cities by 2025, where sustainability is core
 - A transition to low carbon and circular economies
 - Enhanced greening and biodiversity
 - A climate ready organisation and community
 - Integrated and sustainable development

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 [include membership as resolved]
- 5.2. All members of the Environmental Leadership Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair are 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 Environmental Leadership Committee meets the first Tuesday of the Month (except January and December) in the Colonel Light Room at 6.00pm
- 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 Environmental Leadership 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 Environmental Leadership Committee should be less structured and formal than a Council meeting. This will then allow more time for a full discussion on the issues being considered by the 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 Environmental Leadership Committee Terms of Reference

City of Adelaide
Strategy, Policy and Performance Terms of Reference
As Adopted 17 January 2023



City of Adelaide

1. Preamble

- 1.1. The Strategy, Policy and Performance is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Strategy, Policy and Performance may be wound up at any time by resolution of the Council.
- 1.3. The Strategy, Policy and Performance 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.
- 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. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist the setting of the City of Adelaide Strategic Plans and Budget.
- 2.2. The function of the Committee is to make recommendations to Council on effective planning and monitoring of strategies, services, policies, and programs that assist Council to meet its strategic objectives.
- 2.3. The Committee is also responsible for recommending to Council the approval of policy and other strategies

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 [include membership as resolved]
- 5.2. All members of the Strategy, Policy and Performance will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair are 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, Policy and Performance meets on the fourth Wednesday in February, April, June, August, September, and November 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, Policy and Performance 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, Policy and Performance should be less structured and formal than a Council meeting. This will then allow more time for a full discussion on the issues being considered by the 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, Policy and Performance Terms of Reference

City of Adelaide
City Community Services and Culture Committee Terms of Reference

As Adopted 17 January 2023

1. Preamble

- 1.1. The City Community Services and Culture Committee is established under section 41 of the *Local Government Act 1999* (the Act).
- 1.2. The City Community Services and Culture Committee may be wound up at any time by resolution of the Council.
- 1.3. The City Community Services and Culture 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.
- 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. To make recommendations to Council on strategies, services, policies, and programs that assist Council to create a beautiful, diverse city that celebrates its natural, cultural, and built heritage.
- 2.2. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist in the achievement of:
 - Aboriginal and Torres Strait Islander peoples and cultures strongly represented in City life
 - Beautiful, surprising places
 - Global connections and collaborations
 - Celebration of diverse community, culture, and creativity
 - New cultural and civic infrastructure
 - Protection, preservation, and promotion of our unique built, natural, and cultural heritage

3. Reporting

- 3.1. The Committee reports directly 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 City Community Services and Culture 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 City Community Services and Culture 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 City Community Services and Culture Committee will meet once the third Tuesday one meeting a month held on the third Tuesday of the Month (excluding January and December) in the Colonel Light Room at 6.00pm
- 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 City Community Services and Culture 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 City Community Services and Culture 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 City Community Services and Culture 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 City Community Services and Culture Committee Terms of Reference



City of Adelaide
City Finance and Governance Committee Terms of Reference
As Adopted 17 January 2023

1. Preamble

- 1.1 The City Finance and Governance Committee is established under section 41 of the *Local Government Act 1999* (the Act).
- 1.2 The City Finance and Governance Committee may be wound up at any time by resolution of the Council.
- 1.3 The City Finance and Governance 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.
- 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 To guide the development and regular review of Council's Long Term Financial Plan, and each annual budget and corporate business plan in alignment with the long term financial plan and relevant strategies and policies;
- 2.2 To monitor the performance of Council's financial and administrative activities, including undertaking the statutory quarterly budget review;
- 2.3 To recommend to Council new or desired changes to its policies relating to financial and revenue matters, including budgets and rating;
- 2.4 To undertake the review of Council's policies and recommend any changes which are considered necessary;
- 2.5 To identify any gaps in Council's Governance and Policy framework and work with other Council committees to identify areas where policy support is required;
- 2.6 To undertake the annual review of Council's Delegations Register and recommend any changes which are considered necessary;
- 2.7 To review as required relevant legislation affecting Local Government and recommend appropriate policy responses;

3. Reporting

- 3.1 The Committee reports directly 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 City Finance and Governance 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 City Finance and Governance 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 City Finance and Governance Committee will meet once the third Tuesday one meeting a month held on the third Tuesday of the Month (excluding January and December) in the Colonel Light Room at 4.00pm
- 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 City Finance and Governance 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 City Finance and Governance 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 City Finance and Governance 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 City Finance and Governance Committee Terms of Reference



City of Adelaide
City Planning, Development and Business Affairs Committee
Terms of Reference

As Adopted 17 January 2023

1. Preamble

- 1.1 The City Planning, Development and Business Affairs Committee is established under section 41 of the *Local Government Act 1999* (the Act).
- 1.2 The City Planning, Development and Business Affairs Committee may be wound up at any time by resolution of the Council.
- 1.3 The City Planning, Development and Business Affairs 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.
- 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 To assist the Council in undertaking strategic planning and monitoring
- 2.2 To provide advice to the Council in relation to strategic planning and development policy issues
- 2.3 To review and, if necessary, guide the development of a city-wide economic development strategy and a local heritage strategy and policy.
- 2.4 To guide and oversee the implementation of major projects within the City.
- 2.5 To review and consider specific changes to the Development Plan as identified in Council's Plans and/or as initiated by State Government.
- 2.6 To advise Council in formulating and delivering appropriate strategies in relation to its strategic property holdings
- 2.7 To monitor and report on the performance of Council owned subsidiaries against the charters with which they have been established;
- 2.8 To review as required, relevant legislation affecting Local Government and recommending appropriate course(s) of action

3. Reporting

- 3.1 The Committee reports directly 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 City Planning, Development and Business Affairs 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 City Planning, Development and Business Affairs 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 City Planning, Development and Business Affairs Committee will meet once the third Tuesday one meeting a month held on the first Tuesday of the Month (excluding January and December) in the Colonel Light Room at 4.00pm
- 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 City Planning, Development and Business Affairs 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 City Planning, Development and Business Affairs 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 City Planning, Development and Business Affairs 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 City Planning, Development and Business Affairs Committee Terms of Reference

City of Adelaide
Infrastructure and Public Works Committee Terms of Reference



As Adopted 17 January 2023

1. Preamble

- 1.1. The Infrastructure and Public Works Committee is established under section 41 of the *Local Government Act 1999* (the Act).
- 1.2. The Infrastructure and Public Works Committee may be wound up at any time by resolution of the Council.
- 1.3. The Infrastructure and Public Works 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.
- 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. To guide the development of an asset management policy framework for the City and make recommendations for consideration in forward financial estimates, and to deal with matters in respect of Council's asset management programs;
- 2.2. To oversee the regular evaluation of asset management and programs and the review of relevant service levels

3. Reporting

- 3.1. The Committee reports directly 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 Infrastructure and Public Works 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 Infrastructure and Public Works 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 Infrastructure and Public Works Committee will meet once the third Tuesday one meeting a month held on the first Tuesday of the Month (excluding January and December) in the Colonel Light Room at 6.00pm
- 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 Infrastructure and Public Works Committee will be held in accordance with:
- [Local Government Act 1999](#)
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- 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 Infrastructure and Public Works 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 Infrastructure and Public Works 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 Infrastructure and Public Works Committee Terms of Reference

City of Adelaide



Additional nominees to panel for appointment to Adelaide Festival Centre Trust

Tuesday, 17 January 2023
Council

Strategic Alignment - Enabling Priorities

Public

Program Contact:
Alana Martin, Manager
Governance

Approving Officer:
Amanda McIlroy - Chief
Operating Officer

EXECUTIVE SUMMARY

At its meeting on 13 December 2022, Council approved the nomination of one Council Member, Cr Snape, to the Adelaide Festival Centre Trust for consideration by the Governor for appointment, in accordance with section 6(1) of the *Adelaide Festival Centre Trust Act 1971*.

It has since been advised that three nominees are required to comply with separate legislation (section 42 of the *Legislation Interpretation Act 2021*). This report seeks approval for two additional nominees to be submitted for consideration. The same legislation also requires that at least one of the nominees is a woman.

RECOMMENDATION

THAT COUNCIL

1. Notes the approval of Cr Snape as the nominee for consideration for appointment to the Adelaide Festival Centre Trust as determined by Council on 13 December 2022.
2. Approves the nomination of the following Council Members for consideration for appointment by the Governor to the Adelaide Festival Centre Trust
 - Cr _____
 - Cr _____

IMPLICATIONS AND FINANCIALS

City of Adelaide 2020-2024 Strategic Plan	Strategic Alignment – Enabling Priorities This report aligns with the Strategic Plan goal of bold leadership and strategic partnerships to meet challenges and take up new opportunities.
Policy	Not as a result of this report
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	As this position is remunerated, any member that accepts a nomination will need to declare a material conflict and leave the meeting before any matter relating to the Trust is discussed and voted on. For Members considering nominating for an appointment, it should be noted that, as a member of the Trust, they will need to consider how to manage future conflict of interests that arise from Council Decisions relating to that body.
Opportunities	Appointments to outside bodies provide an opportunity for Council Members to contribute to discussion and decision making on a broad range of matters relevant to the City of Adelaide
22/23 Budget Allocation	Not as a result of this report
Proposed 23/24 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
22/23 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

1. The Adelaide Festival Centre Trust is established under the *Adelaide Festival Centre Trust Act 1971* (AFCT Act) and is responsible for encouraging and facilitating artistic, cultural and performing arts activities, as well as maintaining and improving the building and facilities of the Festival Centre complex.
2. The Trust must meet at least six times per year, with meetings generally held at the Adelaide Festival Centre. Sitting fees of \$590 per meeting are payable.
3. Section 6 of the AFCT Act provides for the Composition of the Trust as follows:
 - (1) *The Trust will consist of not more than 8 members appointed by the Governor, of whom—*
 - (a) *1 will be nominated by the Council from the members, officers or employees of the Council; and*
 - (b) *the remainder will be nominated by the Minister.*
 - (2) *If the Council fails to nominate a person within 6 weeks of a written request to do so from the Minister, the Governor may appoint a person nominated by the Minister and that person will be taken to have been duly appointed as a member.*
 - (3) *At least 2 members must be women and at least 2 must be men.*
 - (4) *The Governor will appoint 1 of the members nominated by the Minister to be the presiding member.*
4. At its meeting on 13 December 2022, Council approved the nomination of one Council Member to be put forward to the Adelaide Festival Centre Trust, in accordance with section 6(1) of the *Adelaide Festival Centre Trust Act 1971*. The relevant report can be accessed [here](#).
5. In notifying Arts SA of the nomination, we were further advised that the *Legislation Interpretation Act 2021* (LI Act) must be applied.
6. Section 42 of the LI Act states:

42—Gender balance in nomination of persons for appointment to statutory bodies

 - (1) *This section applies if an Act or a legislative instrument provides for a member of a body to be appointed by the Governor or a Minister on the nomination of a non-government entity.*
 - (2) *If the Act provides for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that the panel—*
 - (a) *must include at least 1 woman and 1 man; and*
 - (b) *must, as far as practicable, be comprised of equal numbers of women and men.*
 - (3) *If the Act does not provide for the non-government entity to nominate a panel of persons from which the Governor or Minister is to select a person for appointment, the Act will be taken to provide that—*
 - (a) *the non-government entity must nominate a panel of persons comprised of not less than twice the number of members of the body to be appointed on the nomination of the entity plus 1; and*
 - (b) *the panel—*
 - (i) *must include at least 1 woman and 1 man; and*
 - (ii) *must, as far as practicable, be comprised of equal numbers of women and men; and*
 - (c) *the Governor or Minister must select the person for appointment from the panel.*
 - (4) *This section does not derogate from the need to properly assess merit in selecting persons for appointment.*
 - (5) *In this section—*

man *includes a person who identifies himself as a man regardless of the person's designated sex at birth;*

non-government entity *means a person or body other than an officer, agency or instrumentality (including a Minister) of the Crown in right of the State or the Commonwealth or another State or a Territory of the Commonwealth;*

woman *includes a person who identifies herself as a woman regardless of the person's designated sex at birth.*

7. To ensure compliance with the ACFT Act and the LI Act, Council is required to provide a panel of nominees. The panel must comprise of twice the number of appointments required, plus 1. Therefore Council must nominate a panel of 3.
8. Section 43(3(b) of the LI Act requires that at least one nominee on the panel is a woman.

DATA AND SUPPORTING INFORMATION

Link 1 – Item 10.8 on Agenda for Council Meeting 13 December 2022 – Legislated appointments to external bodies.

ATTACHMENTS

Nil

- END OF REPORT -