



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 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 a 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
 - Protection, preservation, and promotion of our unique built, natural, and cultural heritage

3. Reporting

- 3.1. The 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 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 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. In accordance with the Standing Orders the Deputy Lord Mayor is the Chair of the City Community Services and Culture Committee. The Deputy Chair is 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 *Local Government Act 1999* 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.
 - 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5. If the Chair of the 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 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 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 a Committee may move the motion of the Committee

7. Meeting details

- 7.1. The City Community Services and Culture Committee will meet once the third Tuesday one meeting a month held on the third Tuesday of the Month (excluding January and December) in the Colonel Light Room at 6.00pm
- 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 Committee's Presiding Member
- 7.4. The CEO is authorised to not call a meeting of the 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 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
 - 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

- That Regulation 20 – 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 Local Government Act 1999 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 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 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.
- 1.4 The establishment of a committee does not derogate from the power of the Council to act in a matter

2. Purpose of the Committee

- 2.1 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;
- 2.2 To monitor the performance of Council's financial and administrative activities, including undertaking the statutory quarterly budget review;
- 2.3 To recommend to Council new or desired changes to its policies relating to financial and revenue matters, including budgets and rating;
- 2.4 To undertake the review of Council's policies and recommend any changes which are considered necessary;
- 2.5 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;
- 2.6 To undertake the annual review of Council's Delegations Register and recommend any changes which are considered necessary;
- 2.7 To review as required relevant legislation affecting Local Government and recommend appropriate policy responses;

3. Reporting

- 3.1 The 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 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 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 In accordance with the Standing Orders the Deputy Lord Mayor is the Chair of the City Finance and Governance Committee. The Deputy Chair is 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 Local Government Act 1999 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.
 - 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5 If the Chair of the 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 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 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 a Committee may move the motion of the Committee

7. Meeting details

- 7.1 The City Finance and Governance Committee will meet once the third Tuesday one meeting a month held on the third Tuesday of the Month (excluding January and December) in the Colonel Light Room at 4.00pm
- 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 Committee's Presiding Member
- 7.4 The CEO is authorised to not call a meeting of the 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 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
- 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

- That Regulation 20 – 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 Local Government Act 1999 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



City of Adelaide
City Planning, Development and Business Affairs Committee
Terms of Reference

As Adopted 17 January 2023

1. Preamble

- 1.1 The City Planning, Development and Business Affairs Committee is established under section 41 of the *Local Government Act 1999* (the Act).
- 1.2 The City Planning, Development and Business Affairs Committee may be wound up at any time by resolution of the Council.
- 1.3 The City Planning, Development and Business Affairs 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 a 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 provide advice to the Council in relation to strategic planning and development policy issues
- 2.3 To review and, if necessary, guide the development of a city-wide economic development strategy and a local heritage strategy and policy.
- 2.4 To guide and oversee the implementation of major projects within the City.
- 2.5 To review and consider specific changes to the Development Plan as identified in Council's Plans and/or as initiated by State Government.
- 2.6 To advise Council in formulating and delivering appropriate strategies in relation to its strategic property holdings
- 2.7 To monitor and report on the performance of Council owned subsidiaries against the charters with which they have been established;
- 2.8 To review as required, relevant legislation affecting Local Government and recommending appropriate course(s) of action

3. Reporting

- 3.1 The 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 Committee is comprised of the Lord Mayor and all elected members. All members of the City Planning, Development and Business Affairs 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 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 In accordance with the Standing Orders the Deputy Lord Mayor is the Chair of the City Planning, Development and Business Affairs Committee. The Deputy Chair is 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 Local Government Act 1999 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.
 - 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5 If the Chair of the 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 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 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 a Committee may move the motion of the Committee

7. Meeting details

- 7.1 The City Planning, Development and Business Affairs Committee will meet once the third Tuesday one meeting a month held on the first Tuesday of the Month (excluding January and December) in the Colonel Light Room at 4.00pm
- 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 Committee's Presiding Member
- 7.4 The CEO is authorised to not call a meeting of the Committee within the meeting schedule should the Committee have no matters for consideration.

8. Meeting procedures

- 8.1 Meetings of the City Planning, Development and Business Affairs Committee will be held in accordance with:
- [Local Government Act 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
- The format of the City Planning, Development and Business Affairs 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 Planning, Development and Business Affairs Committee

- That Regulation 20 – 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 Local Government Act 1999 relating to Conduct and Disclosure of Interests.

Revision History – 2022-2026 Term of Office

In Response to:	Revision to City Planning, Development and Business Affairs Committee Terms of Reference

City of Adelaide
Infrastructure and Public Works Committee Terms of Reference



As Adopted 17 January 2023

1. Preamble

- 1.1. The Infrastructure and Public Works Committee is established under section 41 of the *Local Government Act 1999* (the Act).
- 1.2. The Infrastructure and Public Works Committee may be wound up at any time by resolution of the Council.
- 1.3. The Infrastructure and Public Works 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 a committee does not derogate from the power of the Council to act in a matter

2. Purpose of the Committee

- 2.1. To guide the development of an asset management policy framework for the City and make recommendations for consideration in forward financial estimates, and to deal with matters in respect of Council's asset management programs;
- 2.2. To oversee the regular evaluation of asset management and programs and the review of relevant service levels

3. Reporting

- 3.1. The 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 Committee is comprised of the Lord Mayor and all elected members. All members of the Infrastructure and Public Works 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 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. In accordance with the Standing Orders the Deputy Lord Mayor is the Chair of the Infrastructure and Public Works Committee. The Deputy Chair is 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 Local Government Act 1999 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.
 - 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5. If the Chair of the 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 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 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 a Committee may move the motion of the Committee

7. Meeting details

- 7.1. The Infrastructure and Public Works Committee will meet once the third Tuesday one meeting a month held on the first Tuesday of the Month (excluding January and December) in the Colonel Light Room at 6.00pm
- 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 Committee's Presiding Member
- 7.4. The CEO is authorised to not call a meeting of the Committee within the meeting schedule should the Committee have no matters for consideration.

8. Meeting procedures

- 8.1. Meetings of the Infrastructure and Public Works Committee will be held in accordance with:
- [Local Government Act 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
- The format of the Infrastructure and Public Works 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 Infrastructure and Public Works Committee
 - That Regulation 20 – 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 Local Government Act 1999 relating to Conduct and Disclosure of Interests.



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Revision History – 2022-2026 Term of Office

In Response to:	Revision to Infrastructure and Public Works Committee Terms of Reference