

Meeting Date: Tuesday 28 February 2023
Location: Council Chambers, Level 1A, 1 Pope Street, Ryde and Online
Time: 6.00pm

ATTACHMENTS FOR COUNCIL MEETING

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ITEM 9 (continued)

ATTACHMENT 1



Lifestyle and opportunity @ your doorstep



Terms of Reference

Heritage Working Group

Adopted: 7 December 2022

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ATTACHMENT 1


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Document Version Control

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Change History

Version	Issue Date	Author	Reason for Change
1.0	12/10/2022	Fiona Mann	Resolution of Council 28 June 2022: (a) <i>That Council resolve to accept the nominations of community members listed below to the Working Groups listed below:</i> <i>Heritage: Suzanne Marks, Peter Mitchell, Lyn Langtry, Lucy Cooper, Kim Phillips, Betty Willis, Wendy Evans.</i> (b) <i>The Terms of Reference will contain an attendance requirement for all members. Those members who fail to attend, or lodge an apology, for three meetings will be considered to have their membership withdrawn.</i> (c) <i>The membership criteria of the Festival and the Arts Working Group and the Multicultural Working Group should be amended to ensure a broader representation that reflects our diverse local community.</i> (d) <i>That Council endorse the creation of eligibility lists for fully appointed Working</i>



ITEM 9 (continued)

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			<p><i>Groups, and that the General Manager be authorised to fill vacancies from those lists in accordance with adopted criteria. This method of appointment will be used for new applicants that are submitted throughout the term of office for these Working Groups.</i></p> <p><i>(e) A report be brought back to Council in August 2023 with recommendations and advice about the performance of the new Working Group structure and its achievements in the first 12 months.</i></p>
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ITEM 9 (continued)**ATTACHMENT 1****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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Working Groups are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The purpose of the working group 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.

2. Responsibilities

The working group 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),
- 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,
- Assist with heritage activities and project, including the City of Ryde Local Heritage Assistant Fund and the heritage hub.

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3. Membership

Membership

Membership of the working group comprises:

- Community groups 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 working group 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. A total of five (5) community representatives may be appointed to the working group.

Council resolved at its meeting on 28 June 2022 to appoint the following members to the Heritage Working Group,

- | | |
|-----------------------------|----------------|
| • RDHS | Kim Phillips |
| • RHHFFPS | Lyn Langtry |
| • Community representatives | Lucy Cooper |
| • Community representatives | Wendy Evans |
| • Community representatives | Suzanne Marks |
| • Community representatives | Peter Mitchell |
| • Community representatives | Betty Willis |

Members of the working group were appointed by resolution of Council and Membership priority is for people with an interest and/ or expertise in heritage conservation, heritage conservation practice, history and genealogy that live, study, or work in the City of Ryde.

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

- Local Studies Librarian (City Delivery and Community Services directorate),
- Senior Coordinator, Strategic Planning (City Shaping directorate), and
- Heritage Advisor, Strategic Planning (City Shaping directorate),

Council officers will provide professional advice and administrative support to the working group. Council officers are not subject to the direction of the working group.



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Term of Membership

Members are appointed to the working group for the current term of the Council, or remaining period of the term of the Council.

Membership of the working group may only be altered by the resolution of Council, including the withdrawal of a membership.

Council officers will review the membership of the working group regularly to address attendance, representation and currency of member details.

Member Attendance

If a member is absent for three (3) consecutive meetings of the working group without an apology, their membership will be deemed vacant in accordance with Council Resolution of 10 October 2012.

Councillor Attendance

Councillors may attend a working group meeting and participate in discussions. Councillors are not formal members of the working group.

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 vacancy will be recorded in the minutes of the next working group meeting,
- If the vacancy was for a community group member, the group will be invited to nominate a replacement representative,
- If the vacancy was for a community representative member, previous nominees not appointed to the working group and any persons on a working group waiting list will be reviewed for a potential member,
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the working group, for direction on filling the vacancy. The Chief Executive Officer's may use any authority to fill the casual vacancy or deemed vacancy or may refer the confirmation of a nominated member by resolution of Council.
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Offer.



ITEM 9 (continued)

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

Chairperson

The Chairperson for the working group is:

- Heritage Advisor, Strategic Planning.

The Chairperson is not a member of the Working Group by virtue of this position. Council officers at a Working Group meeting are representatives of the City of Ryde only (and are not members of the Working Group).

The Chairperson is to preside at the meeting and will determine the order of proceedings, generally as set out by the agenda.

In the absence of the Chairperson, another Council officers will chair the meeting.

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

Convenor

The Convenor for the working group is:

- Senior Coordinator, Strategic Planning.

The Convenor is not a member of the working group by virtue of this position. Council officers at a working group meeting are representatives of the City of Ryde only (and are not members of the working group).

The Convenor will be the facilitator of the meeting and is responsible for coordinating the preparation of agendas, invitations and minutes, and coordinating any presentations by guest speakers and considering any requests from members of the public to attend a meeting.

Voting (nil)

No formal voting rules apply. As the working group has an assist and inform 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.

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

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If a member is unable to attend a meeting but wishes to be in attendance for 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.

4. Meetings

Quorum

The working group has no quorum requirement.

The Chairperson may use discretion to determine if a meeting shall be postponed, due to insufficient members at a meeting.

Meeting Schedule and Procedures

Meetings are held quarterly on the 1st Wednesday of the month, in March, June, September and December. Meetings will be held from 5.00pm-7.00pm. Meetings will be a hybrid format with attendance either in person or via remote audio-visual. Dates of the meeting will be discussed at the last meeting of the year for the next year.

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 give consideration to operational requirements and be agreed to by the Convenor.

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

The agenda for a meeting and any meeting papers shall be circulated to members, Councillors and key Council officers at least three (3) days prior to the meeting. The agenda will be published on Council's website and Councillors' Board Vantage at least three (3) days prior to the working group meeting.

Meetings shall be recorded by taking minutes.

5. Communications and Reporting

The agendas and minutes of the working group will be record by Council in accordance with State Records Act and published on Council's website and Councillors' BoardVantage within two (2) weeks of the meeting.

The meeting minutes will be endorsed for posting to Council's website by the Convenor, and in the Convenor's absence the Executive Manager City Places. Minutes will be tabled at the next working group meeting for confirmation by members.

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Media Contact

Members of the working group are not permitted to speak to the media as members or representatives of the working group or of Council, in accordance with Council's Code of Conduct Policy.

Social media is addressed in Council's Code of Conduct Policy.

6. Code of Conduct and Other Council Policies

Members of the working group shall abide by Council's Code of Conduct Policy and any other relevant policies applicable to the working group, like the Code of Meeting Practice. A copy of the Code of Conduct and any other relevant policies shall be provided to members at the inaugural meeting (first) of working group and to a member as a position is filled from a vacancy.

The conduct of each member of the working group is expected to be consistent with the principles outlined in Council's policies.




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ATTACHMENT 2



 City of Ryde
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Terms of Reference
Multicultural Working Group
Adopted: 18 August 2022

ITEM 9 (continued)
ATTACHMENT 2

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1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
1.2	20/4/10	Shane Sullivan	Resolution of Council 8 July 2008 Minutes of all Advisory Committees to be incorporated in the business papers of the next Council/Committee meeting and then placed on Council's website. : page 7
1.2	20/4/10	Shane Sullivan	Resolution of Council 20 April 2010 Provisions for casual vacancies: page 5
1.3	14/9/10	Jennifer Anderson	Resolution of Council 14 September 2010 All Minutes are to be reported in CIB unless a Council resolution of Council is required. Minutes are to be placed on Council's website within 5 days of the Committee Meeting.
1.4	24/8/11	Shane Sullivan	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan

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1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	<p>Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template.</p> <p>This update is made to reflect current practice and provide clarity and includes:</p> <ul style="list-style-type: none"> • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.

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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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Working Groups 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 Multicultural Working Group is to provide advice to Council to ensure that Culturally and Linguistically Diverse (CALD) residents in the City of Ryde are welcomed and able to participate actively and inclusively in all aspects of community and civic life. This working group will also support Council to recognise and value the diversity of the community.

2. Responsibilities

The Working Group is responsible for:

- Providing advice and recommendations on the needs and gaps of local multicultural communities
- Supporting Council to promote community events and projects
- Assisting Council to communicate, consult and engage with local multicultural communities
- Supporting the implementation of Council's policies, programs and services

3. Membership, Chairperson and Voting

Membership of the Multicultural Working Group comprises:

A maximum of twenty-three (23) members representing:

- People who are representative of the cultural, ethnic, faith and linguistic diversity of the City of Ryde.
- Professionals and local service providers that are supporting and working closely with CALD residents.
- Aboriginal and/or Torres Strait Islanders.
- People with disability representative of CALD communities.
- LGBTQI+ community members representative of CALD communities.

Community 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

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ATTACHMENT 2

full to the Councillors for evaluation. The Working Group will not be involved in the evaluation or selection process of any community representatives.

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

- Director Customer and Community Services
- Manager Community and Ranger Services
- Senior Coordinator Community Services (Staff Convenor)
- Community Development Officer Cultural Diversity

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 Working Group.

Term of Membership to Working Groups

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

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

If a member of a Working Group misses three consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant, in accordance with Council Resolution of 10 October 2012.

Councillors are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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 Working Group Facilitator will report this matter to the next Working Group meeting and record it appropriately in the Minutes
- (ii) The Working Group Facilitator will provide a report to the next available Council meeting on the vacancy, including the proposed replacement and how they were identified.
 - (a) If the casual vacancy was for a position that represented an organisation, the organisation will be invited to nominate a replacement representative (if no alternate member has previously been nominated).

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- (b) If the casual vacancy was for an individual position, previous nominees that were considered suitable, but were either not offered a membership or were unable to accept a position on the Working Group, will be approached by the Working Group Facilitator to confirm that their nomination remains current and valid. If so, they shall be put forward as a nominee.
- (c) Where neither option (a) or (b) is appropriate, an expression of interest process will be undertaken to identify suitable members.
- (iii) A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- (iv) All prospective community members require their membership to be confirmed via a resolution of Council.
- (v) It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.
- (vi) Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

The Chairperson of the Working Group is:

- A Member of staff

In the absence of the Chairperson, another Member of the Working Group shall chair the meeting.

A staff member appointed as Chairperson does not become a formal member of the Working Group by virtue of this position. All staff are representatives of Council only and not members of the Working Group.

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

The Chairperson has the discretion to exclude a member of the Working Group if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council Meeting in accordance with Council resolution 12 December 2017.

Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Working Group meetings that are not addressed in these Terms of Reference.

Working Group Facilitator



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A Working Group Facilitator (Convenor) 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 Working Group.

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 Working Group. The Facilitator has the right to refuse a request from a member of the public to address the Working Group 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 Working Group 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.

Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Working Group.

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 Working Group during the discussion on the matter. The Working Group 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 Working Group 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

Meetings are to be held quarterly, on the 3rd Thursday of the month commencing in February of the year. Meetings will be held at 6.00pm-7.30pm.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements and be agreed by the majority of Working Group members.

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The Working Group Facilitator produces a draft agenda in consultation with the Chairperson. Working Group members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during the meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The Agenda and meeting papers shall be circulated to members at least 3 days prior to meeting. All agendas shall be published on Council's website and Councillors' BoardVantage at least 3 days prior to the Committee meeting.

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

Public Participation

All meetings of the Working Group are public meetings. Members of the public and media may attend meetings as observers, however if a person wishes to speak at a meeting they are to make prior arrangements through the Working Group Facilitator, the Chairperson or a Councillor Working Group member.

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

The draft meeting minutes of all public Working Groups will be published on the Councillors' BoardVantage and City of Ryde website within two weeks of the Working Group meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Working Group agree on an action that requires a Council resolution, eg allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Working Group are not permitted to speak to the media as representatives of the Working Group.

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6. Code of Conduct and Other Council Policies

Each Working Group member who is not a Councillor, shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Working Group.

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



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ATTACHMENT 3



Terms of Reference

Ryde Youth Council

Adopted: 25 August 2022

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ATTACHMENT 3

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Change History

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1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
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1.4	24/8/11	Shane Sullivan	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan

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ATTACHMENT 3

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1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	<p>Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template.</p> <p>This update is made to reflect current practice and provide clarity and includes:</p> <ul style="list-style-type: none"> • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.

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ATTACHMENT 3

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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Working Groups 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 Ryde Youth Council is to consider matters and inform Council and Council officers of community views and likely impact regarding:

- Needs and concerns of young people.
- Participation and active engagement in community and civic life.
- Skills development in leadership, communication, and teamwork.

2. Responsibilities

The Working Group is responsible for providing advice and recommendations to Council and Council officers regarding:

- Matters impacting young people and the community.
- Opportunities for participation and involvement of young people in community activity.
- Promotion of community awareness on issues impacting young people.
- Promoting positive images of young people and their achievements in the community.

3. Membership, Chairperson and Voting

Membership of the Ryde Youth Council comprises:

Fifteen (15) community representatives.

Community members must be young people who are representative of, but not limited to, at least one of the following:

- Between fourteen (14) to twenty-five (25) years of age (maximum of six young people).
- Year 7 and above from local high schools.
- Diverse socio-economic, cultural, and ethnic backgrounds.
- Young people with disability.
- Aboriginal and Torres Strait Islanders
- LGBTQIA+ community
- Business/Trade Sectors

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ATTACHMENT 3

- Community organisations that support and work closely with young people.

Priority of membership will be allocated to young people that live, study, or work in the City of Ryde.

Community 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 Councillors for evaluation. The Working Group will not be involved in the evaluation or selection process of any community representatives.

A membership eligibility list will be created for fully appointed Working Groups for applicants that meet the selection criteria.

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

- Senior Coordinator Community Services
- Community Development Officer Families & Youth

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 Working Group.

Councillors are invited to attend all meetings and may participate in discussions.

Term of Membership to Working Groups

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

Those members who fail to attend, or lodge an apology, for three meetings will be considered to have their membership withdrawn.

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

Casual Vacancy

Where a casual vacancy occurs, the Working Group Facilitator will report this matter at the next Working Group meeting and record it appropriately in the Minutes.

The General Manager is authorised to fill a casual vacancy caused by the resignation or death of a Member, or the withdrawal of membership from the membership waitlist.

ITEM 9 (continued)

ATTACHMENT 3

For a Working Group that is not fully appointed, the General Manager is authorised to fill a vacancy on receipt of a new application for membership in accordance with the selection criteria.

Once endorsed by the General Manager, a member filling a casual vacancy will hold office for the remainder of the Council term.

It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.

The Chairperson of the Working Group is:

- A member of the working group.

In the absence of the Chairperson, another member of the Working Group shall chair the meeting.

A staff member appointed as Chairperson does not become a formal member of the Working Group by virtue of this position. All staff are representatives of Council only and not members of the Working Group.

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

Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Working Group meetings that are not addressed in these Terms of Reference.

Working Group Facilitator

A Working Group Facilitator (Convenor) 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 Working Group.

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 Working Group. The Facilitator has the right to refuse a request from a member of the public to address the Working Group if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

ITEM 9 (continued)

ATTACHMENT 3

No formal voting rules apply. As the Working Group has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council.

Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Working Group.

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 Working Group during the discussion on the matter. The Working Group 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 Working Group 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

Meetings are to be held quarterly on the 4th Thursday of the month commencing in February of the year. Meetings will be held from 6.00pm-7.30pm. Working Group meetings will be hybrid meetings with attendance either in person or via remote audio-visual.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements and be agreed by the majority of Working Group members.

The Working Group Facilitator produces a draft agenda in consultation with the Chairperson. Working Group members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during the meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The Agenda and meeting papers shall be circulated to members at least 3 days prior to meeting. All agendas shall be published on Council's website and Councillors' BoardVantage at least 3 days prior to the Committee meeting.

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

ITEM 9 (continued)

ATTACHMENT 3

Public Participation

All meetings of the Working Group are public meetings. Members of the public and media may attend meetings as observers, however if a person wishes to speak at a meeting, they are to make prior arrangements through the Working Group Facilitator, the Chairperson or a Councillor Working Group member.

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

The draft meeting minutes of all public Working Groups will be published on the Councillors' BoardVantage and City of Ryde website within two weeks of the Working Group meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Working Group agree on an action that requires a Council resolution, eg allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Working Group are not permitted to speak to the media as representatives of the Working Group.

6. Code of Conduct and Other Council Policies

Each Working Group member who is not a Councillor, shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Working Group.

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

ITEM 9 (continued)

ATTACHMENT 4



Terms of Reference
Inclusion and Access Working Group

Adopted: 3 August 2022

ITEM 9 (continued)
ATTACHMENT 4

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Change History

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1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
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1.4	24/8/11	Shane Sullivan	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan

ITEM 9 (continued)

ATTACHMENT 4

1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	<p>Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template.</p> <p>This update is made to reflect current practice and provide clarity and includes:</p> <ul style="list-style-type: none"> • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.

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ITEM 9 (continued)

ATTACHMENT 4

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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Working Groups 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 Inclusion and Access Working Group is to provide advice to Council and to support Council's ongoing commitment to ensure that all people are respected in our community and are able to participate actively and inclusively in all aspects of community and civic life.

By people feeling included it not only benefits individuals, but it also benefits everyone both socially and economically and provides opportunities to connect and to do business. This ensures everyone is considered, allowing the community to lead richer and happier lives.

2. Responsibilities

The Working Group is responsible for:

- Provide advice and recommendations on how inclusion and access needs of people living in the community can be improved. This includes the built environment, changes in community attitudes and behaviours, and creating better systems and processes for meaningful social and economic participation of people of all abilities and backgrounds.
- Assist in the development, implementation and review of Council's plans, policies and practices, including the Disability Inclusion Access Plan.
- Contribute to a bold and ambitious vision for Ryde's future.

3. Membership, Chairperson and Voting

Membership of the Inclusion and Access Working Group comprises:

A maximum of fifteen (15) members representing:

- People with lived experience of disability or have demonstrated commitment to access and inclusion for people living with a disability.
- People with strong connections with local organisations that aim to support an inclusive community.
- People who have experience with community initiatives that are aimed to remove barriers that hinder people from being involved in the community.
- Aboriginal and/or Torres Strait Islanders.

ITEM 9 (continued)

ATTACHMENT 4

- Representative of the LGBTIQ+ community.
- Persons with specialist skills and experience relevant to access and inclusion.
- Priority of membership will be given to Ryde residents, ratepayers and businesses.

Community 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 Councillors for evaluation. The Working Group will not be involved in the evaluation or selection process of any community representatives.

A membership eligibility list will be created for fully appointed Working Groups for applicants that meet the selection criteria.

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

1. Coordinator Community Development (Chairperson)
2. Community Development Officer Social Inclusion (Working Group Facilitator)

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 Working Group.

Councillors are invited to attend all meetings and may participate in discussions.

Term of Membership to Working Groups

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

Those members who fail to attend, or lodge an apology, for three meetings will be considered to have their membership withdrawn.

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

Casual Vacancy

Where a casual vacancy occurs, the Working Group Facilitator will report this matter at the next Working Group meeting and record it appropriately in the Minutes.

The General Manager is authorised to fill a casual vacancy caused by the resignation or death of a Member, or the withdrawal of membership from the membership waitlist.

ITEM 9 (continued)

ATTACHMENT 4

For a Working Group that is not fully appointed, the General Manager is authorised to fill a vacancy on receipt of a new application for membership in accordance with the selection criteria.

Once endorsed by the General Manager, a member filling a casual vacancy will hold office for the remainder of the Council term.

It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.

The Chairperson of the Working Group is:

- A member of staff

In the absence of the Chairperson, another member of the Working Group shall chair the meeting.

A staff member appointed as Chairperson does not become a formal member of the Working Group by virtue of this position. All staff are representatives of Council only and not members of the Working Group.

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

Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Working Group meetings that are not addressed in these Terms of Reference.

Working Group Facilitator

A Working Group Facilitator (Convenor) 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 Working Group.

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 Working Group. The Facilitator has the right to refuse a request from a member of the public to address the Working Group 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 Working Group has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council.

Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Working Group.

ITEM 9 (continued)

ATTACHMENT 4

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 Working Group during the discussion on the matter. The Working Group 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 Working Group 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

Meetings are to be held quarterly on the 1st Wednesday of the month commencing in February of the year. Meetings will be held from 6.00pm-7.30pm. Working Group meetings will be hybrid meetings with attendance either in person or via remote audio-visual.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements and be agreed by the majority of Working Group members.

The Working Group Facilitator produces a draft agenda in consultation with the Chairperson. Working Group members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during the meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The Agenda and meeting papers shall be circulated to members at least 3 days prior to meeting. All agendas shall be published on Council's website and Councillors' BoardVantage at least 3 days prior to the Committee meeting.

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

Public Participation

All meetings of the Working Group are public meetings. Members of the public and media may attend meetings as observers, however if a person wishes to speak at a meeting they are to make prior arrangements through the Working Group Facilitator, the Chairperson or a Councillor Working Group member.

ITEM 9 (continued)

ATTACHMENT 4

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

The draft meeting minutes of all public Working Groups will be published on the Councillors' BoardVantage and City of Ryde website within two weeks of the Working Group meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Working Group agree on an action that requires a Council resolution, e.g., allocation of funds, resources or an amendment to any Council policy or plan or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Working Group are not permitted to speak to the media, as representatives of the Working Group.

6. Code of Conduct and Other Council Policies

Each Working Group member who is not a Councillor, shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Working Group.


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

ITEM 9 (continued)

ATTACHMENT 5



 City of Ryde
Lifestyle and opportunity @ your doorstep



Terms of Reference
Status of Women Working Group
Adopted: 24 August 2022

ITEM 9 (continued)
ATTACHMENT 5

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Change History

Version	Issue Date	Author	Reason for Change
1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
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1.4	24/8/11	Shane Sullivan	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan

ITEM 9 (continued)

ATTACHMENT 5

1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	<p>Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template.</p> <p>This update is made to reflect current practice and provide clarity and includes:</p> <ul style="list-style-type: none"> • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.

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ITEM 9 (continued)**ATTACHMENT 5****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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Working Groups 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 Status of Women Working Group is to provide advice to Council on gender equality and the empowerment of women to improve the ways in which women in the City of Ryde are able to participate and engage actively in all aspects of community and civic life.

2. Responsibilities

The Working Group is responsible for:

- Identify and participate in projects, activities and opportunities that promote the inclusion of women in the community.
- Assist Council to promote community events and projects that focus on women's issues.
- Where appropriate, participate in and provide advice and feedback on Council's planning processes, projects, events and policies, to ensure objectives and actions reflect issues affecting women.

3. Membership, Chairperson and Voting

Membership of the Multicultural Working Group comprises:

Up to a maximum of fifteen (15) members representing:

- Local women's organisations and/or groups
- Professional/business sectors
- Culturally and Linguistically Diverse communities
- Aboriginal and/or Torres Strait Islanders
- Young people under the age of 25
- People with disability
- LGBTQIA+ community

ITEM 9 (continued)

ATTACHMENT 5

Community 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 Councillors for evaluation. The Working Group will not be involved in the evaluation or selection process of any community representatives.

A membership eligibility list will be created for fully appointed Working Groups for applicants that meet the selection criteria.

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

- Senior Coordinator Community Services (Chairperson)
- Community Development Officer Cultural Diversity (Working Group Facilitator)

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 Working Group.

Councillors are invited to attend all meetings and may participate in discussions.

Term of Membership to Working Groups

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

Those members who fail to attend, or lodge an apology, for three meetings will be considered to have their membership withdrawn.

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

Casual Vacancy

Where a casual vacancy occurs, the Working Group Facilitator will report this matter at the next Working Group meeting and record it appropriately in the Minutes.

The General Manager is authorised to fill a casual vacancy caused by the resignation or death of a Member, or the withdrawal of membership from the membership waitlist.

For a Working Group that is not fully appointed, the General Manager is authorised to fill a vacancy on receipt of a new application for membership in accordance with the selection criteria.

ITEM 9 (continued)

ATTACHMENT 5

Once endorsed by the General Manager, a member filling a casual vacancy will hold office for the remainder of the Council term.

It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.

The Chairperson of the Working Group is:

- A member of staff

In the absence of the Chairperson, another Member of the Working Group shall chair the meeting.

A staff member appointed as Chairperson does not become a formal member of the Working Group by virtue of this position. All staff are representatives of Council only and not members of the Working Group.

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

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A Working Group Facilitator (Convenor) 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 Working Group.

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ITEM 9 (continued)

ATTACHMENT 5

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 Working Group during the discussion on the matter. The Working Group 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 Working Group 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

Meetings are to be held quarterly, on the 4th Wednesday of the month commencing in February of the year. Meetings will be held at 6.00pm-7.30pm.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements and be agreed by the majority of Working Group members.

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ITEM 9 (continued)

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5. Communications and Reporting

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

The draft meeting minutes of all public Working Groups will be published on the Councillors' Board Vantage and City of Ryde website within two weeks of the Working Group meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Working Group agree on an action that requires a Council resolution, eg allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Working Group are not permitted to speak to the media as representatives of the Working Group.

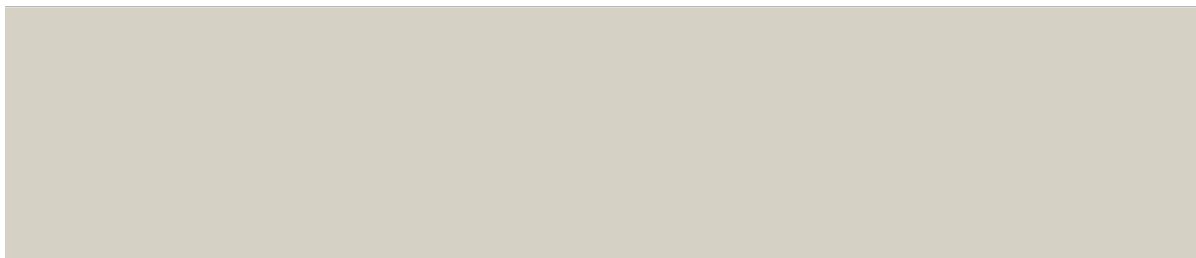
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Each Working Group member who is not a Councillor, shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Working Group.


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

ITEM 9 (continued)

ATTACHMENT 6



 City of Ryde
Lifestyle and opportunity @ your doorstep



Terms of Reference
Festival and the Arts Working Group
Adopted: 22 August 2022

ITEM 9 (continued)
ATTACHMENT 6

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1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
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1.4	24/8/11	Shane Sullivan	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan

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1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	<p>Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template.</p> <p>This update is made to reflect current practice and provide clarity and includes:</p> <ul style="list-style-type: none"> • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.

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ATTACHMENT 6

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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Working Groups 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 Festival and the Arts Working Group is to consider matters and inform Council and Council officers of community views and likely impact regarding the delivery and development of festival and events and the progress of the arts and cultural sector within the City of Ryde to make Ryde a culturally rich and vibrant community.

2. Responsibilities

The Working Group is responsible for providing advice and recommendations to Council and Council officers on the following objectives:

- Developing excellence in arts at both community and professional levels
- Informing policies and strategies that advance arts and culture
- Supporting existing and growing emerging artistic talent and creative communities
- Building community capacity of organisations to deliver impactful, safe and vibrant events and festivals
- Using arts and culture to connect communities through exhibitions, festivals and event activation of public spaces
- Utilising arts, events and cultural activity to enhance community wellbeing, social inclusion and cohesion

3. Membership, Chairperson and Voting

Membership of the Festival & the Arts Working Group comprises:

- A maximum of 25 community members
- Persons with specialist skills and experience relevant to events and the arts and cultural sector.
- People who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to arts and culture.
- Representatives from community groups/organisations invested the progression of arts and culture within the City of Ryde
- Representatives of event working groups which are classified as City of Ryde events

ITEM 9 (continued)

ATTACHMENT 6

Community 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 Councillors for evaluation. The Working Group will not be involved in the evaluation or selection process of any community representatives.

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

- Senior Coordinator Events
- Events Coordinators
- Arts & Cultural Development Coordinator

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 Working Group.

Term of Membership to Working Groups

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

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

If a member of a Working Group misses three consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant, in accordance with Council Resolution of 10 October 2012.

Councillors are invited to attend all meetings and may participate in discussions.

Casual Vacancy

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 Working Group Facilitator will report this matter to the next Working Group meeting and record it appropriately in the Minutes
- (ii) The Working Group Facilitator will provide a report to the next available Council meeting on the vacancy, including the proposed replacement and how they were identified.

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ATTACHMENT 6

- (a) If the casual vacancy was for a position that represented an organisation, the organisation will be invited to nominate a replacement representative (if no alternate member has previously been nominated).
- (b) If the casual vacancy was for an individual position, previous nominees that were considered suitable, but were either not offered a membership or were unable to accept a position on the Working Group, will be approached by the Working Group Facilitator to confirm that their nomination remains current and valid. If so, they shall be put forward as a nominee.
- (c) Where neither option (a) or (b) is appropriate, an expression of interest process will be undertaken to identify suitable members.
- (iii) A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- (iv) All prospective community members require their membership to be confirmed via a resolution of Council.
- (v) It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.
- (vi) Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

The Chairperson of the Working Group is:

- A Member of staff

In the absence of the Chairperson, another Member of the Working Group shall chair the meeting.

A staff member appointed as Chairperson does not become a formal member of the Working Group by virtue of this position. All staff are representatives of Council only and not members of the Working Group.

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

The Chairperson has the discretion to exclude a member of the Working Group if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council Meeting in accordance with Council resolution 12 December 2017.

Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Working Group meetings that are not addressed in these Terms of Reference.

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ATTACHMENT 6



Working Group Facilitator

A Working Group Facilitator (Convenor) 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 Working Group.

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 Working Group. The Facilitator has the right to refuse a request from a member of the public to address the Working Group 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 Working Group 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.

Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Working Group.

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 Working Group during the discussion on the matter. The Working Group 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 Working Group 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

Meetings are to be held quarterly, on the fourth Monday of the month commencing in February each year.



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ATTACHMENT 6

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements and be agreed by the majority of Working Group members.

The Working Group Facilitator produces a draft agenda in consultation with the Chairperson. Working Group members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during the meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The Agenda and meeting papers shall be circulated to members at least 3 days prior to meeting. All agendas shall be published on Council's website and Councillors' BoardVantage at least 3 days prior to the Committee meeting.

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

Public Participation

All meetings of the Working Group are public meetings. Members of the public and media may attend meetings as observers, however if a person wishes to speak at a meeting they are to make prior arrangements through the Working Group Facilitator, the Chairperson or a Councillor Working Group member.

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

The draft meeting minutes of all public Working Groups will be published on the Councillors' BoardVantage and City of Ryde website within two weeks of the Working Group meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

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ATTACHMENT 6

Should the Working Group agree on an action that requires a Council resolution, eg allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Working Group are not permitted to speak to the media as representatives of the Working Group.

6. Code of Conduct and Other Council Policies

Each Working Group member who is not a Councillor, shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Working Group.

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

ITEM 9 (continued)

ATTACHMENT 7

 City of Ryde
Lifestyle and opportunity @ your doorstep



Terms of Reference

Sport, Recreation and Leisure Working
Group

Adopted: 21 September 2022

ITEM 9 (continued)

ATTACHMENT 7



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Document Version Control

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Distribution:	Sport, Recreation and Leisure Working Group

Change History

Version	Issue Date	Author	Reason for Change
1.0	24/09/22	Jackie Bolger & Muddasir Ilyas	General Template adapted for Sport, Recreation and Leisure Working Group

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ITEM 9 (continued)**ATTACHMENT 7****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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Working Groups 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 **Sport, Recreation and Leisure Working Group** is to consider matters and inform Council and Council officers of community views and likely impact regarding:

- Programs & Services
- Capital Works
- The impacts and benefits of sport, recreation, and active transport in the City of Ryde
- Any other relevant community issues

2. Responsibilities

The Working Group is responsible for providing advice and recommendations to Council and Council officers regarding:

- Sport, Recreation and Active Transport matters

3. Membership, Chairperson and Voting

Membership of the **Sport, Recreation and Leisure Working Group** comprises:

- One (1) representatives of Bike North
- One (1) alternate Bike North delegate
- One (1) representative from a major employer in the Macquarie Park area
- One (1) representative from each sporting code that use the facilities and/or are located within the City of Ryde
- Two (2) Residents that have an interest in working with Council on the development of recreation facilities in the City of Ryde.

Maximum of 15 members in total.

Substitute delegates may attend the Sport, Recreation and Leisure Working Group meeting on behalf of a representative organisation.

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Community 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 Councillors for evaluation. The Working Group will not be involved in the evaluation or selection process of any community representatives.

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

- Simon James – Manager Parks
- Yafeng (Alex) Zhu – Acting Manager Transport
- Muddasir Ilyas – Senior Coordinator Transport Services
- Jackie Bolger – Senior Coordinator Parks Operations
- Stephen Alderton – Sports Liaison Officer
- Lisa Pears – Road Safety Officer
- Linda Smith – EA to the Mayor

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 Working Group.

Term of Membership to Working Groups

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

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

If a member of a Working Group misses three consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant, in accordance with Council Resolution of 10 October 2012.

Councillors are invited to attend all meetings and may participate in discussions.

Casual Vacancy

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 Working Group Facilitator will report this matter to the next Working Group meeting and record it appropriately in the Minutes

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- (ii) The Working Group Facilitator will provide a report to the next available Council meeting on the vacancy, including the proposed replacement and how they were identified.
- (a) If the casual vacancy was for a position that represented an organisation, the organisation will be invited to nominate a replacement representative (if no alternate member has previously been nominated).
- (b) If the casual vacancy was for an individual position, previous nominees that were considered suitable, but were either not offered a membership or were unable to accept a position on the Working Group, will be approached by the Working Group Facilitator to confirm that their nomination remains current and valid. If so, they shall be put forward as a nominee.
- (c) Where neither option (a) or (b) is appropriate, an expression of interest process will be undertaken to identify suitable members.
- (iii) A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- (iv) All prospective community members require their membership to be confirmed via a resolution of Council.
- (v) It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.
- (vi) Once endorsed by Council, a member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

The Chairpersons of the Working Group are:

- Muddasir Ilyas
- Jackie Bolger

In the absence of the Chairpersons, another staff member associated with the Working Group shall chair the meeting.

A staff member appointed as Chairperson does not become a formal member of the Working Group by virtue of this position. All staff are representatives of Council only and not members of the Working Group.

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

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The Chairperson has the discretion to exclude a member of the Working Group if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council Meeting in accordance with Council resolution 12 December 2017.

Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Working Group meetings that are not addressed in these Terms of Reference.

Voting

No formal voting rules apply. As the Working Group 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.

Only members in attendance at the meeting shall be entitled to participate in the decision-making process of the Working Group.

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 Working Group during the discussion on the matter. The Working Group 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 Working Group 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

Meetings are to be held quarterly outside of December and January each year. Meetings will be held in March, June, September, and November each year.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements and be agreed by the majority of Working Group members.

The Working Group Chairperson/s produces a draft agenda. Working Group members should raise items they would like to be included on the agenda at least two weeks prior to

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the meeting. Alternatively, the item may be raised as part of General Business during the meeting.

The Chairperson/s and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting. Meetings will aim to be no longer than 60 minutes in duration.

The agenda and meeting papers shall be circulated to members at least 3 days prior to meeting. All agendas shall be published on Council's website and Councillors' BoardVantage at least 3 days prior to the Committee meeting.

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

Public Participation

All meetings of the Working Group are public meetings. Members of the public and media may attend meetings as observers, however if a person wishes to speak at a meeting they are to make prior arrangements through the Working Group Chairperson/s or a Councillor Working Group member.

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

The agendas and minutes of the Working Group 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 Working Group members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Working Group Chairperson/s and if any error in the minutes is confirmed, the Working Group Chairperson/s shall arrange to make the appropriate changes.

The draft meeting minutes of all public Working Groups will be published on the Councillors' BoardVantage and City of Ryde website within two weeks of the Working Group meeting. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Working Group agree on an action that requires a Council resolution, eg allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Working Group are not permitted to speak to the media as representatives of the Working Group.

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6. Code of Conduct and Other Council Policies

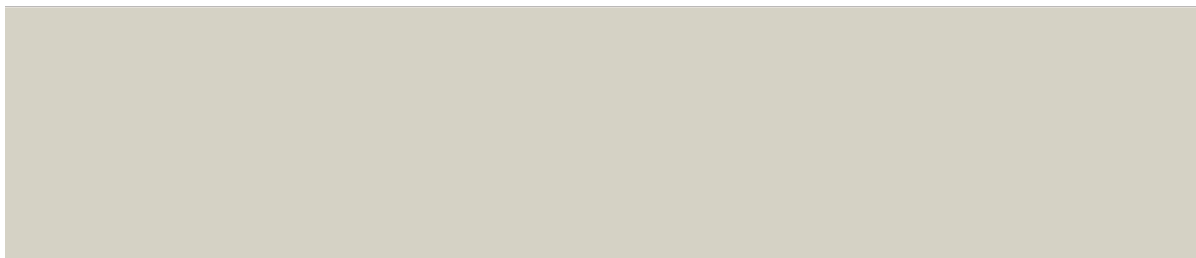
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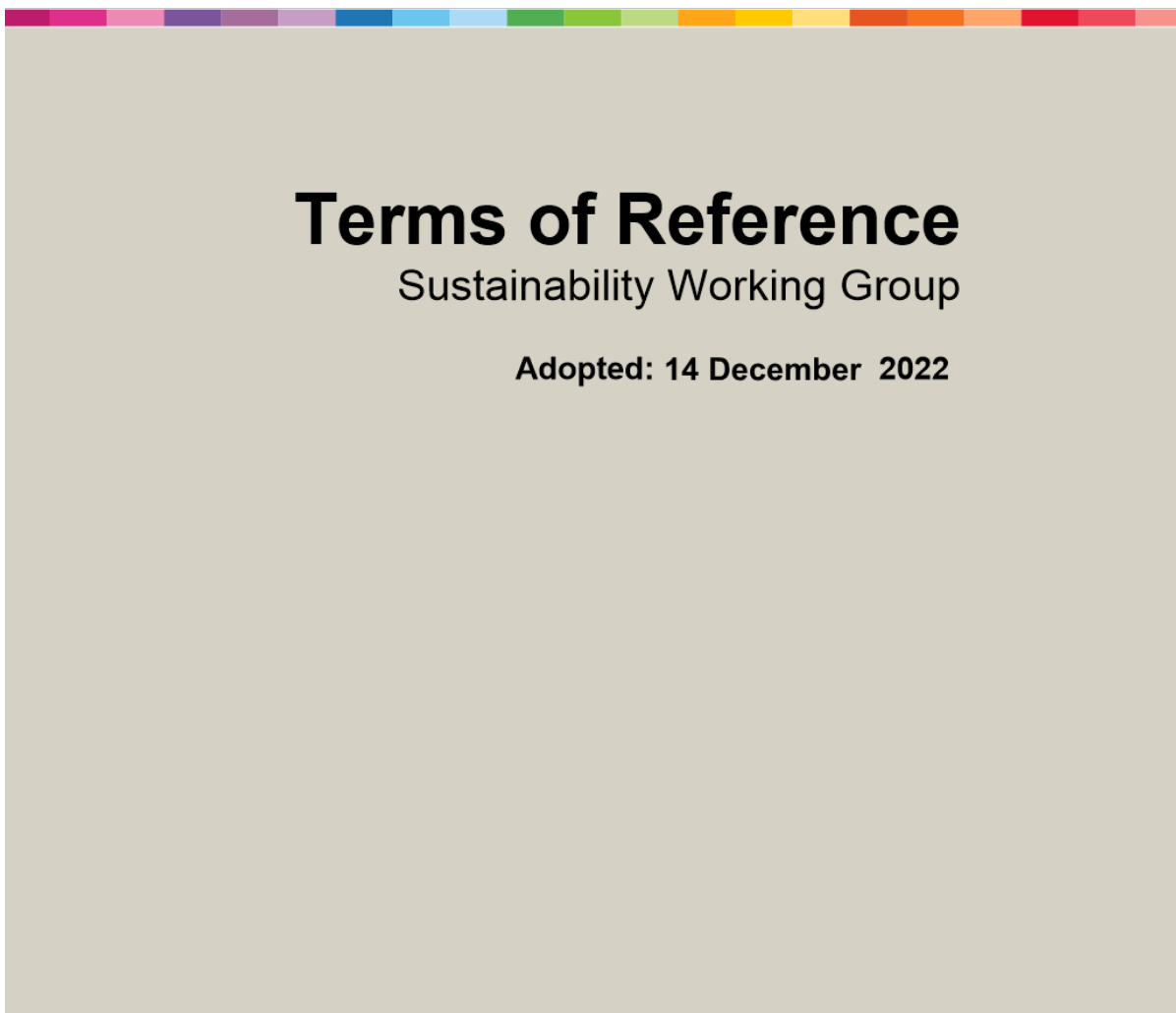


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ATTACHMENT 8



 City of Ryde
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Version	Issue Date	Author	Reason for Change
1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
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ITEM 9 (continued)**ATTACHMENT 8****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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Working Groups 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 Sustainability Working Group is to consider matters and inform Council and Council officers of community views and likely impact regarding:

- Biodiversity and Natural Areas, including waterways and habitat corridors
- Environmentally sustainable initiatives including climate change, net zero emissions and resilience
- Renewable energy and low emissions technologies and initiatives across regionally, state wide and nationally.
- Resource efficiency and recovery
- Sustainable transport and low emissions technologies
- Sustainable land use planning
- Community response and behavioural change

2. Responsibilities

The Working Group is responsible for providing advice and recommendations to Council and Council officers regarding:

- Restoration and improvement of bushland areas in Ryde
- Programs related to natural areas and environmental management
- Environmental sustainability, resilience and climate change issues
- Priorities for the implementation of organisation wide and strategic programming including implementation for community resilience, renewable energy and low emissions technologies, sustainable built infrastructure (including transport), services and other resource efficiency initiatives
- Fostering environmental stewardship within community and engagement
- Responsible and sustainable, strategic land use planning matters

3. Membership, Chairperson and Voting

Membership of the Sustainability Working Group comprises:

- Council Staff representatives
- Attending Councillors
- Community members representing; educational institutions, Ryde Bushcare program representatives, community members (business and general)

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ATTACHMENT 8

Community 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 Councillors for evaluation. The Working Group will not be involved in the evaluation or selection process of any community representatives.

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 Working Group.

Term of Membership to Working Groups

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

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

If a member of a Working Group misses three consecutive meetings without apology, their membership will be withdrawn and the position will be deemed vacant, in accordance with Council Resolution of 10 October 2012.

Councillors are invited to attend all meetings and may participate in discussions.

Casual Vacancy

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 Working Group Facilitator will report this matter to the next Working Group meeting and record it appropriately in the Minutes
- (ii) The Working Group Facilitator will provide a report to the next available Council meeting on the vacancy, including the proposed replacement and how they were identified.
 - (a) If the casual vacancy was for a position that represented an organisation, the organisation will be invited to nominate a replacement representative (if no alternate member has previously been nominated).
 - (b) If the casual vacancy was for an individual position, previous nominees that were considered suitable, but were either not offered a membership or were unable to accept a position on the Working Group, will be approached by the Working Group Facilitator to confirm that their

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nomination remains current and valid. If so, they shall be put forward as a nominee.

- (c) Where neither option (a) or (b) is appropriate, an expression of interest process will be undertaken to identify suitable members.
- (iii) A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- (iv) All prospective community members require their membership to be confirmed via a resolution of Council.
- (v) It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.
- (vi) Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

The Chairperson of the Working Group is:

- The Manager Environment

In the absence of the Chairperson, another Member of the Working Group shall chair the meeting.

A staff member appointed as Chairperson does not become a formal member of the Working Group by virtue of this position. All staff are representatives of Council only and not members of the Working Group.

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

The Chairperson has the discretion to exclude a member of the Working Group if a member displays inappropriate conduct. If this occurs, the matter is to be reported to the next available Council Meeting in accordance with Council resolution 12 December 2017.

Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Working Group meetings that are not addressed in these Terms of Reference.

Working Group Facilitator

A Working Group Facilitator (Convenor) 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 Working Group.

ITEM 9 (continued)

ATTACHMENT 8

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 Working Group. The Facilitator has the right to refuse a request from a member of the public to address the Working Group 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 Working Group 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 formally minuted and where applicable, referred to Council for determination.

Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Working Group.

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 Working Group during the discussion on the matter. The Working Group 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 Working Group 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

Meetings are to be held on the 3rd Wednesday of each quarter. Meetings will be held in September, December, March and June of each year within the Council term.

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

The Working Group Facilitator produces a draft agenda in consultation with the Chairperson. Working Group members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively, the item may be raised as part of General Business during the meeting.

ITEM 9 (continued)

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The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The Agenda and meeting papers shall be circulated to members at least 3 days prior to meeting. All agendas shall be published on Council's website and Councillors' BoardVantage at least 3 days prior to the Committee meeting.

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

All Working Group members are to confirm their attendance with Council at least 3 days prior to meeting.

Public Participation

All meetings of the Working Group are public meetings. Members of the public and media may attend meetings as observers, however if a person wishes to speak at a meeting they are to make prior arrangements and book through the Council the Chairperson.

Presentations by public members are limited to a maximum of 10 minutes (with a 5 minute question time) or as prior approved by the Chair.

5. Communications and Reporting

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

The draft meeting minutes of all public Working Groups will be published on the Councillors' BoardVantage and City of Ryde website within two weeks after receipt of the Working Group meeting minutes being sent to the group. The minutes should note that they are draft and will be confirmed at the following meeting.

Should the Working Group agree on an action that requires a Council resolution, e.g. allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be reported to the next available Council meeting with a supporting Council report, in accordance with Council resolution of 14 September 2010.

Members of the Working Group are not permitted to speak to the media as representatives of the Working Group.

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6. Code of Conduct and Other Council Policies

Each Working Group member who is not a Councillor, shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Working Group.

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




ITEM 9 (continued)

ATTACHMENT 9



Lifestyle and opportunity @ your doorstep



Terms of Reference
Small and Family Business
Working Group

Adopted: 28 September 2022

ITEM 9 (continued)
ATTACHMENT 9

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Change History

Version	Issue Date	Author	Reason for Change
1.2	20/4/10	Shane Sullivan	Resolution of Council 17 October 2008: - that at least one (1) Councilor delegate is required to be appointed (with no upper limit) : page 4 - that the Mayor not automatically be represented on certain Committees : page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee : page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee : page 6
1.2	20/4/10	Shane Sullivan	Resolution of Council 8 July 2008 Minutes of all Advisory Committees to be incorporated in the business papers of the next Council/Committee meeting and then placed on Council's website. : page 7
1.2	20/4/10	Shane Sullivan	Resolution of Council 20 April 2010 Provisions for casual vacancies: page 5
1.3	14/9/10	Jennifer Anderson	Resolution of Council 14 September 2010 All Minutes are to be reported in CIB unless a Council resolution of Council is required. Minutes are to be placed on Council's website within 5 days of the Committee Meeting.
1.4	24/8/11	Shane Sullivan	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan

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1.5	1/11/12	Lorie Park Park no n	Reso lution of Council 16 October 2012. If a member of a Committee misse s three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Park Park no n	Removal of reference to "Committee of the Whole", as it is no longer in existence .
2.1	12/12/17	Lorie Park Park no n	<p>Reso lution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – December 2017 (D17/16154). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template.</p> <p>This update is made to reflect current practice and provide clarity and includes:</p> <ul style="list-style-type: none"> • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings
3.1	11/09/2018	Elena Killiava Killa va	<p>Reso lution of Council 11 September 2018,</p> <ul style="list-style-type: none"> • This Terms of Reference document adopted for 12 months. • Minor changes to correct titles of staff attending meetings.

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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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Working Groups are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary roles of the Working Group are to:

- Provide direction and support to assist Council in implementing the Economic Development Strategy (2020 – 2024)
- Respond to issues opportunities and collaborations that will support the Economic Development Strategy's three pillars
 - Marketing the City of Ryde;
 - Employment Generation; and
 - Building Partnerships

2. Responsibilities

The Working Group is responsible for:

- Supporting the actions opportunities and initiatives outlined in the Economic Development Strategy
- Providing advice on economic development challenges affecting the Local Government Area (LGA) or region;
- Supporting local Business Chambers respond to business challenges and opportunities; and
- Facilitating communication between Council and the wider business community

3. Membership, Chairperson and Voting

Membership of the Small and Family Business Working Group is open to:

- All councillors
- Local Business Chamber representatives
- Small and Family Businesses within the City of Ryde
- Education institutions including TAFE, University and School Systems
- Relevant Not for Profit organisations within the City of Ryde

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

- Economic Development Coordinator
- Senior Co-ordinator City Activation
- Centres Coordinator

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 Working Group or any of its members

Term of Membership to Working Group

Working Group members shall be appointed for the current Council term (or remaining period of the Council term), although membership can be altered at any time by resolution of Council.

Council Officers and the Working Group Chair will review the membership of the Working Group annually, to ensure representation and member details are current.

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

If a member of a Working Group misses three consecutive meetings without apology, their membership will be withdrawn and the position 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

Casual Vacancy

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 Working Group Facilitator will report this matter to the next Working Group meeting and record it appropriately in the Minutes
- (ii) The Working Group Facilitator will provide a report to the next available Council meeting on the vacancy, including the proposed replacement and how they were identified.
 - (a) If the casual vacancy was for a position that represented an organisation, the organisation will be invited to nominate a replacement representative (if no alternate member has previously been nominated).

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- (b) If the casual vacancy was for an individual position, previous nominees that were considered suitable, but were either not offered a membership or were unable to accept a position on the Working Group, will be approached by the Working Group Facilitator to confirm that their nomination remains current and valid. If so, they shall be put forward as a nominee.
- (c) Where neither option (a) or (b) is appropriate, an expression of interest process will be undertaken to identify suitable members.
- (iii) A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- (iv) All prospective community members require their membership to be confirmed via a resolution of Council.
- (v) It should be noted that should a vacancy occur within 9 months of the end of the term of the current Council, the vacancy will not be filled, unless there are extenuating circumstances.
- (vi) Once endorsed by Council, a Member filling a casual vacancy will hold office for the remainder of the term of the Member he/she has replaced.

The Chairperson of the Working Group is:

- A Staff Member as determined by report to Council.

In the absence of the Chairperson, the Working Group Facilitator shall chair the meeting.

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

Council's Code of Meeting Practice shall be used as the reference guide for any other matters regarding Working Group meetings that are not addressed in the Terms of Reference.

Working Group Facilitator

A Working Group Facilitator (Convenor) 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 Working Group. The Facilitator has the right to refuse a request from a member of the public to address the Working Group if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

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Voting

No formal voting rules apply. As the Working Group 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.

Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Working Group.

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she shall 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 Working Group during the discussion on the matter. The Working Group 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 Working Group 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.



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4. Meetings

Meeting Schedule and Procedures

Meetings are to be held quarterly at the Council Chambers Top Ryde.

Attendance via "Teams" is permitted although in person attendance is encouraged.

The Chairperson has the authority to call meetings in accordance with the agreed meeting schedule. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements and be agreed by the majority of Working Group members.

The Working Group Facilitator produces a draft agenda in consultation with the Chairperson. Working Group members should raise items they would like to be included on the agenda at least two weeks prior to the meeting. Alternatively the item may be raised as part of General Business during the meeting.

The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

The Agenda and meeting papers shall be circulated to members at least 3 days prior to meeting. All agendas shall be published on Council's website and Councilor's BoardVantage at least 3 days prior to the Committee meeting.

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

Public Participation

All meetings of the Working Group 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 Working Group Facilitator. Presentations shall be limited to a maximum of 5 minutes.

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Members of the Working Group are not permitted to speak to the media as representatives of the Working Group.

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Each Working Group member shall be provided with Council's Code of Conduct and other related policies that may be applicable to the operation of the Working Group.

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

