



Your Say
Adelaide

2019 CODE OF PRACTICE REVIEW

Consultation closes: **5:00pm, Wednesday 28 August 2019**

PROJECT INFORMATION

The City of Adelaide (CoA) is seeking your feedback on the review of its Code of Practice for access to meetings and documents (the Code).

The Code forms part of the CoA Standing Orders and relates to how you can access Council meetings and committee meetings, and related documents.

Background

Section 92 of the *Local Government Act 1999 (SA)* (the Act) provides that councils need to have a Code of Practice for the principles, policies, procedures and practices that relate to Parts 3 and 4 of Chapter 6 (Meetings) of the Act specifically:

- Public access to council and committee meetings (section 90 of the Act)
- Minutes of council and committee meetings and release of documents (section 91 of the Act)

This Code is required to be reviewed within 12 months of the Council election.

The components that make up the Code are contained in Chapter 6, Part 2 and Chapter 7, Parts 3, 4 and 5 of the CoA Standing Orders.

The Code, which was adopted by Council in 2008, has been reviewed (as per section 92(2) of the Act) following the election in November 2018 as part of the full review of the Standing Orders.

As previous content has been reformatted, consultation is now sought on these alterations.

Timeline

- Consultation opens 7 August 2019
- Consultation closes 5pm, 28 August 2019
- All submissions will be collated and presented to Council Members on 17 September 2019

Frequently Asked Questions

What is the difference between the Standing Orders and the Code of Practice?

The **Standing Orders** provide a consolidated reference document which address the policy requirements for the governing body (Council) pursuant to the *City of Adelaide Act 1998 (SA)*, the *Local Government Act 1999 (SA)* and associated Regulations.

Pursuant to section 92 of the *Local Government Act 1999 (SA)* (the Act), Council is required to have a **Code of Practice** for access to meetings and documents which specifically covers the provisions of section 90 and 91 of the Act.

The components of the Code as per the requirements of section 92(1) of the Act are incorporated into the Standing Orders as follows:

- Part 2 - Chapter 6 - policy requirements for Informal Gatherings pursuant to section 90(8) of the Act
- Part 3 - Chapter 7 – Place of Council and Committee Meetings
- Part 4 - Chapter 7 – Items Closed to the Public
- Part 5 – Chapter 7 – Meeting Documents.

Why do we need to review the code of practice?

Section 92 of the Act requires that the Code be reviewed within 12 months of the election. This review has been undertaken as part of the broader review of the Standing Orders.

Why do we need to consult with the public on the Code of Practice?

The Code was formally adopted in 2008 and further consultation was sought in 2015.

Due to the recent, broader review of the Standing Orders the format has changed, and duplicated information has been consolidated.

In accordance with section 92(5) of the Act, as there has been alterations, consultation is now sought.

There are no material changes to the content only the format and some consolidation.

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What is a Public Notice and Agenda?

A Public Notice for Council and committee meetings is a 'Notice of Meeting' which informs what type, where and when a meeting will be held.

An Agenda is a list that identifies the items of business for a meeting.

At the same time the Notice of Meeting is provided, Council publishes an Agenda accompanied by reports for the items of business listed as a consolidated document.

Where do Council and the committees meet, and can anyone attend?

Meetings are held in Adelaide Town Hall, King William Street, Adelaide. Ordinary meetings of Council are held in the Council Chamber and ordinary meetings of the committees are held in the Colonel Light Room.

Anyone is welcome to attend the meetings and view from the seating provided in the public galleries. At times, due to the nature of the item being discussed, the meeting may go into confidence and public will need to leave for the duration of that item(s).

Meetings of Council and The Committee are live streamed which can be accessed from the City of Adelaide website.

Full details of how [public can be involved in the meetings](#) can be found on our website.

How do I provide my feedback?

Feedback can be provided:

Online

yoursay.cityofadelaide.com.au

Contribute your feedback via the **Online Survey** or

Email your comments to yoursay@cityofadelaide.com.au or

Complete the Submission Form (attached to this consultation pack) and post it to:

Community Consultation
2019 Code of Practice Review
GPO Box 2252, Adelaide SA 5001

All written submissions must be received by 5.00pm, Wednesday 28 August 2019.

What happens next?

We will acknowledge your feedback either by email or in writing.

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Please note: this is a legislated consultation. All submissions **must** include your name and residential address to ensure your submission is considered by Council.

For enquiries please contact:

Jenny McFeat, Senior Consultant, Council Business

T: 8203 7447 or

E: CouncilBusinessTeam@cityofadelaide.com.au or

visit yoursay.cityofadelaide.com.au



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SUBMISSION FORM

Submissions close: 5pm. Wednesday 28 August 2019

This form can also be completed online at yoursay.cityofadelaide.com.au.

Please include your name and residential address to ensure your submission is considered by Council. Formal submissions including names and addresses of respondents may on occasions be made public through reports to Council. Required information is marked with an *asterisk.

*First Name:		*Last Name:	
Email Address:			
*Address:			
Business/Organisation Name (if applicable):			
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other Identity	Year of Birth:	
Are you a City of Adelaide Ratepayer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please tell us how you participate in city life (tick all that apply):			
<input type="checkbox"/> Work	<input type="checkbox"/> Live	<input type="checkbox"/> Shop	<input type="checkbox"/> Play <i>(e.g. leisure, recreation, entertainment, dining)</i>
<input type="checkbox"/> Study	<input type="checkbox"/> Tourist	<input type="checkbox"/> Own a Business	
Please indicate your main areas of interest (tick all that apply):			
<input type="checkbox"/> Council Services & Programs	<input type="checkbox"/> Open Space & Recreation	<input type="checkbox"/> City Design, Planning & Development	<input type="checkbox"/> New & Future Projects
<input type="checkbox"/> Social & Community Issues	<input type="checkbox"/> Policy, Budget and Management Plans	<input type="checkbox"/> Environmental Issues	<input type="checkbox"/> Arts & Events in the City
Please indicate the locations that are of interest to you (tick all that apply):			
<input type="checkbox"/> North Ward	<input type="checkbox"/> Central Ward	<input type="checkbox"/> South Ward	

[Your Say Adelaide](http://yoursay.adelaide.gov.au) is Council's online consultation website. It is your chance to be kept up-to-date and provide feedback on areas of the City that interest you. Would you like to be signed up to Your Say Adelaide online and be emailed when there is an opportunity to have your say on areas that are of interest to you?

Yes No

Please Note: If you've ticked Yes, you will receive an email to your nominated e-mail address above to confirm your new account.

