

## City of Adelaide

### Thriving Communities Committee Terms of Reference

As Adopted **17 January 2023**

#### 1. Preamble

- 1.1. The Thriving Communities Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Thriving Communities Committee may be wound up at any time by resolution of the Council.
- 1.3. The Thriving Communities 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 a committee does not derogate from the power of the Council to act in a matter

#### 2. Purpose of the Committee

- 2.1. The purpose of the Thriving Communities Committee is to make recommendations to Council on effective planning and monitoring of strategies, services, policies, and programs that assist Council to create a city that is welcoming, inclusive and accessible to all.
- 2.2. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist in the achievement of:
  - Healthy and resilient communities
  - Safe and welcoming community spaces
  - Well-planned and inclusive residential population growth
  - Functional zero homelessness
  - A safe, affordable, accessible, well-connected city for people of all ages and abilities, and all transport modes
  - Increased use of and access to the Adelaide Park Lands

#### 3. Reporting

- 3.1. The Committee reports direct to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.

#### 4. Delegations

Nil

#### 5. Membership

- 5.1. The membership of the Committee is comprised of **[include membership as resolved]**
- 5.2. All members of the Thriving Communities Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

## 6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair 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 *Local Government Act 1999* 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.
  - 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5. If the Chair of the 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 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 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 a Committee may move the motion of the Committee

## 7. Meeting details

- 7.1. The Thriving Communities Committee meet on the first Tuesday of the Month (except January and December) in the Colonel Light Room at 4.00pm
- 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 Committee's Presiding Member
- 7.4. The CEO is authorised to not call a meeting of the Committee within the meeting schedule should the Committee have no matters for consideration.

## 8. Meeting procedures

- 8.1. Meetings of the Thriving Communities Committee will be held in accordance with:
  - [Local Government Act 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
  - The format of the Thriving Communities 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 Thriving Committee

- That Regulation 20 – 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 *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

**Revision History – 2022-2026 Term of Office**

In Response to:	Revision to Thriving Communities Committee Terms of Reference

**City of Adelaide**  
**Strong Economies Committee Terms of Reference**  
**As Adopted 17 January 2023**

**1. Preamble**

- 1.1. The Strong Economies Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Strong Economies Committee may be wound up at any time by resolution of the Council.
- 1.3. The Strong Economies 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 a committee does not derogate from the power of the Council to act in a matter

**2. Purpose of the Committee**

- 2.1. The function of the Strong Economies Committee is to make recommendations to Council on strategies, services, policies, and programs that assist Council to champion a robust and diversified economy were innovation and low costs support growth and investment
- 2.2. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist in the achievement of:
  - The lowest-cost capital city with the least red tape
  - Greater digital capabilities and connectivity through Ten Gigabit Adelaide, enhancing capacity for innovation
  - Attraction and retention of a broad range of businesses and investment
  - A test bed for innovation in diverse industries
  - Main streets and laneways activated for economic growth

**3. Reporting**

- 3.1. The Committee reports direct to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.

**4. Delegations**

Nil

**5. Membership**

- 5.1. The membership of the Committee is comprised of [include membership as resolved]
- 5.2. All members of the Strong Economies Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

## 6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair 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 *Local Government Act 1999* 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.
  - 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5. If the Chair of the 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 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 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 a Committee may move the motion of the Committee

## 7. Meeting details

- 7.1. The Strong Economies Committee meet on the first Tuesday of the Month (except January and December) in the Colonel Light Room at 6.00pm
- 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 Committee's Presiding Member
- 7.4. The CEO is authorised to not call a meeting of the Committee within the meeting schedule should the Committee have no matters for consideration.

## 8. Meeting procedures

- 8.1. Meetings of the Strong Economies Committee will be held in accordance with:
  - [Local Government Act 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
  - The format of the Strong Economies 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 Strong Economies Committee
  - That Regulation 20 – 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 *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

### Revision History – 2022-2026 Term of Office

In Response to:	Revision to Strong Economies Committee Terms of Reference

**City of Adelaide**  
**Dynamic City Culture Committee Terms of Reference**  
**As Adopted 17 January 2023**

**1. Preamble**

- 1.1. The Dynamic City Culture Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Dynamic City Culture Committee may be wound up at any time by resolution of the Council.
- 1.3. The Dynamic City 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 a committee does not derogate from the power of the Council to act in a matter

**2. Purpose of the Committee**

- 2.1. The purpose of the Dynamic City Culture Committee is 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
  - Protection, preservation, and promotion of our unique built, natural, and cultural heritage

**3. Reporting**

- 3.1. The Committee reports direct to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.

**4. Delegations**

Nil

**5. Membership**

- 5.1. The membership of the Committee is comprised of [include membership as resolved]
- 5.2. All members of the Dynamic City Culture Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

## 6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair 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 *Local Government Act 1999* 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.
  - 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5. If the Chair of the 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 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 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 a Committee may move the motion of the Committee

## 7. Meeting details

- 7.1. The Dynamic City Culture Committee meet on the first Tuesday of the Month (except January and December) in the Colonel Light Room at 4.00pm
- 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 Committee's Presiding Member
- 7.4. The CEO is authorised to not call a meeting of the Committee within the meeting schedule should the Committee have no matters for consideration.

## 8. Meeting procedures

- 8.1. Meetings of the Dynamic City Culture Committee will be held in accordance with:
  - [Local Government Act 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
  - The format of the Dynamic City 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 Dynamic City Culture Committee



- That Regulation 20 – 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 *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

**Revision History – 2022-2026 Term of Office**

In Response to:	Revision to Dynamic City Culture Committee Terms of Reference

**City of Adelaide**  
**Environmental Leadership Committee Terms of Reference**  
**As Adopted 17 January 2023**



City of Adelaide

**1. Preamble**

- 1.1. The Environmental Leadership Committee is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Environmental Leadership Committee may be wound up at any time by resolution of the Council.
- 1.3. The Environmental Leadership 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 a committee does not derogate from the power of the Council to act in a matter

**2. Purpose of the Committee**

- 2.1. The purpose of the Environmental Leadership Committee is to make recommendations to Council on strategies, services, policies, and programs that assist Council to be a leader in responding to climate change and support our community and businesses to be resilient in the face of environmental challenges.
- 2.2. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist in the achievement of:
  - One of the world's first carbon neutral cities by 2025, where sustainability is core
  - A transition to low carbon and circular economies
  - Enhanced greening and biodiversity
  - A climate ready organisation and community
  - Integrated and sustainable development

**3. Reporting**

- 3.1. The Committee reports direct to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.

**4. Delegations**

Nil

**5. Membership**

- 5.1. The membership of the Committee is comprised of [include membership as resolved]
- 5.2. All members of the Environmental Leadership Committee will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

## 6. Presiding Member (Committee Chair)

- 6.1. The Chair and Deputy Chair 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 *Local Government Act 1999* 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.
  - 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5. If the Chair of the 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 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 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 a Committee may move the motion of the Committee

## 7. Meeting details

- 7.1. The Environmental Leadership Committee meets the first Tuesday of the Month (except January and December) in the Colonel Light Room at 6.00pm
- 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 Committee's Presiding Member
- 7.4. The CEO is authorised to not call a meeting of the Committee within the meeting schedule should the Committee have no matters for consideration.

## 8. Meeting procedures

- 8.1. Meetings of the Environmental Leadership Committee will be held in accordance with:
  - [Local Government Act 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
  - The format of the Environmental Leadership Committee should be less structured and formal than a Council meeting. This will then allow more time for a full discussion on the issues being considered by the Committee
  - That Regulation 20 – 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 *Local Government Act 1999* relating to Conduct and Disclosure of Interests.

### Revision History – 2022-2026 Term of Office

In Response to:	Revision to Environmental Leadership Committee Terms of Reference

**City of Adelaide**  
**Strategy, Policy and Performance Terms of Reference**  
**As Adopted 17 January 2023**



City of Adelaide

**1. Preamble**

- 1.1. The Strategy, Policy and Performance is established under section 41 of the *Local Government Act* (the Act)
- 1.2. The Strategy, Policy and Performance may be wound up at any time by resolution of the Council.
- 1.3. The Strategy, Policy and Performance 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 a committee does not derogate from the power of the Council to act in a matter

**2. Purpose of the Committee**

- 2.1. This Committee will discuss matters, shape strategy, and make recommendations to Council to assist the setting of the City of Adelaide Strategic Plans and Budget.
- 2.2. The function of the Committee is to make recommendations to Council on effective planning and monitoring of strategies, services, policies, and programs that assist Council to meet its strategic objectives.
- 2.3. The Committee is also responsible for recommending to Council the approval of policy and other strategies

**3. Reporting**

- 3.1. The Committee reports direct to Council. This is by way of report and recommendations documented as minutes of the Committee meeting.

**4. Delegations**

Nil

**5. Membership**

- 5.1. The membership of the Committee is comprised of [include membership as resolved]
- 5.2. All members of the Strategy, Policy and Performance will hold office for the period of 17 January 2023 until the last Council meeting in January 2025.
- 5.3. Members must notify the Chair or CEO of non-attendance of a meeting.
- 5.4. Members of the Committee may be removed from the Committee by Council resolution at any time.
- 5.5. Section 41 Committees are dissolved at the end of each council term

**6. Presiding Member (Committee Chair)**

- 6.1. The Chair and Deputy Chair 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 *Local Government Act 1999* 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.
- 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 a 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 a Committee has a deliberative vote and does not have a casting vote.
- 6.5. If the Chair of the 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 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 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 a Committee may move the motion of the Committee

## 7. Meeting details

- 7.1. The Strategy, Policy and Performance meets on the fourth Wednesday in February, April, June, August, September, and November in the Colonel Light Room at 5.00pm
- 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 Committee's Presiding Member
- 7.4. The CEO is authorised to not call a meeting of the Committee within the meeting schedule should the Committee have no matters for consideration.

## 8. Meeting procedures

- 8.1. Meetings of the Strategy, Policy and Performance will be held in accordance with:
  - [Local Government Act 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 Committee will consider and determine its own meeting practice, processes, and procedures within the parameters of the *Local Government Act 1999*.
  - The format of the Strategy, Policy and Performance should be less structured and formal than a Council meeting. This will then allow more time for a full discussion on the issues being considered by the Committee
  - That Regulation 20 – 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 *Local Government Act 1999* relating to Conduct and Disclosure of Interests.



**Revision History – 2022-2026 Term of Office**

<b>In Response to:</b>	<b>Revision to Strategy, Policy and Performance Terms of Reference</b>