



City of Ryde

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Terms of Reference

Heritage

Community Committee

Adopted: **Date**

DRAFT

Document Versions

Document Name:	Terms of Reference – Heritage Community Committee
Document ID:	D25/105570
Word Version:	D25/105087
Document Status:	Draft
Endorsed By:	Council on xx x 2025
Date:	23 July 2025
Author:	City of Ryde
Distribution:	Council Advisory Heritage Community Committee Chairperson/Convenor

Change History

Issue Date	Name and Position	Reason for Change
10/12/2024	Amanda Janvrin	Resolution of Council 10 December 2024: (a) That the following Community Committees be convened for the 2024 – 2026 term of Council: • Festival and the Arts Community Committee • Heritage Community Committee • Inclusion and Wellbeing Community Committee • Multicultural Community Committee • Ryde Youth Council • Small Business Community Committee • Sport, Recreation and Leisure Community Committee • Sustainability Community Committee (b) That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor. (c) That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance. (d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the

		City of Ryde community, to become members of each of the Community Committees. (e) That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council. (f) A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.
22/7/2025	Amanda Janvrin	Resolution of Council 22 July 2025 (a) That Council approves the advertising of the Expression of Interest for Community Committee members/representatives in accordance with clause (d) of the Council Resolution from 10 December 2024 which reads as follows:- <i>(d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of the Community Committees.</i> (b) That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference, noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the Mayor or the Mayor's delegate. (c) That the Committee selection panel will include Mayor Trenton Brown, Deputy Mayor, Councillor Lara-Watson and the Chief Executive Officer.

Contents

1	Roles	4
2	Responsibilities.....	4
3	Membership, Chairperson, Convenor and Voting	5
4	Meetings	8
5	Communications and Reporting.....	8
6	Code of Conduct and Other Council Policies.....	9

1 Roles

The City of Ryde has a long-term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four-Year Delivery Program plan and One-Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Community Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary role of the Heritage Community Committee is to advise and assist Council to promote, celebrate and conserve the cultural heritage of the City of Ryde, which includes places of indigenous, aesthetic, archaeological, historical, natural and social values and significances. Our cultural heritage is diverse and may include built heritage, cultural landscapes, movable heritage, local histories and stories.

A consultative committee is an advisory body established to provide input, guidance, and feedback to Council on specific matters of interest or concern. These committees serve as a valuable mechanism for engaging with stakeholders, drawing on local knowledge and expertise to inform decision-making processes. However, it is important to note that consultative committees do not possess any decision-making authority and cannot direct the actions of Council or Council staff. Their role is limited to providing recommendations or commentary, which Council may consider at its discretion.

2 Responsibilities

The Heritage Community Committee will assist and inform Council and Council officers of community views regarding the cultural heritage of the City of Ryde, and will help:

- Promote the City of Ryde heritage to improve awareness of the importance of conserving our heritage;
- Engage the community to improve awareness and understanding of heritage conservation practice, the significance of the City of Ryde heritage and the importance of our heritage stories;
- Promote the conservation of the City of Ryde Heritage Items and Conservation Areas identified in the Ryde Local Environmental Plan 2014 and the State Heritage Register (Heritage Act 1977 No136);
- Promote the conservation of potential the City of Ryde heritage values and places (that are not listed in the Ryde Local Environmental Plan 2014);
- Contribute to the City of Ryde heritage research and storytelling;
- Understand the community's heritage needs and issues, to inform any of the City of Ryde heritage activities and proposed strategies; and
- Assist with heritage activities and project, including the City of Ryde Local Heritage Assistant Fund and the heritage hub.

3 Membership, Chairperson and Voting

(i) Membership

Membership of the Heritage Community Committee will comprise of (8) appointed community members/representatives, being:

- Communities of the City of Ryde who have an interest in the promotion, protection and management of the City of Ryde's history and cultural heritage (including indigenous, aesthetic, archaeological, historical, natural and social values and significances. Nominated City of Ryde community groups to the Committee are:
 - Ryde District Historical Society (RDHS),
 - Ryde Hunters Hill Flora and Fauna Preservation Society (RHHFFPS); and
- Community representatives of the City of Ryde who have a demonstrated commitment and involvement in the promotion, protection and management of the City of Ryde's history and cultural heritage (including indigenous, aesthetic, archaeological, historical, natural and social values and significances.

Council officers will provide professional advice and administrative support to the Heritage Community Committee. Council officers are not subject to the direction of the Committee.

Heritage Community Committee members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be submitted in writing or online and are to be circulated in full to the Mayor, Deputy Mayor and Chief Executive Officer for evaluation.

Membership of the Heritage Community Committee may be altered at any time by the resolution of Council, including the withdrawal of a membership. Membership can be withdrawn by resolution of Council only.

Council resolved at its meeting on xx/xx/2025 to appoint the following persons to the Heritage Community Committee:

Position	Name
Chairperson	
Convenor	
Ryde District Historical Society Representative	
Ryde Hunters Hill Flora and Fauna Preservation Society Representative	
Community Representative	
Community Member	

Term of Membership

Members are appointed to the Heritage Community Committee for the current term of the Council, or remaining period of the term of the Council.

Council officers will review the membership of the Heritage Community Committee annually to address attendance, representation and currency of member details.

Member and Councillor Attendance

If a member is absent for three (3) consecutive meetings of the Heritage Community Committee without an apology, their membership will be deemed vacant in accordance with Council Resolution of 28th June 2022.

Councillors are invited to attend all meetings and may participate in discussions. Council officers at the Heritage Community Committee meetings are representatives of the City of Ryde only and are not formal members of the Committee.

Quorum

No quorum is required however, if a member is unable to attend a meeting but wishes to be in attendance for a discussion of an agenda item, they may notify Chairperson prior to the meeting to request deferral of the item to a future meeting or that the Chairperson indicates the member's view to the meeting.

The Chairperson may 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

Only members in attendance at the Committee meeting (in person or remote audio-visual) will participate in discussions and decisions of the Committee.

If a member of a Committee misses three consecutive meetings without apology, their membership will be withdrawn, and the position will be deemed vacant.

Casual Vacancy and Deemed Vacancy

Where a casual vacancy arises, caused by the resignation or death of a member, or the withdrawal of a membership or where a deemed vacancy arises, the following steps will take place:

- The Convenor will report this matter in the next Committee meeting and the vacancy will be recorded in the minutes of the next meeting,
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative,
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee and any persons on a committee waiting list will be reviewed for a potential member,

- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council,
- The Chief Executive Officer may determine the process to fill a casual vacancy or deemed vacancy or may refer the confirmation of a nominated member by resolution of Council; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Officer.

The member filling a casual vacancy or deemed vacancy will hold the membership for the remainder of the Committee term.

If a vacancy occurs within nine (9) months of the end of the Council term, the vacancy will not be filled, unless there are extenuating circumstances.

(i) Chairperson

In accordance with the Council Resolution, the Chairperson for the Committee is:

- The Mayor of the City of Ryde or their delegate

The Chairperson is to preside at the Heritage Community Committee by virtue of this position, and will determine the order of proceedings, generally as set out by the agenda.

In the absence of the Chairperson, the meeting will be chaired in the following order: first by the Convenor, then by another Council officer, or by another Committee member.

(ii) Convenor

The Convenor will be a Council staff member appointed by the Chief Executive Officer and is responsible for coordinating the preparation of agendas, invitations, and minutes, as well as arranging presentations by guest speakers and handling any requests from the public to attend a committee meeting.

The Convenor is not a member of the Committee by virtue of this position and can only be removed from the Committee by the Chief Executive Officer.

(iii) Voting (nil)

No formal voting rules apply. As the Heritage Community Committee has an advisory role, its decisions are made by consensus, and no recommendation is put forward to Council for determination or is deemed to be a decision of Council.

4 Meetings

(i) Meeting Schedule and Procedures

Meetings are to be held quarterly commencing February or March each year at the Council Chambers from 6:00 PM to 7:30 PM, or at a similar time. Meetings will be held with attendance either in person or remotely via audio-visual. Presentations shall be limited to a maximum of 10 minutes. Dates of the meetings will be discussed at the last meeting of the year for the next year.

Council staff may propose a workshop with the Committee to provide more detailed information on future strategic plans. Where possible, workshops should be limited to 30 minutes.

The Chairperson has the authority to call meetings in accordance with the meeting schedule. A proposed change to this meeting schedule, either ongoing or as a one-off meeting is to consider operational requirements and be agreed to by the Convenor.

(ii) Meeting Agenda and Minutes

The agenda shall be circulated to members, Councillors and key Council officers and published on Council's website and Councillors' distributed to members at least three (3) days prior to the meeting. The agendas and minutes of the Committee shall be stored as a permanent record of Council.

Members may propose an item for an agenda with the Convenor, at least two (2) weeks prior to a meeting. Alternatively, the matter may be raised as General Business at a meeting.

The minutes for a meeting and any meeting papers is to be drafted by the Committee Convenor in consultation with the Chairperson and will be published on City of Ryde website within two weeks of the Committee meeting.

The agendas and minutes of the Committee will be recorded by Council in accordance with State Records Act 1998 and endorsed for publishing on Council's website. Minutes will be tabled at the next Committee meeting for confirmation by members. Any questions by members regarding the minutes are to be referred immediately to the Convenor and if any error in the minutes is confirmed, the Convenor shall arrange to make the appropriate changes.

5 Communications and Reporting

(i) Deliverables and Timelines

The establishment and implementation of the Community Committee represents a significant change in business process for Council. This will require a phased approach to implementation, with regular reporting to ensure transparency in the Committee's functionality.

Actions undertaken / Completed	Target Delivery
Adopt meeting practices	
Confirm memberships	
Establish a prioritised work progress program	

(ii) Media Contact

Members of the Heritage Community Committee are prohibited from interacting with or speaking to the media as members or representatives of the Committee or on behalf of the Council, in line with the Council's Code of Conduct Policy.

The use of social media is also covered under the Council's Code of Conduct Policy.

(iii) Public Participation

All meetings of the Heritage Community Committee are public meetings. Members of the public and media may attend meetings as observers. Members of the public may provide written submissions to the Committee, using the online application "Written Submission to Council/Committee meeting" located on Council's website.

6 Code of Conduct and Other Council Policies

The Council's Code of Meeting Practice shall be used as the guide for any matters of the Committee meeting that are not addressed in these Terms of Reference.

Members of the Heritage Community Committee must comply with the Council's Code of Conduct Policy, Conflict of Interest Policy, and any other applicable policies relevant to the Committee. A copy of the Code of Conduct and any other relevant policies will be provided to members at the inaugural meeting (first meeting) of the Committee and to new members upon filling a vacancy.

The conduct of each Heritage Community Committee member is expected to align with the principles set out in the Council's policies.

Members appointed to the Committee are not to use the Committee to promote their business or personal interests.