

Council Member
Councillor Martin

Public

Contact Officer:
Amanda McIlroy, Chief
Operating Officer

MOTION ON NOTICE

Councillor Martin will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:

'That Council;

Acknowledges the right of the new Council to be elected in November to determine whether paper agenda and minutes should be abolished or retained and asks the Administration to formally pose the question at the first meeting of that Council at which it would be appropriate to do so.'

ADMINISTRATION COMMENT

1. Should the motion be carried, the CEO will discuss with the new Council any preference for the provision of paper agenda and minutes.
2. Changes to public inspection/display requirements throughout the *Local Government Act 1999 (SA) (LG Act)* and associated regulations, commenced in November 2021 as part of the *Statutes Amendment (Local Government Review) Act 2021*.
3. Schedule 5 of the LG Act which contains 'Documents to be made available by councils' includes, amongst other requirements, agendas and minutes for meetings of Council and committees. Pursuant to amendments made to Section 132(1) of the LG Act, paper copies are no longer required to be kept on display in the principal office, only published to the City of Adelaide website. As ambassadors of access and inclusion, we continue to provide community members with access to the printed Council and Committee agenda, with one printed copy available for viewing at the Customer Centre before the meeting, free of charge. Community members can also request a personal printed copy on payment of a fee (15cents per page) fixed by Council.
4. We aim for continuous improvement in the ways we provide our meeting agendas and minutes to the public and Council Members. Our website has been updated to improve public access to meeting documents with positive feedback received from the community.
5. Chapter 5, Part 2 and Part 4 of the City of Adelaide Standing Orders talk to Council Members' access to support. Standing Order 64 states '*Council Members are entitled to the use of a mobile telephone, laptop/tablet device supplied by the Corporation of the City of Adelaide, during their term of office*' and Standing Order 94 states '*Council Members are entitled to the use of current technology and applications to enable them to discharge their responsibilities as a Council Member at a level determined by the Chief Executive Officer, or by resolution of Council.*'

6. We are committed to ensuring that Council Members and external appointees to City of Adelaide committees and panels supported to effectively access information via electronic means providing a consistent and efficient way of accessing vital information.
7. As part of the induction and onboarding of the new Council from November 2022, training will be provided to Council Members to ensure they can access and easily navigate the information necessary to undertake their role as a Council Member. This will include access to meeting documents, instructions and support on annotating these documents, tips for use during meetings, and how to access additional information via the Council Member portal. Devices will be set up as needed and training and support will be provided on an ongoing basis.
8. Reducing Council's reliance on printed documents supports Council's commitment to Environmental Leadership and reducing operational carbon emissions. Minimising paper use and recycling what we use contributes to emissions reductions and avoids deforestation.

Should the motion be carried, the following implications of this motion should be considered. Note any costs provided are estimates only – no quotes or prices have been obtained:	
Public consultation	Not applicable
External consultant advice	Not applicable
Legal advice / litigation (eg contract breach)	Not applicable
Impacts on existing projects	Not applicable
Budget reallocation	Not applicable
Capital investment	Not applicable
Staff time in preparing the workshop / report requested in the motion	Not applicable
Other	Not applicable
Staff time in receiving and preparing this administration comment	To prepare this administration comment in response to the motion on notice took approximately 4 hours

- END OF REPORT -