

Recommendation of the City Finance and Governance Committee – 19 September 2023

Tuesday, 26 September 2023
Council

Strategic Alignment - Enabling Priorities

Public

Approving Officer:
Michael Sedgman, Chief
Operating Officer

EXECUTIVE SUMMARY

The City Finance and Governance Committee considered the following Items at its meeting held on 19 September 2023 and resolved to present to Council the following recommendations for Council determination:

- Item 4.1 – Q4 Business Update
- Item 4.2 - Review of ACMA and AEDA Charters and amendments to AEDA Advisory Committee Terms of Reference
- Item 4.3 - Workforce Planning and Staff Retention - Internal audit review
- Item 4.4 - Adoption of the Long Term Financial Plan 2023 - 2024 to 2032 – 2033 & CEO Sustainability Statement
- Item 4.5 – 2023/24 Q2 Quarterly Forward Procurement Report
- Item 4.6 - Delegation to Award Contract
- Item 4.7 - Integrated Strategic Community Engagement
- Item 4.8 - Market Research - Outcomes for the Draft Strategic Plan 2024-2028
- Item 4.9 - Code of Practice - Access to Council and Committee Meetings and Documents
- Item 4.10 - Council Member Allowance and Benefits Policy
- Item 4.11 - Council Member Allowance and Benefits Policy - Specific to the Lord Mayor
- Item 4.12 - Council Member Training and Development Policy
- Item 4.13 - Review of Council Delegations
- Item 4.14 - Draft Code of Practice for Meeting Procedures

RECOMMENDATION

1. **Recommendation 1** – Item 4.1 – Q4 Business Update

THAT COUNCIL:

1. Notes the 2022/23 Preliminary Financial Position as presented in Attachment A to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, which include:
 - 1.1. Total operating income of \$215.454 million (\$213.446 million estimated in Q3)
 - 1.2. Total operating expenditure (including depreciation) of \$214.187 million (\$213.359 million estimated in Q3)
 - 1.3. An operating surplus of \$1.27 million (\$87,000 estimated in Q3)
2. Notes results presented are subject to external audit, and therefore are estimates at this stage.

3. Notes the Capital Works Quarter 4 Review as presented in Attachment A to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, which include:
 - 3.1. Major Projects expenditure of \$14.19 million (\$17.1 million estimated in Q3)
 - 3.2. New and Upgrades expenditure of \$4.02 million (\$6.5 million estimated in Q3)
 - 3.3. Renewals expenditure of \$30.12 million (\$38.2 million estimated in Q3)
 - 3.4. Capital Program Management expenditure of \$8.95 million (\$9.8 million in Q3)
 - 3.5. Grant funding to support capital expenditure on new/upgraded assets of \$6.7 million (\$11.7 million in Q3).
4. Notes the Adelaide Central Market Authority Quarter 4 report 2022/23 (Attachment B to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
5. Notes the Adelaide Economic Development Agency Quarter 4 report 2022/23 (Attachment C to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
6. Notes the Kadaltilla / Park Lands Authority Quarter 4 report 2022/23 (Attachment D to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
7. Notes the Brown Hill Keswick Creek Quarter 4 report 2022/23 (Attachment E to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
8. Notes that at the end of this Quarter 93% of Projects were capitalised within 10 Weeks, exceeding the 70% target proposed by the Audit and Risk Committee at its meeting of 5 February 2021.

2. Recommendation 2 – Item 4.2 – Review of ACMA and AEDA Charters and amendments to AEDA Advisory Committee Terms of Reference

THAT COUNCIL

1. Notes the table of proposed amendments to the Charters of the Adelaide Central Market Authority and Adelaide Economic Development Agency as set out in Attachment A to Item 4.2 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.
2. Approves the amendments to the Charter of the Adelaide Central Market Authority as set out in Attachment B to Item 4.2 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.
3. Authorises the Chief Executive Officer to make any necessary or desirable typographical or syntactical revisions to the amended Adelaide Central Market Authority Charter as set out in Attachment B to Item 4.2 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023 before any publication is made in the Government Gazette. If any such revisions are made, then it is the version as revised which will become the Charter upon publication in the Government Gazette.
4. Notes the amended Charter of the Adelaide Central Market Authority will be provided to the Minister for Local Government.
5. Notes the amendments will be effective from the date the Charter of the Adelaide Central Market Authority (as amended) is published in the Government Gazette.
6. Notes that the proposed changes to the Adelaide Economic Development Agency charter will be deferred until the matter is discussed by the Board of AEDA and Council.

3. Recommendation 3 – Item 4.3 – Workforce Planning and Staff Retention - Internal audit review

THAT COUNCIL

1. Notes the Internal Audit Report conducted by KPMG on Workforce Planning, Attachment A to Item 4.3 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.

4. Recommendation 4 – Item 4.4 – Adoption of the Long Term Financial Plan 2023 - 2024 to 2032 – 2033 & CEO Sustainability Statement

THAT COUNCIL

1. Notes the Chief Executive Officer Financial Sustainability Report.
2. Notes the long term financial sustainability of the Long Term Financial Plan 2023/24 to 2032/33.
3. Adopts the Long Term Financial Plan 2023/24 to 2032/33 as set out in Attachment A to 4.4 on the Agenda for the City Finance and Governance Committee meeting held 19 September 2023.
4. Requests administration prepare a report making recommendations in relation to amendments to the Long Term Financial Plan regarding the following:
 - 4.1. Continued growth in revenue, through both rates and commercial activities, at or above the rate of growth in expenses.
 - 4.2. Investment of \$15m per annum for the life of the LTFP on new and upgrade projects.
 - 4.3. The future of Rundle UPark.
 - 4.4. Successful resolution of external funding for the renewal of the Torrens Weir and Adelaide Bridge.
 - 4.5. Ongoing advocacy for reductions in exemptions and mandatory rebates.
 - 4.6. Use of the Future Fund.

5. Recommendation 5 – Item 4.5 – 2023/24 Q2 Quarterly Forward Procurement Report

THAT COUNCIL

1. Notes the Procurements set out in Attachment A to Item 4.5 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, which will be released to the market during Quarter 2 of the 2023/2024 financial year.

6. Recommendation 6 – Item 4.6 – Delegation to Award Contract

THAT COUNCIL

1. Approves the Award of Contract to the preferred tenderer as identified by the Evaluation Panel for the Pitt Street Redevelopment.
2. Authorises the Chief Executive Officer or delegate to execute the relevant contract including the approval of any variation (financial and non-financial) to the contract based on the procurement process conducted.

7. Recommendation 7 – Item 4.7 – Integrated Strategic Community Engagement

THAT COUNCIL

1. Endorses the Integrated Community Engagement Framework and 2023/24 Program, Attachment A to Item 4.7 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.

8. Recommendation 8 – Item 4.8 – Market Research - Outcomes for the Draft Strategic Plan 2024-2028

THAT COUNCIL:

1. Notes the results from the McGregor Tan Community Perceptions and Vision survey of 800 respondents as provided in Attachment A to Item 4.8 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, which forms part of the evidence base for the development of the Strategic Plan 2024-2028.

9. Recommendation 9 – Item 4.9 – Code of Practice - Access to Council and Committee Meetings and Documents

THAT COUNCIL:

1. Endorses the draft Code of Practice – Access to Council and Committee Meetings and Documents as contained in Attachment A to Item 4.9 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, for the purposes of public consultation.
2. Notes public consultation commences on 3 October 2023 and concludes on 25 October 2023, in accordance with Council's Community Consultation Policy and the legislative requirement of a minimum 21 days public consultation.

3. Notes a report will be presented to the City Finance and Governance Committee meeting to be held on 21 November 2023 that includes;
 - 3.1. details of any submissions received during the public consultation period regarding the Code of Practice – Access to Meetings and Documents; and
 - 3.2. a final proposed Code of Practice – Access to Council and Committee Meetings and Documents for Council to consider and adopt.

10. Recommendation 10 – Item 4.10 – Council Member Allowance and Benefits Policy

THAT COUNCIL:

1. Adopts the Council Member Allowance and Benefits Policy, as contained in Attachment A to Item 4.10 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.
2. Approves the deletion of the following sections of the City of Adelaide Standing Orders:
 - 2.1. Chapter 5 – Allowances and Benefits
 - 2.1.1 Part One – Allowances
 - 2.1.2 Part Two – Benefits and Reimbursements of Expenses
 - 2.1.3 Part Three – Register of Allowances and Benefits
 - 2.1.4 Part Four – Provision of Facilities and Support
3. Authorises the Chief Executive Officer to make minor editorial or formatting amendments as required to finalise the Council Member Allowance and Benefits Policy.

11. Recommendation 11 – Item 4.11 – Council Member Allowance and Benefits Policy - Specific to the Lord Mayor

THAT COUNCIL

1. Endorses that in accordance with section 26 of the City of Adelaide Act 1998, that the provision of facilities and support specific to the Lord Mayor as set out in Schedule 3 to the Council Member Allowances and Benefits Policy as set out in Attachment A to Item 4.11 on the Agenda for the meeting of the City Finance and Governance Committee meeting held on 19 September 2023, are necessary or expedient to the performance or discharge of official functions and duties by the Lord Mayor.
2. Adopts Schedule 3 to the Council Member Allowances and Benefits Policy as set out in Attachment A to Item 4.11 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.
3. Authorises the Chief Executive Officer to make any necessary typographical or syntactical revisions to Schedule 3 of the Council Member Allowances and Benefits Policy.

12. Recommendation 12 – Item 4.12 – Council Member Training and Development Policy

THAT COUNCIL

1. Adopts the Council Member Training and Development Policy as contained in Attachment A to Item 4.12 on the Agenda for the meeting of City Finance and Governance Committee held on 19 September 2023.
2. Approves the deletion of the following sections of the City of Adelaide Standing Orders
 - 2.1. Part 5 – Training and Development
3. Authorises the Chief Executive Officer to make any minor editorial and formatting changes as required to finalise the Council Member Training and Development Policy.

13. Recommendation 13 – Item 4.13 – Review of Council Delegations

THAT COUNCIL

1. Resolves to grant the delegation of powers and functions of the Council as provided for in the attached instrument of delegation (Attachment A to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
2. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 44 and 101 of the Act as the Chief Executive Officer sees fit, unless indicated herein or in the Schedule of conditions contained in each proposed Instrument of Delegation.

Planning, Development and Infrastructure Act 2016 (Instrument A)

3. That Council resolves to grant the delegation of powers and functions under the Planning, Development and Infrastructure Act 2016, exercising the power contained in Section 44 of the Act as provided for in the attached instrument of Delegation (Attachment A to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023) to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions the proposed Instrument of Delegation.
4. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 44 and 101 of the Act as the Chief Executive Officer sees fit, unless indicated herein of the Schedule of Conditions contained the proposed Instrument of Delegation.

Planning, Development and Infrastructure Act 2016 (Instrument B)

5. That Council resolves to grant the delegation of powers and functions under the Planning, Development and Infrastructure Act 2016, exercising the power contained in section 100 of the Planning, Development and Infrastructure Act 2016, as provided for in the attached instrument of Delegation (Attachment A to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023) to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
6. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 100(2)(c) of the Planning, Development and Infrastructure Act 2016 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

Adelaide Central Market Authority

7. That Council resolves to grant the delegation of powers and functions as provided for in the attached instrument of delegation (Attachment B to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023), exercising the powers contained in section 44 of the Act to the Adelaide Central Market Authority subject to the conditions and/or limitations, if any, specified herein or in the proposed instrument of Delegation.

Adelaide Economic Development Agency

8. That Council resolves to grant the delegation of powers and functions as provided for in the attached instrument of delegation (Attachment C to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023), exercising the powers contained in section 44 of the Act to the Adelaide Economic Development Agency subject to the conditions and/or limitations, if any, specified herein or in the proposed instrument of Delegation.

Road Traffic Act 1961 General Approval

9. That Council resolves to grant the sub-delegation of powers under the Road Traffic Act 1961 as provided for in the attached instrument of delegation (Attachment D to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
10. In accordance with the Instrument of General Approval and Delegation to Council (dated 22 August 2013) from the Minister for Transport and Infrastructure (General Approval), the Council authorises the following person(s) pursuant to Clause A.7 of the General Approval to endorse Traffic Impact Statements for the purposes of Clause A of the General Approval provided that such person(s) shall take into account the matters specified in Clause A.7 of the General Approval in respect of Traffic Impact Statements:
 - 10.1. Julie Bellwood
 - 10.2. Jarrad Parsons
 - 10.3. Penelope Bennett
11. In accordance with Clause A.7 of the General Approval the Council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the General Approval:
 - 11.1. Julie Bellwood
 - 11.2. Amy Smith
 - 11.3. Christian Bilas

- 11.4. Darren Mitchell
- 11.5. Jarrad Parsons
- 11.6. Jarrod Armitage
- 11.7. Penelope Bennett
- 11.8. Stephanie Papandrea
- 11.9. Michael Lee
- 11.10. Justine Austin

12. In accordance with Clause E.2 of the General Approval, the Council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans:

- 12.1. Julie Bellwood
- 12.2. Amy Smith
- 12.3. Christian Bilas
- 12.4. Darren Mitchell
- 12.5. Jarrad Parsons
- 12.6. Jarrod Armitage
- 12.7. Penelope Bennett
- 12.8. Stephanie Papandrea
- 12.9. Michael Lee
- 12.10. Justine Austin

14. Recommendation 14 – Item 4.14 – Draft Code of Practice for Meeting Procedures

THAT COUNCIL

1. Notes the Council's decision at its Meeting on 22 August 2023 to include the following pledge in the Ordinary Council Agenda:

'May we in this meeting speak honestly, listen attentively, think clearly and decide wisely for the good governance of the City of Adelaide and the wellbeing of those we serve.'
2. Approves the deletion of the reference to a prayer from the Ordinary Council Agenda and amends the Code of Practice for meeting Procedures accordingly.
3. Approves the following changes to the Code of Practice for Meeting Procedures, as identified in Attachment A to Item 4.14 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023:
 - 3.1. Conflict of Interest to be included as an agenda item at all meetings (sections 3.3 and 4.6)
 - 3.2. Special meeting agenda structure (section 3.3)
 - 3.3. Removal of the title "your worship" (section 4.11)
 - 3.4. Clarification of procedures for Meeting Interruption (4.24)
 - 3.5. Clarification of discretionary provisions (section 6.1)
 - 3.6. Minor typographical and syntactical revisions (as highlighted)
4. Authorises the Chief Executive Officer to make any necessary typographical or syntactical revisions in order to finalise the Code of Practice for Meeting Procedures.

DISCUSSION

1. The City Finance and Governance Committee met at a meeting of the Committee on Tuesday 19 September 2023. The Agenda with public reports for the meeting can be viewed [here](#).
2. The following matters were the subject of deliberation:

- 2.1. Item 4.1 – Q4 Business Update

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Notes the 2022/23 Preliminary Financial Position as presented in Attachment A to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, which include:
 - 1.1. Total operating income of \$215.454 million (\$213.446 million estimated in Q3)
 - 1.2. Total operating expenditure (including depreciation) of \$214.187 million (\$213.359 million estimated in Q3)
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 2. Notes results presented are subject to external audit, and therefore are estimates at this stage.
 3. Notes the Capital Works Quarter 4 Review as presented in Attachment A to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, which include:
 - 3.1. Major Projects expenditure of \$14.19 million (\$17.1 million estimated in Q3)
 - 3.2. New and Upgrades expenditure of \$4.02 million (\$6.5 million estimated in Q3)
 - 3.3. Renewals expenditure of \$30.12 million (\$38.2 million estimated in Q3)
 - 3.4. Capital Program Management expenditure of \$8.95 million (\$9.8 million in Q3)
 - 3.5. Grant funding to support capital expenditure on new/upgraded assets of \$6.7 million (\$11.7 million in Q3).
 4. Notes the Adelaide Central Market Authority Quarter 4 report 2022/23 (Attachment B to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
 5. Notes the Adelaide Economic Development Agency Quarter 4 report 2022/23 (Attachment C to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
 6. Notes the Kadaltilla / Park Lands Authority Quarter 4 report 2022/23 (Attachment D to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
 7. Notes the Brown Hill Keswick Creek Quarter 4 report 2022/23 (Attachment E to Item 4.1 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
 8. Notes that at the end of this Quarter 93% of Projects were capitalised within 10 Weeks, exceeding the 70% target proposed by the Audit and Risk Committee at its meeting of 5 February 2021.
- 2.2. Item 4.2 – Review of ACMA and AEDA Charters and amendments to AEDA Advisory Committee Terms of Reference

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Notes the table of proposed amendments to the Charters of the Adelaide Central Market Authority and Adelaide Economic Development Agency as set out in Attachment A to Item 4.2 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.

2. Approves the amendments to the Charter of the Adelaide Central Market Authority as set out in Attachment B to Item 4.2 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.
3. Authorises the Chief Executive Officer to make any necessary or desirable typographical or syntactical revisions to the amended Adelaide Central Market Authority Charter as set out in Attachment B to Item 4.2 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023 before any publication is made in the Government Gazette. If any such revisions are made, then it is the version as revised which will become the Charter upon publication in the Government Gazette.
4. Notes the amended Charter of the Adelaide Central Market Authority will be provided to the Minister for Local Government.
5. Notes the amendments will be effective from the date the Charter of the Adelaide Central Market Authority (as amended) is published in the Government Gazette.
6. Notes that the proposed changes to the Adelaide Economic Development Agency charter will be deferred until the matter is discussed by the Board of AEDA and Council.

2.3. Item 4.3 – Workforce Planning and Staff Retention - Internal audit review

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Notes the Internal Audit Report conducted by KPMG on Workforce Planning, Attachment A to Item 4.3 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.

2.4. Item 4.4 – Adoption of the Long Term Financial Plan 2023 - 2024 to 2032 – 2033 & CEO Sustainability Statement

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Notes the Chief Executive Officer Financial Sustainability Report.
2. Notes the long term financial sustainability of the Long Term Financial Plan 2023/24 to 2032/33.
3. Adopts the Long Term Financial Plan 2023/24 to 2032/33 as set out in Attachment A to 4.4 on the Agenda for the City Finance and Governance Committee meeting held 19 September 2023.
4. Requests administration prepare a report making recommendations in relation to amendments to the Long Term Financial Plan regarding the following:
 - 4.1. Continued growth in revenue, through both rates and commercial activities, at or above the rate of growth in expenses.
 - 4.2. Investment of \$15m per annum for the life of the LTFP on new and upgrade projects.
 - 4.3. The future of Rundle UPark.
 - 4.4. Successful resolution of external funding for the renewal of the Torrens Weir and Adelaide Bridge.
 - 4.5. Ongoing advocacy for reductions in exemptions and mandatory rebates.
 - 4.6. Use of the Future Fund.

2.5. Item 4.5 – 2023/24 Q2 Quarterly Forward Procurement Report

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Notes the Procurements set out in Attachment A to Item 4.5 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, which will be released to the market during Quarter 2 of the 2023/2024 financial year.

2.6. Item 4.6 – Delegation to Award Contract

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Approves the Award of Contract to the preferred tenderer as identified by the Evaluation Panel for the Pitt Street Redevelopment.
2. Authorises the Chief Executive Officer or delegate to execute the relevant contract including the approval of any variation (financial and non-financial) to the contract based on the procurement process conducted.

2.7. Item 4.7 – Integrated Strategic Community Engagement

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Endorses the Integrated Community Engagement Framework and 2023/24 Program, Attachment A to Item 4.7 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.

2.8. Item 4.8 – Market Research - Outcomes for the Draft Strategic Plan 2024-2028

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Notes the results from the McGregor Tan Community Perceptions and Vision survey of 800 respondents as provided in Attachment A to Item 4.8 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, which forms part of the evidence base for the development of the Strategic Plan 2024-2028.

2.9. Item 4.9 – Code of Practice - Access to Council and Committee Meetings and Documents

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Endorses the draft Code of Practice – Access to Council and Committee Meetings and Documents as contained in Attachment A to Item 4.9 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023, for the purposes of public consultation.
2. Notes public consultation commences on 3 October 2023 and concludes on 25 October 2023, in accordance with Council's Community Consultation Policy and the legislative requirement of a minimum 21 days public consultation.
3. Notes a report will be presented to the City Finance and Governance Committee meeting to be held on 21 November 2023 that includes;
 - 3.1. details of any submissions received during the public consultation period regarding the Code of Practice – Access to Meetings and Documents; and
 - 3.2. a final proposed Code of Practice – Access to Council and Committee Meetings and Documents for Council to consider and adopt.

2.10. Item 4.10 – Council Member Allowance and Benefits Policy

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Adopts the Council Member Allowance and Benefits Policy, as contained in Attachment A to Item 4.10 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.
2. Approves the deletion of the following sections of the City of Adelaide Standing Orders:
 - 2.1. Chapter 5 – Allowances and Benefits
 - 2.1.1 Part One – Allowances
 - 2.1.2 Part Two – Benefits and Reimbursements of Expenses
 - 2.1.3 Part Three – Register of Allowances and Benefits

2.1.4 Part Four – Provision of Facilities and Support

3. Authorises the Chief Executive Officer to make minor editorial or formatting amendments as required to finalise the Council Member Allowance and Benefits Policy.

2.11. Item 4.11 – Council Member Allowance and Benefits Policy - Specific to the Lord Mayor

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Endorses that in accordance with section 26 of the City of Adelaide Act 1998, that the provision of facilities and support specific to the Lord Mayor as set out in Schedule 3 to the Council Member Allowances and Benefits Policy as set out in Attachment A to Item 4.11 on the Agenda for the meeting of the City Finance and Governance Committee meeting held on 19 September 2023, are necessary or expedient to the performance or discharge of official functions and duties by the Lord Mayor.
2. Adopts Schedule 3 to the Council Member Allowances and Benefits Policy as set out in Attachment A to Item 4.11 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023.
3. Authorises the Chief Executive Officer to make any necessary typographical or syntactical revisions to Schedule 3 of the Council Member Allowances and Benefits Policy.

2.12. Item 4.12 – Council Member Training and Development Policy

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Adopts the Council Member Training and Development Policy as contained in Attachment A to Item 4.12 on the Agenda for the meeting of City Finance and Governance Committee held on 19 September 2023.
2. Approves the deletion of the following sections of the City of Adelaide Standing Orders
 - 2.1. Part 5 – Training and Development
3. Authorises the Chief Executive Officer to make any minor editorial and formatting changes as required to finalise the Council Member Training and Development Policy.

2.13. Item 4.13 – Review of Council Delegations

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Resolves to grant the delegation of powers and functions of the Council as provided for in the attached instrument of delegation (Attachment A to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
2. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 44 and 101 of the Act as the Chief Executive Officer sees fit, unless indicated herein or in the Schedule of conditions contained in each proposed Instrument of Delegation.

Planning, Development and Infrastructure Act 2016 (Instrument A)

3. That Council resolves to grant the delegation of powers and functions under the Planning, Development and Infrastructure Act 2016, exercising the power contained in Section 44 of the Act as provided for in the attached instrument of Delegation (Attachment A to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023) to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions the proposed Instrument of Delegation.
4. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 44 and 101 of the Act as the Chief Executive Officer sees fit, unless indicated herein of the Schedule of Conditions contained the proposed Instrument of Delegation.

Planning, Development and Infrastructure Act 2016 (Instrument B)

5. That Council resolves to grant the delegation of powers and functions under the Planning, Development and Infrastructure Act 2016, exercising the power contained in section 100 of the Planning, Development and Infrastructure Act 2016, as provided for in the attached instrument of Delegation (Attachment A to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023) to the person occupying or acting in the office of Chief Executive Officer of the Council subject to the conditions and/or limitations, if any, specified herein or in the Schedule of Conditions in the proposed Instrument of Delegation.
6. Such powers and functions may be further delegated by the Chief Executive Officer in accordance with Section 100(2)(c) of the Planning, Development and Infrastructure Act 2016 as the Chief Executive Officer sees fit, unless otherwise indicated herein or in the Schedule of Conditions contained in the proposed Instrument of Delegation.

Adelaide Central Market Authority

7. That Council resolves to grant the delegation of powers and functions as provided for in the attached instrument of delegation (Attachment B to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023), exercising the powers contained in section 44 of the Act to the Adelaide Central Market Authority subject to the conditions and/or limitations, if any, specified herein or in the proposed instrument of Delegation.

Adelaide Economic Development Agency

8. That Council resolves to grant the delegation of powers and functions as provided for in the attached instrument of delegation (Attachment C to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023), exercising the powers contained in section 44 of the Act to the Adelaide Economic Development Agency subject to the conditions and/or limitations, if any, specified herein or in the proposed instrument of Delegation.

Road Traffic Act 1961 General Approval

9. That Council resolves to grant the sub-delegation of powers under the Road Traffic Act 1961 as provided for in the attached instrument of delegation (Attachment D to Item 4.13 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023).
10. In accordance with the Instrument of General Approval and Delegation to Council (dated 22 August 2013) from the Minister for Transport and Infrastructure (General Approval), the Council authorises the following person(s) pursuant to Clause A.7 of the General Approval to endorse Traffic Impact Statements for the purposes of Clause A of the General Approval provided that such person(s) shall take into account the matters specified in Clause A.7 of the General Approval in respect of Traffic Impact Statements:
 - 10.1. Julie Bellwood
 - 10.2. Jarrad Parsons
 - 10.3. Penelope Bennett
11. In accordance with Clause A.7 of the General Approval the Council is of the opinion that the following person(s) is/are experienced traffic engineering practitioner(s) for the purposes of preparing a Traffic Impact Statement as required by Clause A.7 of the General Approval:
 - 11.1. Julie Bellwood
 - 11.2. Amy Smith
 - 11.3. Christian Bilas
 - 11.4. Darren Mitchell
 - 11.5. Jarrad Parsons
 - 11.6. Jarrod Armitage
 - 11.7. Penelope Bennett
 - 11.8. Stephanie Papandrea
 - 11.9. Michael Lee
 - 11.10. Justine Austin

12. In accordance with Clause E.2 of the General Approval, the Council is of the opinion that the following person(s) has (have) an appropriate level of knowledge and expertise in the preparation of Traffic Management Plans:

- 12.1. Julie Bellwood
- 12.2. Amy Smith
- 12.3. Christian Bilas
- 12.4. Darren Mitchell
- 12.5. Jarrad Parsons
- 12.6. Jarrod Armitage
- 12.7. Penelope Bennett
- 12.8. Stephanie Papandrea
- 12.9. Michael Lee
- 12.10. Justine Austin

2.14. Item 4.14 – Draft Code of Practice for Meeting Procedures

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL:

1. Notes the Council's decision at its Meeting on 22 August 2023 to include the following pledge in the Ordinary Council Agenda:

'May we in this meeting speak honestly, listen attentively, think clearly and decide wisely for the good governance of the City of Adelaide and the wellbeing of those we serve.'
2. Approves the deletion of the reference to a prayer from the Ordinary Council Agenda and amends the Code of Practice for meeting Procedures accordingly.
3. Approves the following changes to the Code of Practice for Meeting Procedures, as identified in Attachment A to Item 4.14 on the Agenda for the meeting of the City Finance and Governance Committee held on 19 September 2023:
 - 3.1. Conflict of Interest to be included as an agenda item at all meetings (sections 3.3 and 4.6)
 - 3.2. Special meeting agenda structure (section 3.3)
 - 3.3. Removal of the title "your worship" (section 4.11)
 - 3.4. Clarification of procedures for Meeting Interruption (4.24)
 - 3.5. Clarification of discretionary provisions (section 6.1)
 - 3.6. Minor typographical and syntactical revisions (as highlighted)
4. Authorises the Chief Executive Officer to make any necessary typographical or syntactical revisions in order to finalise the Code of Practice for Meeting Procedures.

DATA AND SUPPORTING INFORMATION

Link 1 – City Finance and Governance Committee Agenda

ATTACHMENTS

Nil

- END OF REPORT -