
City of Adelaide

Information Statement 2023/2024

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1. Introduction

This information Statement has been prepared to meet the requirements of Section 9(1a) of the *Freedom of Information Act 1991*. The purpose of the Information Statement is to provide the public with:

1. A description of the structure and functions of the Council and any committee or other body that is part of or advises the Council;
2. A description of the ways in which the functions (including, in particular, the decision-making functions) of the Council affect members of the public;
3. A description of any arrangements that exist to enable members of the public to participate in the formulation of the Council's policy and the exercise of the agency's functions;
4. A description of the various kinds of documents that are usually held by and are available from the Council;
5. A description of the arrangements that exist to enable a member of the public to obtain access to the Council's documents and to seek amendment of the Council's records concerning his or her personal affairs; and
6. A description of the procedures of the Council in relation to the giving of access to the Council's documents and to the amendment of the Council's records concerning the personal affairs of a member of the public.

2. The Structure & Functions of the Council

2.1 History of the City of Adelaide (Adelaide City Council)

The Adelaide City Council was founded on 4th November 1840, following the Colonial Municipal Act of the same year. Nineteen Common Council men (the Mayor and three Aldermen being selected by the members from among their numbers) attended a meeting in a room in a Hindley Street hotel and marked the beginning of local government in Australia. The Corporation became legally defunct in September 1843 but reformed by Act of Parliament in 1852. In 1861 the Mayor was first elected by the citizens.

In June 2006, the State Government passed the *City of Adelaide (Representation Review) Amendment Act 2006*. The Act allows the City of Adelaide to carry out a Representation Review to establish if the community would benefit from amendments to the electoral structure of Council.

The outcome of this Representation Review resulted in a change to the Council structure from the October 2007 Elections.

Further Representation Reviews were held in 2013 and 2021 and from the November 2022 Elections the Council was elected from 12 positions as follows;

- Lord Mayor
- Two (2) Area Councillors
- Nine (9) Ward Councillors (two Councillors from the North Ward, three Councillors from South Ward, and four Councillors from Central Ward)

From the November 2010 elections, the term of office became four (4) years.

The role of the Council is to administer the affairs of the City by maintaining and, where necessary, renewing the infrastructure and responding to the needs of residents, workers, visitors and city users. It services an area of 15.57 square kilometres represented by approximately 30,000 electors.

The Council has adopted the following Vision:

“Our Adelaide. Bold. Aspirational. Innovative.”

The functions of Council are carried out to benefit the community. The services and infrastructure provided are done so to provide for the welfare, well-being and interests of individuals and groups within Council’s community. Council is responsive to the needs, interests and aspirations of individuals and groups within the City of Adelaide community.

2.2 Council Decision Making Structure

All meetings are open to the public, except when confidential reports are being discussed, and copies of the Agendas and Minutes of the meetings can be easily obtained from:

- Customer Centre, 25 Pirie Street Adelaide; and
- Adelaide City Council website:
<https://www.cityofadelaide.com.au/about-council/your-council/council-meetings/meeting-agendas-minutes/>

Council and Committee meetings are conducted in accordance with the relevant Regulations under the *Local Government Act 1999* (S.81-86), the *Local Government (Procedures at Meetings) Regulations 2013*, and related terms of reference. Council is bound by all relevant Australian law, both State and Federal.

Council meetings are held on a fortnightly basis, meeting on the second and fourth Tuesday evening of the month with special meetings convened as needed.

Meetings of the Committees are held within a monthly meeting cycle, each committee meeting once each calendar month on the first and third Tuesday evening of the month.

- Council commences at 5.30pm in the Council Chamber, Town Hall, King William Street, Adelaide.
- The Committee meetings commence at 5.30pm and 7.00pm in the Colonel Light Room, Town Hall, King William Street, Adelaide.

Further detail is available at: [Meeting calendar | City of Adelaide](#)

Council Assessment Panel (CAP) meetings are held within a monthly meeting cycle, meeting once each calendar month on a Monday.

- CAP commences at 5.30pm in the Colonel Light Room, Town Hall, King William Street, Adelaide, on the fourth Monday of the month.

Capital City Council Membership

| | |
|---------------------------|---|
| Presiding Member: | The Right Honourable the Lord Mayor Dr Jane Lomax-Smith |
| Area Councillors: | Councillor Arman Abrahamzadeh Councillor Janet Giles |
| South Ward Councillors: | Councillor Keiran Snape (Deputy Lord Mayor) Councillor Dr Mark Siebentritt Councillor Henry Davis |
| Central Ward Councillors: | Councillor Carmel Noon Councillor Simon Hou Councillor David Elliot Councillor Jing Li |
| North Ward Councillors: | Councillor Phillip Martin Councillor Mary Couros |

2.2.1 The Committees

The Council has established committees 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.

The mechanism for decision making will be through recommendations provided to Council by the Committees.

The Committees that are currently in place to support Council are:

- City Community Services and Culture Committee
- City Planning, Development and Business Affairs Committee
- City Finance and Governance
- Infrastructure and Public Works Committee

These fulfill the following functions:

- Provide advice in relation to the extent to which the Council's strategic planning and development policies accord with the Planning Strategy
- Provide advice in relation to creating a city that is well designed, planned and developed while respecting the City's unique heritage and Park Lands
- Provide advice that will prepare the City for climate change and promote environmental sustainability
- Provide advice in relation to major projects and initiatives being undertaken by the Council
- Provide advice in relation to the implications for Council of major projects and initiatives being pursued by State Government and other key stakeholders in the City of Adelaide
- Provide advice on the implementation of affordable housing policies set out in the Planning Strategy within the City of Adelaide
- Provide advice in relation to strategic planning and development policy issues when preparing a Strategic Directions Report or a Development Plan Amendment Proposal
- Provide advice that supports effective and accountable city governance of the City of Adelaide
- To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives
- Provide advice that supports effective and accountable council governance and administration of the City of Adelaide
- Provide advice to oversight those activities of Council which cut across multiple programs such as development of the business plan
- Provide advice that supports the achievement of greater accountability for public expenditure
- Provide oversight of business services delivered by Council (e.g. UPark)
- To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objective

- Provide advice to ensure the public realm is clean, well presented and maintained
- Provide advice in relation to the planning, coordination and execution of Council's capital works and infrastructure program
- Provide advice in relation to major projects and initiatives being undertaken by the Council
- Provide advice on planning and management of Council owned assets and properties
- To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives
- Provide advice that promotes and supports economic prosperity, employment and investment in the City
- Provide advice in relation to stimulating activity in the central City through increased residential population density and social mix
- Provide advice to ensure the City is positioned as the hub of South Australia for sporting and other events, cultural, creative and artistic activities
- Provide advice in integrating transport planning and land use planning and ensuring that transport and parking meets the needs of all visiting and moving around the City
- Provide advice in relation to providing opportunities for the community to be active, maintain their health and participate in recreation and community sports programs
- Provide advice that will facilitate the development of a strong and productive community, supporting all who choose to live in or use the City and promote participation, volunteering and strong community life
- Provide advice that delivers services which help people live, use or visit the City safely
- To do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives

The Committees have responsibility for the following directorates/sub-directorates:

- City Shaping
- Services, Infrastructure & Operations
- Corporate Services
- Property & Commercial
- City Culture
- Park Lands, Policy & Sustainability
- Regulatory Services
- Infrastructure
- City Operations

2.2.2 Other Committees

Adelaide City Council Reconciliation Committee

To enable Council to facilitate the engagement of City communities in the process of reconciliation and provide a platform for Council's facilitation of Aboriginal and Torres Strait Islander involvement in city life.

Adelaide City Council Audit Committee

Responsible for reporting to and providing independent assurance and advice to the Council on accounting, financial management, internal controls, risk management and governance matters.

Chief Executive Officer Performance Review Panel

Responsible for determining the appropriate performance review process against which the CEO's performance will be assessed.

2.2.3 Subsidiary

Adelaide Park Lands Authority (Kadaltilla)

PRESIDING MEMBER: Lord Mayor

DEPUTY PRESIDING MEMBER: Elinor Walker

The Adelaide Park Lands Authority ("the Authority") has been established by Section 5 of the *Park Lands Authority Act 2005* and is taken to be a single Council Subsidiary of the Council under Section 42 of the *Local Government Act 1999*. The Authority is a key advisor to both the Council and the State Government on the protection, management, enhancement and promotion of the Adelaide Park Lands. Meetings of the Authority are held in the Colonel Light Room, Town Hall, Adelaide 5.30pm on selected Thursdays (monthly), as set out in the meeting schedule.

In October 2021, the Minister approved a change to the APLA Charter so APLA would be known as Kadaltilla / Park Lands Authority.

Adelaide Economic Development Agency

The Adelaide Economic Development Agency ("the Agency") has been established under Section 42 of the *Local Government Act 1999* as a Subsidiary of the Council. The Agency is responsible for working closely with businesses, industry groups, state government agencies and other relevant organisations to deliver a range of programs designed to stimulate the city's economic growth. The AEDA Board Meetings are held at the discretion of the Board whilst ensuring that it fulfills the requirement within the Charter to meet not less than once per quarter.

AEDA's inaugural Board commenced operating on 18 January 2021 and the Board initially met monthly and has now determined to meet approximately every 6 weeks. A schedule of meeting dates is determined by the Board at its first meeting of each calendar year, however is subject to change during the course of the year as determined and agreed to by the majority members of the Board and the Chair while maintaining the obligations of the Charter.

Rundle Mall Management Authority

The Authority was superseded by the Adelaide Economic Development Agency in January 2021.

Adelaide Central Market Authority

The Adelaide Central Market Authority ("the Authority") has been established under Section 42 of the *Local Government Act 1999* as a Subsidiary of the Council. The Authority is responsible for overseeing the management and operation of the Market. Meetings of the Authority are held at the discretion of the Board.

2.2.4 City of Adelaide Council Assessment Panel

To facilitate the expeditious assessment of applications made to the council, the City of Adelaide Council Assessment Panel is the relevant authority to exercise or perform, its powers and functions in accordance with the *Planning, Development and Infrastructure Act 2016* namely;

- The consideration of matters submitted by the Administration relating to assessment and determination of applications for planning consent;
- The provision of comment or advice to the State Commission Assessment Panel (SCAP) on major matters submitted to the Council by the Commission;
- The consideration of such other assessment matters as may be referred to the Panel by the Administration or as may be initiated by the Panel of its own volition.

2.2.5 Delegations

Some Committees and the Chief Executive Officer have been delegated authority from Council to make decisions on a number of specified administrative and policy matters. The Chief Executive Officer has further delegated some authority to various Council Officers. These delegations are listed in the Council's Instruments of Delegation, which are available to the public, and are reviewed annually by Council.

3. Services to the Community

The services Council currently provides include:

Business Operations

- Adelaide Town Hall
- Adelaide Aquatic Centre
- Adelaide Golf Links
- UPark

Property Portfolio

- Corporate Real Estate Management & Adelaide Central Market

Corporate Support Services

- Corporate ICT System Management & Records Management
- Council & Committee Support
- Executive Management Support
- Financial Support Services (including Rating & Grants Administration)
- People & Culture
- Governance Services
- Strategic & Corporate Business Planning

Policy & Planning Services

- Development Policy
- Park Lands & Sustainability Policy
- Residential Growth & Affordable Housing Policy
- Social & Neighbourhood Planning
- Strategic Property Projects
- Visitor Growth & Arts and Culture
- Workforce, Student & Economic Growth

Community & Civic Services

- Archives & Civic Collection Management
- Civic Functions
- Customer Service
- Event Management
- Intergovernmental Relations
- Library Services
- Marketing, Media & Communications
- Volunteer & Community Services

Infrastructure Management & Maintenance

- Capital Works – Project Delivery
- Capital Works & Maintenance
- City Design Services
- Cleansing, Horticulture & Workshop Services
- Infrastructure Asset Management

Regulatory & Statutory Services

- Compliance & Technical Services
- Development Assessment
- Development Compliance & Permits Services
- Environmental Health Services
- On Street Parking Services

4. Public Participation

City of Adelaide provides a variety of ways for the community to participate in decisions made by Council.

4.1 Council Meetings

In addition to Deputations, the Council has established a Public Forum that provides an opportunity for the Elected Members of the City of Adelaide to hear members of the public in a formal setting, in relation to issues in which the Council has a direct interest or responsibility. An application form to participate in the Public Forum is available from the City of Adelaide website.

Members of the public can contact the Elected Members of Council to discuss any issue relevant to Council.

Written requests for information can be made by members of the public to Council regarding any Council policy, service or activity.

4.2 Community Consultation

City of Adelaide is committed to open, responsive and accountable government; being sensitive to the needs, interests and aspirations of individuals and groups within the community; and seeking to ensure a proper balance within the community between economic, social, environmental and cultural considerations.

Council's Public Communication and Consultation Policy ensures Council's responsibilities to effectively communicate and consult with stakeholders are fulfilled. This policy is available on the City of Adelaide website and in Council's Customer Centre.

5. Access to Council Documents

Council documents (Policies & Strategies / Brochures) are available for public inspection:

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| In person: | 25 Pirie Street Adelaide |
| Telephone: | 08 8203 7203 |
| Fax: | 08 8203 7575 |
| Email: | customer@cityofadelaide.com.au |
| Internet: | https://www.cityofadelaide.com.au/ |
| Mail: | GPO Box 2252 Adelaide SA 5001 |

5.1 Policy Documents

Adelaide City Council has various Policy Documents. These are available either through the Customer Centre or on [Council's website](#).

5.2 Brochures

A number of brochures regarding City of Adelaide services, attractions, history and current issues are available from the City of Adelaide Customer Centre, Library & Community Centres, Visitor Information Centre and the Central Market.

5.3 Documents Required by Legislation

City of Adelaide is required to make the following documents available to the public under various Acts. These are all available either through the Customer Centre or the website and most are free to inspect, however in some instances to obtain an extract, payment of a fee will be required.

| Document | Details |
|---|---|
| Annual Business Plan & Budget | Website |
| Annual Report | Customer Centre and Website |
| Assessment Record | Customer Centre* |
| Audited Financial Statements | Contained within Annual Report |
| Code of Practice – Access to Meetings & Documents | Customer Centre and Website |
| Community Land Management Plans | Customer Centre |
| Contract & Tender Policies | Website |
| Council / Committee Agenda | Customer Centre and Website |
| Council / Committee Minutes | Customer Centre and Website |
| Council Members Expenses, Facilities & Support Policy | Website |
| Record of Delegations | Available on Request |
| Information Statement | Website |
| List of Fees and Charges | Customer Centre* |
| Notice and Agenda for Meetings | Customer Centre and Website |
| Order Making Policy | Customer Centre and Website |
| Public Consultation Policy | Customer Centre |
| Public Transparency Policy | Website |
| Rating Policy | Customer Centre |
| Recommendations adopted by Council | Customer Centre and Website (recorded in minutes) |
| Register of Allowances & Benefits | Customer Centre and Website |
| Register of By-Laws and Certified Copies | Customer Centre and Website |
| Register of Community Land | Customer Centre |
| Register of Expenditure & Campaign Donations | Customer Centre |
| Register of Interests (Elected Members) | Customer Centre and Website (extracts) |

