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Terms of Reference

Centenary of Anzac and
Commemoration of World War 1
Committee

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Contents

1.	Roles	3
2.	Responsibilities.....	3
3.	Membership, Chairperson and Voting	3
4.	Meetings.....	6
5.	Communications and Reporting	6
6.	Code of Conduct and Other Council Policies.....	7

1. Roles

At a Council Meeting on Tuesday 3 May 2013 Council resolved “That Ryde Council establish a Centenary of Anzac committee to provide our city a coordinated approach to Centenary of Anzac celebrations due to commence in 2014”.

The Centenary of Anzac and Commemoration of World War 1 Committee gives all locals the opportunity to reflect, remember and commemorate the service and sacrifice of local heroes and all who served and continue to serve in the Australian Defence Force.

The primary role of the Committee is to:

- Commemorate our fallen heroes and to honour our surviving veterans.
- Seek the views of locals in the City of Ryde on how best to commemorate the Centenary.
- Provide advice, feedback and recommendations on appropriate promotion of the Spirit of ANZAC through publicity and other activities such as ceremonial celebrations and educational events that the City may wish to develop to mark the commemoration.

2. Responsibilities

The Committee is responsible for:

- Coordinating activities and initiatives in the City of Ryde to honour the Anzac Centenary.
- Exploring funding for Centenary of Anzac and World War 1 commemorations in the City of Ryde, noting that funding of up to \$100,000 exists under the “Anzac Centenary Grants” federal scheme.
- Consider the possible erection of memorial sites and/or upgrades of existing memorial sites.

3. Membership, Chairperson and Voting

Membership of the Centenary of Anzac and Commemoration of World War 1 Committee comprises of:

- The Chairperson – Councillor Laxale
No less than one (1) Councillor appointed annually
(Resolution of Council, 7 October 2008)
- All Councillors can attend and contribute to the meeting
- Local RSL/Ex-Services Clubs
- Ryde Historical Society and Brush Farm Historical Society

- Interested members of the community

Note: the Mayor is not automatically represented on certain Committees

(Resolution of Council, 7 October 2008)

Local residents shall be appointed by resolution of Council following an advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be in writing and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any local resident representatives.

Community members of the Committee are to have a demonstrated interest or experience in Anzac Celebrations.

The following City of Ryde staff ordinarily attend the Committee meetings but are not members of the Committee:

- Service Unit Manager - Community Capacity and Events
- Local Studies Librarian
- Team Leader - Strategic Planning

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any members thereof.

Term of Membership to Committee

Members appointed to the Committee shall be selected for a fixed term until 31 December 2018, although membership can be altered at any time by resolution of Council.

Additional membership can be considered and approved by the Chairperson at any time.

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

If a member of a Committee misses three consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant. *(Resolution of Council, 16 October 2012).*

Casual Vacancy

(Resolution of Council, 7 October 2008)

A casual vacancy caused by the resignation or death of a Member, or the withdrawal of membership, will be filled by undertaking the following process:

- (i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes, and highlight it in the report to the next available Council Meeting.
- (ii) The Committee Facilitator will provide a report to the next available Council Meeting regarding the proposed replacement that will give consideration to the following options;

- (a) If the Member was nominated as the representative of an organisation it will be recommended that the organisation be invited to nominate a replacement representative (if no alternate member has previously been nominated).

The Chairperson of the Committee is:

- A Councillor or Staff Member as elected by Council: Councillor Laxale

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda.

All remarks by members of the Committee and others present shall be made through the Chairperson. In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting.

A staff member appointed as Chairperson of the Committee does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee. It is not necessary that the Chairperson be a member of the Committee.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings that are not otherwise outlined in these Terms of Reference.

The Chairperson is to be a staff member or Councillor. Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee.
(Resolution of Council, 7 October 2008)

Committee Facilitator

A Committee Facilitator shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Proxy

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

As the Committee is advisory only no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

4. Meetings

Meeting Schedule and Procedures

The meeting schedule will be determined by the Chairperson at the first meeting. The Chairperson has the authority to call meetings.

The Agenda & meeting papers shall be circulated to members at least 3 days prior to meeting.

Each meeting shall be properly recorded by the taking of minutes.

Public Participation

All meetings of the Committee are public meetings. Members of the public and media can attend meetings as observers; however, they cannot speak at a meeting unless prior arrangements are made through the Committee Facilitator. Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

The minutes of each meeting shall be circulated to all members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the appropriate changes.

The Minutes of all Advisory Committees will be reported in the Councillor Information Bulletin within two (2) weeks of the Committee meeting. However, if a resolution of Council is required, e.g. allocation of funds, resources or an amendment to any Council Policy, then the Minutes shall be reported to the next available Council meeting. *(Resolution of Council, 14 September 2010)*

All agendas shall be published on Council's website within 5 days of completion.

All Advisory Committee minutes shall be published on Council's website within 5 days of completion or adoption by Council. *(Resolution of Council, 14 September 2010)*

A report may be prepared for Council's consideration where the Committee suggests an action (or actions) which staff cannot carry out within existing delegations.

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

6. Code of Conduct and Other Council Policies

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.