



CITY FINANCE AND GOVERNANCE COMMITTEE AGENDA & REPORTS

for the meeting

Tuesday, 7 February 2023
at 5.30 pm

in the Colonel Light Room, Adelaide Town Hall

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

1. Acknowledgement of Country

At the opening of the City Finance and Governance Committee meeting, the Chair will state:

‘Council acknowledges that we are meeting on traditional Country of the Kurna 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 Kurna people living today.

And we also extend that respect to other Aboriginal Language Groups and other First Nations who are present today.’

2. Apologies and Leave of Absence

On Leave -

Deputy Lord Mayor, Councillor Martin

3. Confirmation of Minutes - Nil

4. Reports for Noting

- | | | |
|-----|--|--------|
| 4.1 | City Finance and Governance Committee Workplan | 4 - 7 |
| 4.2 | City Finance and Governance Committee Terms of Reference | 8 - 13 |

5. Closure

City Finance and Governance Committee Workplan

Strategic Alignment - Enabling Priorities

Public

Tuesday, 7 February 2023
**City Finance and Governance
Committee**

Program Contact:

Alana Martin, Manager
Governance

Approving Officer:

Amanda McIlroy, Chief Operating
Officer

EXECUTIVE SUMMARY

Council considered its Governance Structure at its meeting of 17 January 2023. As part of this decision, the City Finance and Governance Committee was established.

A work plan has been developed to address the committee's purpose and function (as outlined in the City Finance and Governance Committee's Terms of Reference).

This report presents the City Finance and Governance work plan for the 2023 calendar year.

RECOMMENDATION

The following recommendation will be presented to Council on 14 February 2023 for noting.

That Council

1. Notes the City Finance and Governance Committee Workplan contained in Attachment A to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 7 February 2023.
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IMPLICATIONS AND FINANCIALS

City of Adelaide 2020-2024 Strategic Plan	Strategic Alignment – Enabling Priorities The role of the City of Adelaide is to uphold the values of integrity and accountability. To ensure that the Council delivers services to the community as a leader, advocate, and facilitator by maintaining a transparent decision-making process
Policy	The City Finance and Governance Work Plan in Attachment A of this report, is consistent with the Terms of Reference as adopted by Council on 17 January 2023
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	Not as a result of this report
Opportunities	Open, transparent and informed decision making
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 (e.g. maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

DISCUSSION

1. Council established the City Finance and Governance Committee at the meeting on 17 January 2023 ([Link 1](#)).
2. The purpose of the City Finance and Governance Committee ([Link 2](#)) according to its TOR is:
 - 2.1. *To assist the Council in undertaking strategic planning and monitoring.*
 - 2.2. *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.*
 - 2.3. *To monitor the performance of Council's financial and administrative activities, including undertaking the statutory quarterly budget review.*
 - 2.4. *To recommend to Council new or desired changes to its policies relating to financial and revenue matters, including budgets and rating.*
 - 2.5. *To undertake the review of Council's policies and recommend any changes which are considered necessary.*
 - 2.6. *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.*
 - 2.7. *To undertake the annual review of Council's Delegations, Register and recommend any changes which are considered necessary.*
 - 2.8. *To monitor the City of Adelaide's performance through the receipt of assurance reports on programs, projects and services.*
 - 2.9. *To monitor and report on the performance of Council owned subsidiaries, against their respective charters with which they have been established.*
 - 2.10. *To review as required relevant legislation affecting Local Government and recommend appropriate policy responses.*
3. As result of the establishment of the committee, administration has reviewed Council's forward agenda plan and identified workshops and reports to be presented to the Committee before going to Council.
4. The City Finance and Governance Committee reports directly to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.
5. This work has resulted in the development of the City Finance and Governance work plan (**Attachment A**).
6. It is noted that the work plan is flexible and provides the opportunity for additional reports to be presented to the Committee.
7. There will also be times where decisions are time sensitive and will need to be presented directly to Council.
8. The work plan will be reviewed in July 2023 in conjunction with the review of the Governance Structure.

DATA AND SUPPORTING INFORMATION

Link 1 - Council Report 17 January 2023 Item 4.1 Governance Structure

Link 2 - Terms of Reference City Finance and Governance Committee

ATTACHMENTS

Attachment A – City Finance and Governance and Committee Work Plan

- END OF REPORT -

COMMITTEE	MONTH	REPORTS	TYPE
CFGC	FEBRUARY	Terms of Reference	For Noting
CFGC	FEBRUARY	Workplan	For Noting
CFGC	MARCH	ACMA Strategic Plan 2023-28	For Recommendation
CFGC	MARCH	Update on Business Plan & Budget Workshop 1	Workshop
CFGC	MARCH	Kadaltilla Business Plan and Budget	For Recommendation
CFGC	MARCH	Quarterly Forward Procurement Plan	For Noting
CFGC	MARCH	Capital City Committee Update	For Noting
CFGC	MARCH	Heritage Insurance	For Recommendation
CFGC	MARCH	Standing Orders Report for recommendation CFG	For Recommendation
CFGC	MARCH	Kadaltilla Charter Amendment	For Recommendation
CFGC	MARCH	Councilor Relationship Guidelines	For Recommendation
CFGC	APRIL	Council representatives on AEDA Board Selection Panel	For Recommendation
CFGC	APRIL	Draft Behavioural Management Policy/Behavioural Standards Policy	For Recommendation
CFGC	APRIL	Council Member Policies	For Recommendation
CFGC	APRIL	Rating Policy	Workshop
CFGC	APRIL	Fees and Charges Policy	Workshop
CFGC	MAY	SRIA Report	For Noting
CFGC	MAY	Internal Audit Report	For Noting
CFGC	MAY	Update on Business Plan & Budget Workshop 2	Workshop
CFGC	MAY	Review of LTFP	Workshop
CFGC	JUNE	Q3 Business Update	For Noting
CFGC	JUNE	Quarterly Forward Procurement Plan	For Noting
CFGC	JUNE	Community Engagement Strategy	Workshop
CFGC	JULY	Strategic Plan 2025-2029	Workshop
CFGC	AUGUST	SRIA Report	For Noting
CFGC	AUGUST	Kadaltilla Annual Report	For Noting
CFGC	AUGUST	Internal Audit Report	For Noting
CFGC	AUGUST	Strategic Internal Audit Plan	For Noting
CFGC	SEPTEMBER	Q4 Business Update	For Noting
CFGC	SEPTEMBER	Review Annual Report	For Noting
CFGC	SEPTEMBER	Strategic Plan 2020-2024 Year 3 Update	For Noting
CFGC	SEPTEMBER	Quarterly Forward Procurement Plan	For Noting
CFGC	OCTOBER	Kadaltilla Strategic Plan Review	For Noting
CFGC	NOVEMBER	SRIA Report	For Noting
CFGC	NOVEMBER	Internal Audit Report	For Noting
CFGC	NOVEMBER	Q1 Business Update	For Noting
CFGC	DECEMBER	Quarterly Forward Procurement Plan	For Noting

*additional reports may be presented to the Committee further to those listed above

City Finance and Governance Committee Terms of Reference

Tuesday, 7 February 2023

City Finance and Governance
Committee

Program Contact:

Alana Martin, Manager
Governance

Approving Officer:

Amanda McIlroy, Chief Operating
Officer

Strategic Alignment - Enabling Priorities

Public

EXECUTIVE SUMMARY

Council considered its Governance Structure at its meeting on 17 January 2023. The City Finance and Governance Committee (and the Terms of Reference) was established as part of this decision.

The City Finance and Governance Committee's Terms of Reference presented at that meeting have been updated to reflect that Council resolution and are now presented to Committee for noting.

The Terms of Reference will be reviewed again as part of the Governance Structure Review in July 2023.

RECOMMENDATION

The following recommendation will be presented to Council on 14 February 2023 for noting.

That Council

1. Notes the City Finance and Governance Committee Terms of Reference contained in Attachment A to Item 4.2 on the Agenda for the meeting of the City Finance and Governance Committee held on 7 February 2023.
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IMPLICATIONS AND FINANCIALS

City of Adelaide 2020-2024 Strategic Plan	Strategic Alignment – Enabling Priorities The role of the City of Adelaide is to uphold the values of integrity and accountability. To ensure that the Council delivers services to the community as a leader, advocate, and facilitator by maintaining a transparent decision-making process
Policy	City of Adelaide Standing Orders
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	Not as a result of this report
Opportunities	Not as a result of this report
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. Council established the City Finance and Governance Committee at the meeting on 17 January 2023 (Link 1 view [here](#)).
2. As part of this decision Council adopted the City Finance and Governance Committee Terms of Reference (**Attachment A**).
3. Terms of Reference were also provided at that meeting and the following Changes have been made to the Terms of Reference to reflect Council's resolution of 17 January 2023 (see [link 2](#)) :
 - 3.1. Under Part Two Purpose, the addition of the following:
 - 3.1.1. To assist the Council in undertaking strategic planning and monitoring.
 - 3.1.2. To monitor the City of Adelaide's performance through the receipt of assurance reports on programs, projects and service
 - 3.1.3. To monitor and report on the performance of Council owned subsidiaries, against their respective charters with which they have been established".
 - 3.2. That the Lord Mayor and all Councillors are all committee members
 - 3.3. That the committee will meet on the first Tuesday of the month (except January and December) at 5.30 pm.
 - 3.4. Minor typographical errors corrected.
4. The Terms of Reference are provided to the Committee for general discussion by members.
5. It is noted that the Standing Order review will include specific information concerning committees' meeting procedures. These procedures will be presented at the March 2023 City Finance and Governance Committee for recommendation to Council.
6. The Terms of Reference will be reviewed again as part of the Governance Structure Review in July 2023.

DATA AND SUPPORTING INFORMATION

Link 1 - Council Report 17 January 2023 Item 4.1 Governance Structure

Link 2 - Council Minutes 17 January 2023

ATTACHMENTS

Attachment A – Terms of Reference City Finance and Governance Committee

- END OF REPORT-

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 (SA)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, The establishment of the City Finance and Governance 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 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.
- 2.3 To monitor the performance of Council's financial and administrative activities, including undertaking the statutory quarterly budget review.
- 2.4 To recommend to Council new or desired changes to its policies relating to financial and revenue matters, including budgets and rating.
- 2.5 To undertake the review of Council's policies and recommend any changes which are considered necessary.
- 2.6 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.
- 2.7 To undertake the annual review of Council's Delegations, Register and recommend any changes which are considered necessary.
- 2.8 To monitor the City of Adelaide's performance through the receipt of assurance reports on programs, projects and services.
- 2.9 To monitor and report on the performance of Council owned subsidiaries, against their respective charters with which they have been established.
- 2.10 To review as required relevant legislation affecting Local Government and recommend appropriate policy responses.

3. Reporting

- 3.1 The City Finance and Governance 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 City Finance and Governance 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 City Finance and Governance 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 The Chair and Deputy Chair of the City Finance and Governance Committee 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 Act 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; and
 - 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 the City Finance and Governance 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 the City Finance and Governance Committee has a deliberative vote and does not have a casting vote.
- 6.5 If the Chair of the City Finance and Governance 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 City Finance and Governance 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 City Finance and Governance 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 the City Finance and Governance Committee may move the motion of the Committee.

7. Meeting details

- 7.1 The City Finance and Governance Committee will meet once a month, held on the first Tuesday of the month (excluding January and December) in the Colonel Light Room, Adelaide Town Hall at 5.30pm.
- 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 City Finance and Governance Committee's Presiding Member.
- 7.4 The CEO is authorised to not call a meeting of the City Finance and Governance 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 \(SA\) 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 City Finance and Governance Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the Act.
- 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.
 - Regulation 20 is to be adopted, i.e. 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 City Finance and Governance Committee must comply with chapter 5 part 4 of the Act 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