

# Review of Committee Structure

Strategic Alignment - Our Corporation

Public

**Tuesday, 19 March 2024**  
**City Finance and Governance**  
**Committee**

**Program Contact:**  
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Governance

**Approving Officer:**  
Anthony Spartalis, Acting Chief  
Operating Officer

## EXECUTIVE SUMMARY

Under Item 4.1 of the Special Council Meeting 17 January 2023, Council adopted a Committee structure of four functional Committees and appointed a Chair and Deputy Chair to each Committee for a period of one year, in accordance with section 41 of the *Local Government Act 1999 (SA)* (the Act).

This Committee structure was extended until 31 March 2024, following a further Council decision on 28 November 2023.

Administration recently sought feedback from Council Members to understand how the current committee structure assists in the decision making process and if there are any suggestions for improvements.

This report asks Council to consider retaining the current structure for the balance of this Council term.

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## RECOMMENDATION

The following recommendation will be presented to Council on 26 March 2024 for consideration

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL  
THAT COUNCIL

1. Establishes the following committees in accordance with section 41 of the Local Government Act 1999 (SA):
  - 1.1 City Community Services and Culture Committee
  - 1.2 City Finance and Governance Committee
  - 1.3 City Planning, Development and Business Affairs Committee
  - 1.4 Infrastructure and Public Works Committee
2. Adopts a Committee Meeting Schedule (as set out below), with all Committee Meetings to be held in the Colonel Light Room, Adelaide Town Hall:
  - 2.1. City Community Services and Culture Committee, first Tuesday of the month at 5.30pm (except December 2024 and January 2025);
  - 2.2. City Planning, Development and Business Affairs Committee, first Tuesday of the month at 7.00pm (except December 2024 and January 2025);
  - 2.3. City Finance and Governance Committee, third Tuesday of the month at 5.30pm (except December 2024 and January 2025); and
  - 2.4. Infrastructure and Public Works Committee third Tuesday of the month at 7.00pm (except December 2024 and January 2025)

3. Authorises the Acting Chief Executive Officer or delegate in consultation with the Committee Chair to vary the meeting cycles, scope of agenda or schedule in response to operational needs and/or requirements.
4. Notes that the Terms of Reference for the City Community Services and Culture Committee, City Finance and Governance Committee, City Planning, Development and Business Affairs Committee and Infrastructure and Public Works Committee will be reviewed and presented to the relevant committee meeting by June 2024.
5. Applies the provisions of Parts 1, 3 and 4 of the *Local Government (Procedures at Meetings) Regulations 2013 (SA)* established in Part 4 to the City Community Services and Culture Committee, City Finance and Governance Committee, City Planning, Development and Business Affairs Committee and Infrastructure and Public Works Committee to all meetings of the committees.

**City Community Services and Culture Committee**

6. Appoints all Council Members to the City Community Services and Culture Committee from 1 April 2024 until 31 March 2025.
7. Appoints Councillor \_\_\_\_\_ as the Chair of the City Community Services and Culture Committee from 1 April 2024 to 31 March 2025.
8. Appoints Councillor \_\_\_\_\_ as the Deputy Chair of the City Community Services and Culture Committee from 1 April 2024 to 31 March 2025.

**City Planning, Development and Business Affairs Committee**

9. Appoints all Council Members to the City Planning, Development and Business Affairs Committee from 1 April 2024 until 31 March 2025.
10. Appoints Councillor \_\_\_\_\_ as the Chair of the City Planning, Development and Business Affairs Committee from 1 April 2024 to 31 March 2025.
11. Appoints Councillor \_\_\_\_\_ as the Deputy Chair of the City Planning, Development and Business Affairs Committee from 1 April 2024 to 31 March 2025.

**City Finance and Governance Committee**

12. Appoints all Council Members to the City Finance and Governance Committee from 1 April 2024 until 31 March 2025.
13. Appoints Councillor \_\_\_\_\_ as the Chair of the City Finance and Governance Committee from 1 April 2024 to 31 March 2025.
14. Appoints Councillor \_\_\_\_\_ as the Deputy Chair of the City Finance and Governance Committee from 1 April 2024 to 31 March 2025.

**Infrastructure and Public Works Committee**

15. Appoints all Council Members to the Infrastructure and Public Works Committee from 1 April 2024 until 31 March 2025.
16. Appoints Councillor \_\_\_\_\_ as the Chair of the Infrastructure and Public Works Committee from 1 April 2024 to 31 March 2025.
17. Appoints Councillor \_\_\_\_\_ as the Deputy Chair of the Infrastructure and Public Works Committee from 1 April 2024 to 31 March 2025.

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## IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	<b>Strategic Alignment – Our Corporation</b>  Consideration of Council’s governance structure assists Council to continually improve our governance and maximise community benefit, in supporting the business of Council.
Policy	Code of Practice for Meeting Procedures and Code of Practice for Access to Council and Committee Meetings and Documents.
Consultation	A survey was circulated to Council Members as part of a review of the existing Committee structure.
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 <i>Local Government (Procedures at Meetings) Regulations 2013 (SA)</i> and the Code of Practice for Meeting Procedures and relevant policies.  Pursuant to section 75 of the Act, 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	Not as a result of this report
23/24 Budget Allocation	Not as a result of this report
Proposed 24/25 Budget Allocation	The annual allowance for a Council Member is \$30,385. If a Councillor is a Presiding Member of a Committee they receive an additional amount of \$7,596 per annum.  There is no extra allowance for the Lord Mayor or Deputy Lord Mayor for a Presiding Member role.
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
23/24 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. Committees may be established by Council pursuant to Section 41 of the Act to:
  - (a) to assist the council in the performance of its functions.

Examples—

- To carry out a project on behalf of the council.
- To manage or administer property, facilities, or activities on behalf of the council.
- 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.

2. As part of the 2023 governance structure process, Council Members participated in two workshops to discuss and seek feedback on potential governance structures.
3. Council had established four functional Committees:
  - 3.1. City Community Services and Culture Committee, on the first Tuesday of the month, followed by;
  - 3.2. City Planning, Development and Business Affairs Committee; and
  - 3.3. City Finance and Governance Committee, on the third Tuesday of the month, followed by;
  - 3.4. Infrastructure and Public Works Committee.
4. Council subsequently appointed to each Committee a Chair and Deputy Chair. The appointments were as follows:
  - 4.1. Councillor Giles as Chair and Councillor Davis as Deputy Chair of the City Community Services and Culture Committee
  - 4.2. Councillor Noon as Chair and Councillor Martin as Deputy Chair of the City Planning, Development and Business Affairs Committee
  - 4.3. Councillor Siebentritt as Chair and Councillor Li as Deputy Chair of the City Finance and Governance Committee; and
  - 4.4. Councillor Couros as Chair and Councillor Elliott as Deputy Chair of the Infrastructure and Public Works Committee.
5. The continuation of the current Committee structure until 31 March 2024, including the extension of the appointments of the Chairs and Deputy Chairs, has allowed for a review to be undertaken whilst ensuring the continuity of Council Business.
6. Once the Committees have been established for the period 1 April 2024 to the end of this Council term a review of the Terms of Reference for each Committee will be undertaken and presented by the end of June 2024.

**Survey outcomes**

7. In March Administration circulated a survey to Council Members regarding the existing Committee structure. Verbatim responses can be found in **Attachment A**.
8. 5 out of 12 Councillors provided responses.
9. Evaluation of the survey results indicated:
  - 9.1. There was general support for the existing structure from Council members who responded, including majority support for propositions that Committees encourage participation, informed decision-making, and a team-approach.
  - 9.2. No substantive concerns with the existing Committee structure and schedule were raised that warranted changing the current governance arrangements.
  - 9.3. Suggestions were made to fine-tune Committee functioning, specifically to allow Committee agenda flexibility enabling discussion of pressing operational matters outside of the schedule.
10. Suggestions made and proposed actions are summarised below:

<b>Survey suggestion</b>	<b>Administrative action proposed</b>
Better advance notification of key items, and earlier provision of agendas and reports to members.	Administration to provide pre-reading where possible. Ordinary Council and Committee Meetings require the CEO to give notice at

	least three clear days before the date of the meeting, this includes the agenda being distributed. Administration aim to have agendas circulated on a Thursday which is 4 clear days before an ordinary meeting.
Enabling more manageable agendas and flexible scheduling of discussions including considering: <ul style="list-style-type: none"> <li>Split high-volume committees and recombine differently.</li> <li>Balancing the work among the committees.</li> </ul>	Ability to include reports from other operational areas as needed which will limit delays to business-critical matters. This will be done through consultation with the CEO or delegate and the Committee Chair.
Smaller committees which appoint councillor membership.	No action.
Recommendations only go to Council.	The current structure allows for a Committee to consider a recommendation before the item goes to Council for a decision.

### Presiding Members

11. A Council Member who is a Presiding Member is entitled to a total Council Member allowance of \$37,981 inclusive of an additional Presiding Member allowance of \$7,596 per annum.
12. There is no additional entitlement for the Lord Mayor or the Deputy Lord Mayor if they are appointed to the role of a Presiding Member.
13. Any Council Member (not being the Lord Mayor or Deputy Lord Mayor) seeking to be appointed as a Chair of a Committee will need to declare a Material Conflict of Interest and leave the meeting before Council debates or votes on that matter.

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## ATTACHMENTS

### Attachment A - Council Member Survey Results

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