



CITY COMMUNITY SERVICES AND CULTURE COMMITTEE AGENDA & REPORTS

for the meeting

Tuesday, 21 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 Giles (Chair)
Councillors Davis, Abrahamzadeh, Couros, Elliott, Hou, Li, Martin, Noon, Dr Siebentritt and Snape

1. Acknowledgement of Country

At the opening of the City Community Services and Culture 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 Recommendation to Council

4.1	City Community Services and Culture Committee Terms of Reference	3 - 8
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5. Reports for Noting

5.1	City Community Services and Culture Committee Workplan	9 - 12
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6. Closure

City Community Services and Culture Committee Terms of Reference

Agenda Item 4.1

Tuesday, 21 February 2023
City Community Services and
Culture Committee

Strategic Alignment - Enabling Priorities

Program Contact:
Alana Martin, Manager
Governance

Public

Approving Officer:
Amanda McIlroy, Chief Operating
Officer

EXECUTIVE SUMMARY

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

On 14 February, Council resolved to make some minor changes to the Terms of Reference. This can be found at **Attachment A**.

The timing of the City Community Services and Culture and the City Finance and Governance Committees has changed to allow the latter to receive end of month/quarter data in a timely manner to inform decision making.

Committee is asked to recommend to Council that the Terms of Reference for those committees are updated to reflect the change in meeting times.

These will again be reviewed as part of the Governance Structure Review in July 2023.

RECOMMENDATION

THAT THE CITY COMMUNITY SERVICES AND CULTURE COMMITTEE RECOMMENDS TO COUNCIL:

That Council

1. Notes the update Terms of Reference contained in Attachment A to Item 4.1 on the Agenda for the meeting of the City Community Services and Culture Committee held on 21 February 2023.
 2. Notes that from March 2023 the following changes to meeting times will occur:
 - The City Community Services and Culture Committee will meet monthly on the first Tuesday (excluding January and December) in the Colonel Light Room, Adelaide Town Hall at 5.30pm.
 - The City Finance and Governance Committee will meet monthly on the third Tuesday (excluding January and December) in the Colonel Light Room, Adelaide Town Hall, at 5.30pm.
 3. Adopts the changes to the Terms of Reference for the City Community Services and Culture Committee and City Finance and Governance Committee to reflect these changed meeting times.
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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 Community Services and Culture Committee at its meeting on 17 January 2023 ([Link 1](#)). 14
2. The Terms of reference have been updated as a result of the Council decision 14 February 2023 ([Link 2](#)). The updated Terms of Reference are contained in **Attachment A**.
3. Since the meeting times were established by Council, it has become apparent that the City Finance and Governance Committee should instead meet in the third week of each month so that the end of month/quarter data can be collated and reported in a timely manner to inform decision making.
4. To allow for this reporting, the CEO has made the following changes to the meeting schedules which will apply from March 2023
 - City Community Services and Culture Committee will meet at 5.30 pm on the first Tuesday of the month
 - City Finance and Governance Committee will meet at 5.30 pm on the third Tuesday of the month.
5. It is recommended that Council adopts the changes to the Terms of Reference to for the City Community Services and Culture Committee and City Finance and Governance Committee to reflect these changed meeting times.
6. 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 Community Services and Culture Committee for recommendation to Council.
7. The Terms of Reference are due to be reviewed again as part of the Governance Structure Review in July 2023.

DATA AND SUPPORTING INFORMATION

Link 1 - Minutes, Council Meeting, 17 January 2023

Link 2 - Minutes, Council Meeting, 14 February 2023

ATTACHMENTS

Attachment A – Terms of Reference City Community Services and Culture Committee

- END OF REPORT -

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 (SA) 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 the City Community Services and Culture 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; and
 - Protection, preservation, and promotion of our unique built, natural, and cultural heritage.

3. Reporting

- 3.1. The City Community Services and Culture Committee reports directly to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.
- 3.2. The Committee may provide advice to other Council Committees as necessary

4. Delegations

Nil

5. Membership

- 5.1. The membership of the City Community Services and Culture 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 City Community Services and Culture 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 Community Services and Culture 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 Community Services and Culture 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 Community Services and Culture Committee has a deliberative vote and does not have a casting vote.

6.5. If the Chair of the City Community Services and Culture 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 Community Services and Culture 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 Community Services and Culture 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 may move a motion

7. Meeting details

7.1. The City Community Services and Culture Committee will meet once a month, held on the third 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 Community Services and Culture Committee's Presiding Member.

7.4. The CEO is authorised to not call a meeting of the City Community Services and Culture 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 \(SA\) 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 Community Services and Culture Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the Act.

- 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.
- Regulation 20 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 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 Community Services and Culture Committee Terms of Reference

City Community Services and Culture Committee Workplan

Strategic Alignment - Enabling Priorities

Public

Agenda Item 5.1

Tuesday, 21 February 2023

City Community Services and Culture 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 Community Services and Culture Committee's was established. A work plan has been developed to address the committee's purpose and function (as outlined in the City Community Services and Culture Committee's Terms of Reference). This report presents the City Community Services and Culture Committee work plan for the 2023 calendar year

RECOMMENDATION

THAT THE CITY COMMUNITY SERVICES AND CULTURE COMMITTEE:

1. Notes the City Community Services and Culture Committee Workplan contained in Attachment A to Item 5.1 on the Agenda for the meeting of the City Community Services and Culture Committee held on 28 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 Community Services and Culture Committee 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	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 Community Services and Culture Committee at the meeting on 17 January 2023 ([Link 1](#)).
 2. The purpose of the City Community Services and Culture Committee ([Link 2](#)) according to its TOR is:
 - 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; and
 - Protection, preservation, and promotion of our unique built, natural, and cultural heritage.
 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 Community Services and Culture 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 Community Services and Culture Committee 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.
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DATA AND SUPPORTING INFORMATION

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

Link 2 - Terms of Reference City Community Services and Culture Committee

ATTACHMENTS

Attachment A – City Community Services and Culture Committee

- END OF REPORT -

COMMITTEE	MONTH	REPORTS	TYPE
CCSCC	FEBRUARY	Terms of Reference	For Noting
CCSCC	FEBRUARY	Workplan	For Noting
CCSCC	MARCH	International Engagement Plan and Assessment Framework	Workshop
CCSCC	MARCH	New Year's Eve 2023-2025	For Recommendation
CCSCC	MARCH	Illuminate Adelaide - Light Square/Wauwi Public Artwork	For Recommendation
CCSCC	MARCH	Expansion of Reuse and Recycling Hubs	For Recommendation
CCSCC	APRIL	Illuminate Adelaide - North Adelaide Public Artwork	For Recommendation
CCSCC	APRIL	Christmas Festival 2022 Evaluation Report	For Recommendation
CCSCC	APRIL	Adelaide Aquatic Centre Master Plan	For Recommendation
CCSCC	MAY	Toy Library Update	For Recommendation
CCSCC	MAY	Community Impact Grants Round 2 2022/23	For Recommendation
CCSCC	MAY	CONF - G S Kingston Park / Wirrarninhi (Park 23) - Expression of Interest Results	For Recommendation
CCSCC	MAY	Golden Wattle Park / Mirnu Wirra (Park 21W) Community Sports Hub	For Recommendation
CCSCC	JUNE	Rymill Park / Murlavirrapurka Kiosk	For Recommendation
CCSCC	JUNE	Place Activation Program Review	For Recommendation
CCSCC	JUNE	Ellis Park / Tampawardli (Park 24) Sports Facilities	For Recommendation
CCSCC	JUNE	Mary Lee Park (Park 27B) - Clubrooms Redevelopment Proposal	For Recommendation
CCSCC	JULY	North Adelaide Railway Station	For Recommendation
CCSCC	AUGUST	-	
CCSCC	SEPTEMBER	-	
CCSCC	OCTOBER	-	
CCSCC	NOVEMBER	-	
CCSCC	DECEMBER	-	