



# 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 (SA) 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 the City Community Services and Culture 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; and
  - Protection, preservation, and promotion of our unique built, natural, and cultural heritage.

### 3. Reporting

- 3.1. The City Community Services and Culture Committee reports directly to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.
- 3.2. The Committee may provide advice to other Council Committees as necessary

### 4. Delegations

Nil

### 5. Membership

- 5.1. The membership of the City Community Services and Culture 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 City Community Services and Culture 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 Deputy Chair of the City Community Services and Culture Committee are 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 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 Community Services and Culture 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 Community Services and Culture Committee has a deliberative vote and does not have a casting vote.

6.5. If the Chair of the City Community Services and Culture 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 Community Services and Culture 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 Community Services and Culture 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 may move a motion

## **7. Meeting details**

7.1. The City Community Services and Culture Committee will meet once a month, held on the third Tuesday of the month (excluding January and December) in the Colonel Light Room, Adelaide Town Hall at 5.30pm.

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 Community Services and Culture Committee's Presiding Member.

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

- 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.
- Regulation 20 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 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 Community Services and Culture Committee Terms of Reference