



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 (SA) 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 the City Planning, Development and Business Affairs Committee does not derogate from the power of the Council to act in a matter.

2. Purpose of the Committee

- 2.1 To provide advice to the Council in relation to the strategic development of Councils planning and development policy issues.
- 2.2 To review and, if necessary, guide the development of a city-wide economic development strategy and a local heritage strategy and policy.
- 2.3 To guide and oversee the implementation of major projects within the City.
- 2.4 To review and consider specific changes to the Development Plan as identified in Council's Plans and/or as initiated by State Government.
- 2.5 To advise Council in formulating and delivering appropriate strategies in relation to its strategic property holdings.
- 2.6 To review as required, relevant legislation affecting Local Government and recommending appropriate course(s) of action.
- 2.7 To provide advice to the Council relating to the development, endorsement, and implementation of the City Plan.

3. Reporting

- 3.1 The City Planning, Development and Business Affairs Committee reports directly to Council. This is by way of report and recommendations documented as minutes of the Committee meeting. The City Planning, Development and Business Affairs Committee can provide advice to other Council Committees where necessary.

4. Delegations

Nil

5. Membership

- 5.1 The membership of the City Planning, Development and Business Affairs 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 City Planning, Development and Business Affairs 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 the Deputy Chair of the City Planning, Development and Business Affairs Committee are appointed by the 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 Planning, Development and Business Affairs 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 Planning, Development and Business Affairs Committee has a deliberative vote and does not have a casting vote.

6.5 If the Chair of the City Planning, Development and Business Affairs 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 Planning, Development and Business Affairs 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 Planning, Development and Business Affairs 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 the City Planning, Development and Business Affairs Committee may move the motion of the Committee.

7. Meeting details

7.1 The City Planning, Development and Business Affairs Committee will meet once a month, held on the first Tuesday of the month (excluding January and December) in the Colonel Light Room, Adelaide Town Hall at no later than 7.00pm.

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 City Planning, Development and Business Affairs Committee's Presiding Member.

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

- 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; and
- Regulation 20 to 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 City Planning, Development and Business Affairs 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 Planning, Development and Business Affairs Committee Terms of Reference