

City Community Services and Culture Committee Terms of Reference

Tuesday, 21 February 2023
City Community Services and
Culture Committee

Strategic Alignment - Enabling Priorities

Program Contact:
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Public

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EXECUTIVE SUMMARY

Council considered its Governance Structure at its meeting on 17 January 2023. The City Community Services and Culture Committee (and the Terms of Reference) was established as part of this decision.

On 14 February, Council resolved to make some minor changes to the Terms of Reference. This can be found at **Attachment A**.

The timing of the City Community Services and Culture and the City Finance and Governance Committees has changed to allow the latter to receive end of month/quarter data in a timely manner to inform decision making.

Committee is asked to recommend to Council that the Terms of Reference for those committees are updated to reflect the change in meeting times.

These will again be reviewed as part of the Governance Structure Review in July 2023.

RECOMMENDATION

THAT THE CITY COMMUNITY SERVICES AND CULTURE COMMITTEE RECOMMENDS TO COUNCIL:

That Council

1. Notes the update Terms of Reference contained in Attachment A to Item 4.1 on the Agenda for the meeting of the City Community Services and Culture Committee held on 21 February 2023.
 2. Notes that from March 2023 the following changes to meeting times will occur:
 - The City Community Services and Culture Committee will meet monthly on the first Tuesday (excluding January and December) in the Colonel Light Room, Adelaide Town Hall at 5.30pm.
 - The City Finance and Governance Committee will meet monthly on the third Tuesday (excluding January and December) in the Colonel Light Room, Adelaide Town Hall, at 5.30pm.
 3. Adopts the changes to the Terms of Reference for the City Community Services and Culture Committee and City Finance and Governance Committee to reflect these changed meeting times.
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IMPLICATIONS AND FINANCIALS

City of Adelaide 2020-2024 Strategic Plan	Strategic Alignment – Enabling Priorities The role of the City of Adelaide is to uphold the values of integrity and accountability. To ensure that the Council delivers services to the community as a leader, advocate, and facilitator by maintaining a transparent decision-making process.
Policy	City of Adelaide Standing Orders
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	Not as a result of this report
Opportunities	Not as a result of this report
22/23 Budget Allocation	Not as a result of this report
Proposed 23/24 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
22/23 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. Council established the City Community Services and Culture Committee at its meeting on 17 January 2023 ([Link 1](#)). 14
2. The Terms of reference have been updated as a result of the Council decision 14 February 2023 ([Link 2](#)). The updated Terms of Reference are contained in **Attachment A**.
3. Since the meeting times were established by Council, it has become apparent that the City Finance and Governance Committee should instead meet in the third week of each month so that the end of month/quarter data can be collated and reported in a timely manner to inform decision making.
4. To allow for this reporting, the CEO has made the following changes to the meeting schedules which will apply from March 2023
 - City Community Services and Culture Committee will meet at 5.30 pm on the first Tuesday of the month
 - City Finance and Governance Committee will meet at 5.30 pm on the third Tuesday of the month.
5. It is recommended that Council adopts the changes to the Terms of Reference to for the City Community Services and Culture Committee and City Finance and Governance Committee to reflect these changed meeting times.
6. It is noted that the Standing Order review will include specific information concerning committees' meeting procedures. These procedures will be presented at the March 2023 City Community Services and Culture Committee for recommendation to Council.
7. The Terms of Reference are due to be reviewed again as part of the Governance Structure Review in July 2023.

DATA AND SUPPORTING INFORMATION

Link 1 - Minutes, Council Meeting, 17 January 2023

Link 2 - Minutes, Council Meeting, 14 February 2023

ATTACHMENTS

Attachment A – Terms of Reference City Community Services and Culture Committee

- END OF REPORT -