

**ATTACHMENTS FOR: AGENDA NO. 8/25  
COUNCIL MEETING**

**Meeting Date:** Tuesday 22 July 2025  
**Location:** Council Chambers, Level 1A, 1 Pope Street, Ryde and Online  
**Time:** 6.00pm

**ATTACHMENTS FOR COUNCIL MEETING**

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**ITEM 4 (continued)**

**ATTACHMENT 1**

**Community Committee – Expression of Interest (EOI)**

**Festivals and the Arts Community Committee**

The Festival and Arts Community Committee 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; and
- Utilising arts, events and cultural activity to enhance community wellbeing, social inclusion and cohesion.

Membership of the Festivals and the Arts Community will comprise of eight (8) community members /representatives, being:

- A. Persons with specialist skills and experience relevant to events and the arts and cultural sector;
- B. People who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to arts and cultures;
- C. Local artists;
- D. Representatives from community groups/organisations invested in the progression of arts and culture within the City of Ryde; and
- E. Representatives of event sub-committees which are classified as City of Ryde events.

If you are interested and can commit to participating in the meetings and involvement required to be a member of the Festival and the Arts Community Committee, please complete the questions below:

1. Which of the above categories would best describe your situation? Provide details outlining your reason for applying and what your involvement would bring to the Group.

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**ITEM 4 (continued)**

**ATTACHMENT 1**

2. Explain your understanding of the aims, purpose and goals of the Festival and the Arts Community Committee that you are interested in.

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3. Outline your experience in working cooperatively and constructively in a group environment, where there may be various opinions.

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4. Do you have any previous experience in working in or with a Community Committee? Please provide details

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5. How will you provide a positive contribution to the Festival and the Arts Community Committee you are interest in participating in? For example: do you have any specialist skills, qualifications, expertise, knowledge or experience in this area?

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6. What would you expect the Committee to achieve with your support?

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**ITEM 4 (continued)**

**ATTACHMENT 1**



# **Terms of Reference**

## **Festival and the Arts**

Community Committee

Adopted: **Date**

**DRAFT**

**ITEM 4 (continued)**

**ATTACHMENT 1**



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*Document Versions*

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<b>Document ID:</b>	D25/89216
<b>Document Status:</b>	Draft – to Council for consideration
<b>Endorsed By:</b>	Council on xx x 2025
<b>Date:</b>	10 July 2025
<b>Author:</b>	City of Ryde
<b>Distribution:</b>	Council Advisory Festivals and Arts Community Committee Chairperson/Convenor

*Change History*

Issue Date	Name and Position	Reason for Change
10/12/2024	Amanda Janvrin	<p>Resolution of Council 10 December 2024:</p> <p><b>(a)</b> That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p><b>(b)</b> That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p><b>(c)</b> That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p><b>(d)</b> That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of the Community Committees.</p>

**ITEM 4 (continued)**

**ATTACHMENT 1**



		<p>(e) That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p>(f) A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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**ITEM 4 (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 Program plan and One-Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Community Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary role of the Festival and Arts Community Committee 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.

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

## **2 Responsibilities**

The Festival and Arts Community Committee 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; and
- Utilising arts, events and cultural activity to enhance community wellbeing, social inclusion and cohesion.

## **3 Membership, Chairperson and Voting**

### **(i) Membership**

Membership of the Festival and Arts Community Committee will comprise of eight (8) appointed community members/representatives, being:

- 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;



**ITEM 4 (continued)**

**ATTACHMENT 1**

- Local artists, creative industry professionals.
- Representatives from community groups/organisations invested in the progression of arts and culture within the City of Ryde; and
- Representatives of event sub-committees which are classified as City of Ryde events.

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

Festival and Arts Community Committee members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be submitted in writing or online and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any community representatives.

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

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

Position	Name
Chairperson/Convenor	
Representatives that have specialist event skills	
Representatives of events sub-committees classified as City of Ryde events	
Local Artists/ creative industry professionals	
Community Representative	
Community members	

**Term of Membership**

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

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

**Member and Councillor Attendance**

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

**ITEM 4 (continued)**

**ATTACHMENT 1**

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

**Quorum**

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

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item

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

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next Committee meeting and the vacancy will be recorded in the minutes of the next meeting.
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative.
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee Group and any persons on a committee waiting list will be reviewed for a potential member.
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the Committee, 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; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Officer.

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

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

**ITEM 4 (continued)**

**ATTACHMENT 1**

**(ii) Chairperson/Convenor**

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

- City of Ryde staff member (to be appointed by the CEO prior to the first Committee meeting)

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, the meeting will be chaired in the following order: first by another Council officer, or by another Committee member.

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

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

**(iii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

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

**(ii) Meeting Agenda and Minutes**

**ITEM 4 (continued)**

**ATTACHMENT 1**

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

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

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

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

## **5 Communications and Reporting**

### **(i) Deliverables and Timelines**

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

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

### **(ii) Media Contact**

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

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

### **(iii) Public Participation**

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

## **6 Code of Conduct and Other Council Policies**



**ITEM 4 (continued)**

**ATTACHMENT 1**

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

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

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

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

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**ITEM 4 (continued)**

**ATTACHMENT 2**

**Community Committee – Expression of Interest (EOI)**

**Heritage Community Committee**

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

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

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

- A. 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.
- B. Ryde District Historical Society (RDHS),
- C. Ryde Hunters Hill Flora and Fauna Preservation Society (RHHFFPS); and
- D. 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.

If you are interested and can commit to participating in the meetings and involvement required to be a member of the Heritage Community Committee, please complete the questions below:

1. Which of the above categories would best describe your situation? Provide details outlining your reason for applying and what your involvement could bring to the Group.

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**ITEM 4 (continued)**

**ATTACHMENT 2**

2. Explain your understanding of the aims, purpose and goals of the Heritage Community Committee that you are interested in.

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3. Outline your experience in working cooperatively and constructively in a group environment, where there may be various opinions.

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4. Do you have any previous experience in working in or with a Community Committee? Please provide details

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5. How will you provide a positive contribution to the Heritage Community Committee you are interest in participating in? For example: do you have any specialist skills, qualifications, expertise, knowledge or experience in this area?

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6. What would you expect the Committee to achieve with your support?

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**ITEM 4 (continued)**

**ATTACHMENT 2**



# Terms of Reference

## Heritage

Community Committee

Adopted: **Date**

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**ITEM 4 (continued)**

**ATTACHMENT 2**

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<b>Distribution:</b>	Council Advisory Heritage Community Committee Chairperson/Convenor

**Change History**

Issue Date	Name and Position	Reason for Change
10/12/2024	Amanda Janivrin	<p>Resolution of Council 10 December 2024:</p> <p>(a) That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p>(b) That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p>(c) That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p>(d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of the Community Committees.</p>

**ITEM 4 (continued)**

**ATTACHMENT 2**



		<p><b>(e)</b> That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p><b>(f)</b> A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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**ITEM 4 (continued)**

**ATTACHMENT 2**

## 1 Roles

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

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

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

## 2 Responsibilities

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

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

## 3 Membership, Chairperson and Voting

### (i) Membership

**ITEM 4 (continued)**

**ATTACHMENT 2**

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

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

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

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

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

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

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

**Term of Membership**

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

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



**ITEM 4 (continued)**

**ATTACHMENT 2**

**Member and Councillor Attendance**

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

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

**Quorum**

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

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item

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

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next Committee meeting and the vacancy will be recorded in the minutes of the next meeting,
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative,
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee and any persons on a committee waiting list will be reviewed for a potential member,
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council,
- The Chief Executive Officer may determine the process to fill a casual vacancy or deemed vacancy or may refer the confirmation of a nominated member by resolution of Council; and

**ITEM 4 (continued)**

**ATTACHMENT 2**

- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Officer.

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

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

**(ii) Chairperson/Convenor**

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

- City of Ryde staff member (to be appointed by the CEO prior to the first Committee meeting)

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, the meeting will be chaired in the following order: first by another Council officer, or by another Committee member.

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

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

**(iii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

**ITEM 4 (continued)**

**ATTACHMENT 2**

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

**(ii) Meeting Agenda and Minutes**

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

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

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

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

**5 Communications and Reporting**

**(i) Deliverables and Timelines**

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

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

**(ii) Media Contact**

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

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

**(iii) Public Participation**

**ITEM 4 (continued)**

**ATTACHMENT 2**

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

## **6 Code of Conduct and Other Council Policies**

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

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

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

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



**ITEM 4 (continued)**

**ATTACHMENT 3**

**Community Committee – Expression of Interest (EOI)**  
**Inclusion and Wellbeing Community Committee**

The Inclusion and Wellbeing Community Committee is responsible for:

- Providing 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;
- Assisting in the development, implementation and review of Council's plans, policies and practices, including the Disability Inclusion Access Plan; and
- Contributing to a bold and ambitious vision for Ryde's future.

Membership of the Inclusion and Wellbeing Community will comprise of eight (8) appointed community members /representatives, being:

- A. People with lived experience of disability or have demonstrated commitment to access and inclusion for people living with disability;
- B. People with strong connections with local organisations that aim to support an inclusive community;
- C. People who have experience with community initiatives that are aimed to remove barriers that hinder people from being involved in the community;
- D. Aboriginal and/or Torres Strait Islander peoples;
- E. Representatives of the LGBTQIA+ community;
- F. Persons with specialist skills and experience relevant to access and inclusion.
- G. Priority of membership will be given to Ryde residents, ratepayers and businesses.

If you are interested and can commit to participating in the meetings and involvement required to be a member of the Inclusion and Wellbeing Community Committee, please complete the questions below:

1. which of the above categories would best describe your situation? Provide details outlining your reason for applying and what your involvement would bring to the Group.

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**ITEM 4 (continued)**

**ATTACHMENT 3**

2. Explain your understanding of the aims, purpose and goals of the Inclusion and Wellbeing Community Committee that you are interested in.

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3. Outline your experience in working cooperatively and constructively in a group environment, where there may be various opinions.

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4. Do you have any previous experience in working in or with a Community Committee? Please provide details

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5. How will you provide a positive contribution to the Inclusion and Wellbeing Community Committee you are interest in participating in? For example: do you have any specialist skills, qualifications, expertise, knowledge or experience in this area?

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6. What would you expect the Committee to achieve with your support?

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**ITEM 4 (continued)**

**ATTACHMENT 3**



# Terms of Reference

## Inclusion and Wellbeing

Community Committee

Adopted: **Date**

**DRAFT**

**ITEM 4 (continued)**

**ATTACHMENT 3**

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<b>Author:</b>	City of Ryde
<b>Distribution:</b>	Council Advisory Inclusion and Wellbeing Community Committee. Chairperson/Convenor

**Change History**

Issue Date	Name and Position	Reason for Change
10/12/2024	Amanda Janvrin	<p>Resolution of Council 10 December 2024:</p> <p><b>(a)</b> That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p><b>(b)</b> That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p><b>(c)</b> That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p><b>(d)</b> That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the</p>

**ITEM 4 (continued)**

**ATTACHMENT 3**



		<p>City of Ryde community, to become members of each of the Community Committees.</p> <p><b>(e)</b> That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p><b>(f)</b> A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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**ITEM 4 (continued)**

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

The primary role of the Inclusion and Wellbeing Community Committee 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.

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

## 2 Responsibilities

The Inclusion and Wellbeing Community Committee is responsible for:

- Providing 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;
- Assisting in the development, implementation and review of Council's plans, policies and practices, including the Disability Inclusion Access Plan; and
- Contributing to a bold and ambitious vision for Ryde's future.

## 3 Membership, Chairperson and Voting

### (i) Membership

Membership of the Inclusion and Wellbeing Community Committee will comprise of eight (8) appointed community members/representatives, being:

- People with lived experience of disability or have demonstrated commitment to access and inclusion for people living with disability;
- People with strong connections with local organisations that aim to support an inclusive community;



**ITEM 4 (continued)**

**ATTACHMENT 3**

- 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 Islander peoples;
- Representatives of the LGBTQIA+ community; and
- Persons with specialist skills and experience relevant to access and inclusion.

Priority of membership will be given to Ryde residents, ratepayers and businesses.

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

Inclusion and Wellbeing Community Committee members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be submitted in writing or online and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any community representatives.

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

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

Position	Name
Chairperson/Convenor	
Community Representative	
Community members	

**Term of Membership**

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

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

**Member and Councillor Attendance**

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

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

**ITEM 4 (continued)**

**ATTACHMENT 3**

**Quorum**

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

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item

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

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next Committee meeting and the vacancy will be recorded in the minutes of the next meeting,
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative,
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee and any persons on a committee waiting list will be reviewed for a potential member,
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council,
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the Committee, 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; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Offer.

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

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

**(ii) Chairperson/Convenor**



**ITEM 4 (continued)**

**ATTACHMENT 3**

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

- City of Ryde staff member (to be appointed by the CEO prior to the first Committee meeting)

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, the meeting will be chaired in the following order: first by another Council officer, or by another Committee member.

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

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

**(iii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

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

**(ii) Meeting Agenda and Minutes**

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

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

**ITEM 4 (continued)**

**ATTACHMENT 3**

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

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

## **5 Communications and Reporting**

### **(i) Deliverables and Timelines**

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

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

### **(ii) Media Contact**

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

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

### **(iii) Public Participation**

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

## **6 Code of Conduct and Other Council Policies**

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

**ITEM 4 (continued)**

**ATTACHMENT 3**

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

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

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

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**ITEM 4 (continued)**

**ATTACHMENT 3**



# **Terms of Reference**

## **Inclusion and Wellbeing**

Community Sub-Committee

Adopted: **Date**

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**ITEM 4 (continued)**

**ATTACHMENT 3**



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**Change History**

Issue Date	Name and Position	Reason for Change
10/12/2024	Amanda Jarvin	<p>Resolution of Council 10 December 2024:</p> <p>(a) That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p>(b) That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p>(c) That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p>(d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the</p>



**ITEM 4 (continued)**

**ATTACHMENT 3**



		<p>City of Ryde community, to become members of each of the Community Committees.</p> <p><b>(e)</b> That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p><b>(f)</b> A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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**ITEM 4 (continued)**

**ATTACHMENT 3**

## 1 Purpose

The purpose of the Inclusion and Wellbeing Community Sub-Committee is to assist the Inclusion and Wellbeing Community Committee by focusing on a specific project and appointing members from within the Committee that have skills or experience suited to the project.

Sub-Committees will be open to the existing Inclusive and Wellbeing Community Committee members. They may also invite individuals and groups to attend their meetings for the purpose of providing specialist advice or for seeking input from the Committee. Any such individual or group must not be involved in the decision-making processes and must not vote on any matter.

If it is determined that additional Committee Members are required to provide the necessary expertise or skills to facilitate the Sub-Committee, approval would need to be obtained from Council as an Expression of Interest (EOI) will be required.

Members of the Sub-Committee may be required to review and consider written or other materials before meetings and provide follow-up comments after meetings.

The sub-committee reports to the Inclusion and Wellbeing Community Committee.

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

## 2 Responsibilities

The Community Sub-Committee is responsible for:

- Providing 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;
- Assisting in the development, implementation and review of Council's plans; policies and practices, including the Disability Inclusion Access Plan; and
- Contributing to a bold and ambitious vision for Ryde's future.

## 3 Membership, Chairperson and Voting

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

**ITEM 4 (continued)**

**ATTACHMENT 3**

If the proposed members for the Sub-Committee are members from the Inclusive and Wellbeing Community Committee that were appointed by resolution of Council, the appointment of the Sub-Committee Members can be determined by the Chairperson in consultation with the Inclusion and Wellbeing Community Committee.

Membership of the Sub-Committee may be altered at any time by the Chairperson in consultation with the Inclusion and Wellbeing Community Committee.

The Inclusion and Wellbeing Community Committee resolved at its meeting on xx/xx/2025 to appoint the following persons to the Sub-Committee:

Position	Name
Chairperson/Convenor	
Community Representative	
Community Members	

**Term of Membership**

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

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

**Member and Councillor Attendance**

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

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

**Quorum**

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

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item

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

**ITEM 4 (continued)**

**ATTACHMENT 3**

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next Sub-Committee meeting and the vacancy will be recorded in the minutes of the next meeting.
- If the vacancy was for a Sub-Committee member, the Committee will be invited to nominate a replacement representative,
- If the vacancy was for a Sub-Committee representative member, previous nominees not appointed to the Sub-Committee and any persons on a Sub-Committee waiting list will be reviewed for a potential member,
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council,
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the Sub-Committee, 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; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Officer.

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

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

**(i) Chairperson/Convenor**

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

- City of Ryde staff member (to be appointed by the CEO prior to the first Committee meeting)

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, the meeting will be chaired in the following order: first by another Council officer, or by another Committee member.

The Convenor will be a Council staff member appointed by the Chief Executive Officer and is responsible for coordinating the preparation of agendas, invitations, and minutes, as well as

**ITEM 4 (continued)**

**ATTACHMENT 3**

arranging presentations by guest speakers and handling any requests from the public to attend a committee meeting.

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

**(ii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

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

**(ii) Meeting Agenda and Minutes**

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

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

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

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



**ITEM 4 (continued)**

**ATTACHMENT 3**

## 5 Communications and Reporting

### (i) Deliverables and Timelines

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

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

### (ii) Media Contact

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

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

### (iii) Public Participation

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

## 6 Code of Conduct and Other Council Policies

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

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

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

**ITEM 4 (continued)**

**ATTACHMENT 3**



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

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**ITEM 4 (continued)**

**ATTACHMENT 4**

**Community Committee – Expression of Interest (EOI)**

**Multicultural Community Committee**

The Multicultural Community Committee 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; and
- Supporting the implementation of Council's policies, programs and services

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

- A. People who are representative of the cultural, ethnic, faith and linguistic diversity of the City of Ryde;
- B. Professionals and local service providers that are supporting and working closely with CALD residents;
- C. Aboriginal and/or Torres Strait Islander peoples;
- D. People with disability representative of CALD communities; and
- E. LGBTQIA+ community members representative of CALD communities.

If you are interested and can commit to participating in the meetings and involvement required to be a member of the Multicultural Community Committee, please complete the questions below:

1. which of the above categories would best describe your situation? Provide details outlining your reason for applying and what your involvement would bring to the Group.

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2. Explain your understanding of the aims, purpose and goals of the Multicultural Community Committee that you are interested in.

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**ITEM 4 (continued)**

**ATTACHMENT 4**

3. Outline your experience in working cooperatively and constructively in a group environment, where there may be various opinions.

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4. Do you have any previous experience in working in or with a Community Committee? Please provide details

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5. How will you provide a positive contribution to the Multicultural Community Committee you are interest in participating in? For example: do you have any specialist skills, qualifications, expertise, knowledge or experience in this area?

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6. What would you expect the Committee to achieve with your support?

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**ITEM 4 (continued)**

**ATTACHMENT 4**



# Terms of Reference

## Multicultural

Community Committee

Adopted: **Date**

**DRAFT**

**ITEM 4 (continued)**

**ATTACHMENT 4**

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*Document Versions*

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<b>Author:</b>	City of Ryde
<b>Distribution:</b>	Council Advisory Multicultural Community Committee Chairperson/Convenor

*Change History*

Issue Date	Name and Position	Reason for Change
10/12/2024	Amanda Janivrin	<p>Resolution of Council 10 December 2024:</p> <p>(a) That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p>(b) That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p>(c) That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p>(d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of the Community Committees.</p>

**ITEM 4 (continued)**

**ATTACHMENT 4**



		<p>(e) That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p>(f) A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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**DRAFT**

**ITEM 4 (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 Program plan and One-Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Community Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary role of the Multicultural Community Committee is to provide recommendations 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 Committee will also support Council to recognise and value the diversity of the community.

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

## **2 Responsibilities**

The Multicultural Community Committee 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; and
- Supporting the implementation of Council's policies, programs and services

## **3 Membership, Chairperson and Voting**

### **(i) Membership**

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

- 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 culturally and linguistically diverse (CALD) residents.
- Aboriginal and/or Torres Strait Islander peoples.
- People with disability representative of CALD communities; and
- LGBTQIA+ community members representative of CALD communities.



**ITEM 4 (continued)**

**ATTACHMENT 4**

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

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

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

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

Position	Name
Chairperson/Convenor	
Professionals and local service providers supporting CALD residents.	
Community Members	

**Term of Membership**

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

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

**Member and Councillor Attendance**

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

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

**Quorum**

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

**ITEM 4 (continued)**

**ATTACHMENT 4**

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item

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

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next Committee meeting and the vacancy will be recorded in the minutes of the next meeting.
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative.
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee and any persons on a committee waiting list will be reviewed for a potential member.
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the Committee, 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; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Officer.

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

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

**(ii) Chairperson/Convenor**

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

- City of Ryde staff member (to be appointed by the CEO prior to commencement of the first Committee meeting.)

**ITEM 4 (continued)**

**ATTACHMENT 4**

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, the meeting will be chaired in the following order: first by another Council officer, or by another Committee member.

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

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

**(iii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

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

**(ii) Meeting Agenda and Minutes**

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

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

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

**ITEM 4 (continued)**

**ATTACHMENT 4**

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

## 5 Communications and Reporting

### (i) Deliverables and Timelines

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

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

### (ii) Media Contact

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

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

### (iii) Public Participation

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

## 6 Code of Conduct and Other Council Policies

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

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



**ITEM 4 (continued)**

**ATTACHMENT 4**



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

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

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**ITEM 4 (continued)**

**ATTACHMENT 5**

**Community Committee – Expression of Interest (EOI)**

**Ryde Youth Council Community Committee**

The City of Ryde has a long-term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four-Year Delivery Program plan and One-Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives.

Council's Community Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary role of the Ryde Youth Council Community Committee 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; and
- Skills development in leadership, communication, and teamwork.

Membership of the Ryde Youth Council Community is limited to eight (8) appointed community members and comprises of young people who are representative of, but not limited to, at least one of the following:

- A. Between twelve (12) to twenty-four (24) years of age;
- B. In year 7 and above from local high schools or higher education institutions;
- C. Diverse socio-economic, cultural, and ethnic backgrounds;
- D. Young people with disability;
- E. Aboriginal and Torres Strait Islander peoples;
- F. LGBTQIA+ community;
- G. Priority of membership will be allocated to young people that live, study, or work in the City of Ryde.

Adult members of the Ryde Youth Council committee will need to hold a valid Working with Children Check to participate in the meetings.

If you are interested and can commit to participating in the meetings and involvement required to be a member of the Ryde Youth Council Community Committee, please complete the questions below:

1. Which of the above categories would best describe your situation? Provide details outlining your reason for applying and what your involvement would bring to the Group.

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**ITEM 4 (continued)**

**ATTACHMENT 5**

2. Explain your understanding of the aims, purpose and goals of the Ryde Youth Council Community Committee that you are interested in.

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3. Outline your experience in working cooperatively and constructively in a group environment, where there may be various opinions.

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4. Do you have any previous experience in working in or with a Community Committee? Please provide details

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5. How will you provide a positive contribution to the Ryde Youth Council Community Committee you are interest in participating in? For example: do you have any specialist skills, qualifications, expertise, knowledge or experience in this area?

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6. What would you expect the Committee to achieve with your support?

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**ITEM 4 (continued)**

**ATTACHMENT 5**



# Terms of Reference

## Ryde Youth Council

Community Committee

Adopted: **Date**

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**ITEM 4 (continued)**

**ATTACHMENT 5**

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**Document Versions**

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**Change History**

Issue Date	Name and Position	Reason for Change
10/12/2024	Amānda Janvri	<p>Resolution of Council 10 December 2024:</p> <p>(a) That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p>(b) That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p>(c) That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p>(d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of the Community Committees.</p>

**ITEM 4 (continued)**

**ATTACHMENT 5**



		<p>(e) That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p>(f) A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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**ITEM 4 (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 Program plan and One-Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Community Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary role of the Ryde Youth Council Community Committee 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; and
- Skills development in leadership, communication, and teamwork.

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

## 2 Responsibilities

The Ryde Youth Council Community Committee 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; and
- Promoting positive images of young people and their achievements in the community.

## 3 Membership, Chairperson and Voting

### (i) Membership

Membership of the Ryde Youth Council Community Committee is limited to eight (8) appointed community members and comprises of young people aged between twelve (12) to twenty-four (24) years of age who are representative of, but not limited to, at least one of the following:

- In year 7 and above from local high schools or higher education institutions.
- Diverse socio-economic, cultural, and ethnic backgrounds.
- Young people with disability.
- Aboriginal and Torres Strait Islander peoples.
- LGBTQIA+ community.

**ITEM 4 (continued)**

**ATTACHMENT 5**

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

All members appointed to the Ryde Youth Council Community Committee over the age of 18 will be required to hold a Working with Children Check (WWCC), this includes staff and Councillors. Any cost associated with obtaining a WWCC would be at the member's own cost.

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

Ryde Youth Council Community Committee members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be submitted in writing or online and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any community representatives.

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

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

Position	Name
Chairperson	
Convenor	
Youth Community members	

**Term of Membership**

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

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

Elections for the Chairperson will be held each year.

**Member and Councillor Attendance**

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

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



**ITEM 4 (continued)**

**ATTACHMENT 5**

**Quorum**

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

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item

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

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next Committee meeting and the vacancy will be recorded in the minutes of the next meeting,
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative,
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee and any persons on a committee waiting list will be reviewed for a potential member,
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council,
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the Committee, 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; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Offer.

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

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

**(i) Chairperson**

**ITEM 4 (continued)**

**ATTACHMENT 5**

The Chairperson for the Committee is:

- A member of the Committee

At the first committee meeting, the Chairperson will be elected by the Committee Members, their term will be for a period of 12-month period, at which time the Committee Members will elect another Chairperson from the Committee for the following 12-month period.

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, the meeting will be chaired by another Committee member.

**(ii) Convenor**

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

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

**(iii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

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

**(ii) Meeting Agenda and Minutes**

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

**ITEM 4 (continued)**

**ATTACHMENT 5**

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

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

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

## **5 Communications and Reporting**

### **(i) Deliverables and Timelines**

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

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

### **(ii) Media Contact**

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

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

### **(iii) Public Participation**

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

## **6 Code of Conduct and Other Council Policies**

**ITEM 4 (continued)**

**ATTACHMENT 5**

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

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

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

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

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**ITEM 4 (continued)**

**ATTACHMENT 6**

**Community Committee – Expression of Interest (EOI)**

**Small Business Community Committee**

The Small Business Community Committee is responsible for:

- Supporting the outcomes and objectives outlines in the Economic Development Strategy;
- Supporting the outcomes and objectives of other Economic Development strategies and frameworks (for example, the Night-Time Economy Strategy);
- Providing advice on economic development challenges affecting the Local Government Area (LGA) or region;
- Providing a platform for local Business Chambers to discuss challenges and opportunities facing local businesses; and
- Facilitating communication between Council and the wider business community.

Membership of the Small Business Community will comprise of eight (8) appointed community members/representatives, being:

- A. Local Business Chamber representatives;
- B. Small and Family Businesses within the City of Ryde;
- C. Education institutions including TAFE, University and School Systems; and
- D. Relevant Not for Profit organisations within the City of Ryde.

If you are interested and can commit to participating in the meetings and involvement required to be a member of the Small Business Community Committee, please complete the questions below:

1. which of the above categories would best describe your situation? Provide details outlining your reason for applying and what your involvement would bring to the Group.

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2. Explain your understanding of the aims, purpose and goals of the Small Business Community Committee that you are interested in.

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**ITEM 4 (continued)**

**ATTACHMENT 6**

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3. Outline your experience in working cooperatively and constructively in a group environment, where there may be various opinions.

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4. Do you have any previous experience in working in or with a Community Committee? Please provide details

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5. How will you provide a positive contribution to the Small Business Community Committee you are interest in participating in? For example: do you have any specialist skills, qualifications, expertise, knowledge or experience in this area?

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6. What would you expect the Committee to achieve with your support?

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**ITEM 4 (continued)**

**ATTACHMENT 6**



# Terms of Reference

## Small Business

Community Committee

Adopted: **Date**

**DRAFT**

**ITEM 4 (continued)**

**ATTACHMENT 6**

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**Document Versions**

<b>Document Name:</b>	Terms of Reference – Small Business Community Committee
<b>Document ID:</b>	D25/89224
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<b>Date:</b>	10 July 2025
<b>Author:</b>	City of Ryde
<b>Distribution:</b>	Council Advisory Small Business Community Committee Chairperson/Convenor

**Change History**

Issue Date	Name and Position	Reason for Change
10/12/2024	Amanda Janivrin	<p>Resolution of Council 10 December 2024:</p> <p>(a) That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p>(b) That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p>(c) That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p>(d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of the Community Committees.</p>

**ITEM 4 (continued)**

**ATTACHMENT 6**



		<p>(e) That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p>(f) A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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**ITEM 4 (continued)**

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

The primary role of the Small Business Community Committee is to provide direction and support to assist Council in implementing the Economic Development Strategy and 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.

The committee provides advice on opportunities to support the growth of small businesses in a financially sustainable manner.

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

## 2 Responsibilities

The Small Business Community Committee is responsible for:

- Supporting the outcomes and objectives outlines in the Economic Development Strategy;
- Supporting the outcomes and objectives of other Economic Development strategies and frameworks (for example, the Night-Time Economy Strategy);
- Providing advice on economic development challenges affecting the Local Government Area (LGA) or region;
- Providing a platform for local Business Chambers to discuss challenges and opportunities facing local businesses; and
- Facilitating communication between Council and the wider business community.

## 3 Membership, Chairperson and Voting

### (i) Membership



## ITEM 4 (continued)

## ATTACHMENT 6

Membership of the Small Business Community Committee will include one executive member per represented organisation. Representatives will comprise of eight (8) appointed local small business community members/representatives, being:

- Local Business Chamber representatives.
- Education institutions, including the Institute of Applied Technology-Digital, TAFE NSW, Macquarie University, and local school systems
- Relevant not-for-profit organisations within the City of Ryde.

Council officers will provide professional advice and administrative support to the Small Business Community Committee.

Small Business Community Committee members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be submitted in writing or online and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any community representatives.

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

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

Position	Name
Chairperson/Convenor	
Educational Institution Representatives	
Local not-for-profit Organisations	
Community Business Representatives	

### Term of Membership

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

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

### Member and Councillor Attendance

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

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

**ITEM 4 (continued)**

**ATTACHMENT 6**

**Quorum**

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

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item

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

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next Committee meeting and the vacancy will be recorded in the minutes of the next meeting,
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative,
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee and any persons on a Committee waiting list will be reviewed for a potential member,
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council,
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the Committee, 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; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Offer.

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

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

**ITEM 4 (continued)**

**ATTACHMENT 6**

**(ii) Chairperson/Convenor**

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

- City of Ryde staff member (to be appointed by the CEO prior to commencement of the first Committee meeting.)

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, the meeting will be chaired in the following order: first by another Council officer, or by another Committee member.

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

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

**(iii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

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

**(ii) Meeting Agenda and Minutes**

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

**ITEM 4 (continued)**

**ATTACHMENT 6**

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

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

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

## **5 Communications and Reporting**

### **(i) Deliverables and Timelines**

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

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

### **(ii) Media Contact**

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

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

### **(iii) Public Participation**

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

## **6 Code of Conduct and Other Council Policies**

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



**ITEM 4 (continued)**

**ATTACHMENT 6**

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

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

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

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**ITEM 4 (continued)**

**ATTACHMENT 7**

**Community Committee – Expression of Interest (EOI)**

**Sport, Recreation and Leisure Community Committee**

The City of Ryde has a long-term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four-Year Delivery Program plan and One-Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives.

Council's Community Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary role of the Sport, Recreation and Leisure Community Committee is to consider matters and inform Council and Council officers of community views and likely impact regarding:

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

Membership of the Sport, Recreation and Leisure Community will comprise community members /representatives, being:

- A. A maximum of ten (10) appointed community members;
- B. One (1) representatives of Bike North;
- C. One (1) alternate Bike North delegate;
- D. One (1) representative from a major employer in the Macquarie Park area;
- E. One (1) representative from each sporting code that use the facilities and/or are located within the City of Ryde; and
- F. Two (2) Residents that have an interest in working with Council on the development of recreation facilities in the City of Ryde.

If you are interested and can commit to participating in the meetings and involvement required to be a member of the Sport, Recreation and Leisure Community Committee, please complete the questions below:

1. Which of the above categories would best describe your situation? Provide details outlining your reason for applying and what your involvement would bring to the Group.

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**ITEM 4 (continued)**

**ATTACHMENT 7**

1. Explain your understanding of the aims, purpose and goals of the Sport, Recreation and Leisure Community Committee that you are interested in.

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2. Outline your experience in working cooperatively and constructively in a group environment, where there may be various opinions.

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3. Do you have any previous experience in working in or with a Community Committee? Please provide details

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4. How will you provide a positive contribution to the Sport, Recreation and Leisure Community Committee you are interest in participating in? For example: do you have any specialist skills, qualifications, expertise, knowledge or experience in this area?

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5. What would you expect the Committee to achieve with your support?

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**ITEM 4 (continued)**

**ATTACHMENT 7**



# Terms of Reference

## Sport, Recreation and Leisure

Community Committee

Adopted: **Date**

**DRAFT**

**ITEM 4 (continued)**

**ATTACHMENT 7**

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**Document Versions**

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<b>Author:</b>	City of Ryde
<b>Distribution:</b>	Council Advisory Sport, Recreation and Leisure Community Committee Chairperson/Convenor

**Change History**

Issue Date	Name and Position	Reason for Change
10/12/2024	Amānda Janvriņ	<p>Resolution of Council 10 December 2024:</p> <p><b>(a)</b> That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p><b>(b)</b> That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p><b>(c)</b> That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p><b>(d)</b> That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of the Community Committees.</p>

**ITEM 4 (continued)**

**ATTACHMENT 7**



		<p>(e) That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p>(f) A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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**ITEM 4 (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 Program plan and One Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Community Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

The primary role of the Sport, Recreation and Leisure Community Committee is to consider matters and inform Council and Council officers of community views and likely impact regarding:

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

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

## **2 Responsibilities**

The Sport, Recreation and Leisure Community Committee is responsible for providing advice and recommendations to Council and Council officers regarding Sport, Recreation and Active Transport matters.

## **3 Membership, Chairperson and Voting**

### **(i) Membership**

Membership of the Sport, Recreation and Leisure Community Committee will comprise of a ten (10) appointed representatives, being:

- One (1) representatives of Bike North;
- One (1) alternate Bike North delegate;
- At least one (1) representative from a major employer in the Local Government Area (LGA);
- At least one (1) representative from each sporting code that use the facilities and/or are located within the City of Ryde; and
- At least two (2) residents that have an interest in working with Council on the development of recreation facilities in the City of Ryde.



**ITEM 4 (continued)**

**ATTACHMENT 7**

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

Sport, Recreation and Leisure Community Committee members are to be appointed by resolution of Council following advertisement for nominations in at least one local newspaper, on Council's website and in the Mayoral Column. Nominations are to be submitted in writing or online and are to be circulated in full to the Councillors for evaluation. The Committee will not be involved in the evaluation or selection process of any community representatives.

Membership of the Sport, Recreation and Leisure Committee may be altered at any time by the resolution of Council, including the withdrawal of a membership. Membership can be withdrawn by resolution of Council only.

Council resolved at its meeting on xx/xx/2025 to appoint the following persons to the Sport, Recreation and Leisure Community Committee:

Position	Name
Chairperson/Convenor	
Bike North Representatives	
Sporting Group Representatives	
Local Business Representative	
Community members	

**Term of Membership**

Members are appointed to the Sport, Recreation and Leisure Community Committee for the current term of the Council, or remaining period of the term of the Council.

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

**Member and Councillor Attendance**

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

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

**Quorum**

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

**ITEM 4 (continued)**

**ATTACHMENT 7**

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item

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

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next Committee meeting and the vacancy will be recorded in the minutes of the next meeting.
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative.
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee and any persons on a Committee waiting list will be reviewed for a potential member.
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council.
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the Committee, 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; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Offer.

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

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

**(ii) Chairperson/Convenor**

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

- City of Ryde staff member (to be appointed by the CEO prior to commencement of the first Committee meeting.)

**ITEM 4 (continued)**

**ATTACHMENT 7**

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, the meeting will be chaired in the following order: first by another Council officer, or by another Committee member.

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

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

**(iii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

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

**(ii) Meeting Agenda and Minutes**

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

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

**ITEM 4 (continued)**

**ATTACHMENT 7**

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

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

## **5 Communications and Reporting**

### **(i) Deliverables and Timelines**

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

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

### **(ii) Media Contact**

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

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

### **(iii) Public Participation**

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

## **6 Code of Conduct and Other Council Policies**

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

Members of the Sport, Recreation and Leisure Community Committee must comply with the Council's Code of Conduct Policy, Conflict of Interest, and any other applicable policies



**ITEM 4 (continued)**

**ATTACHMENT 7**

relevant to the Committee. A copy of the Code of Conduct and any other relevant policies will be provided to members at the inaugural meeting (first meeting) of the Committee and to new members upon filling a vacancy.

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

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

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**ITEM 4 (continued)**

**ATTACHMENT 8**

**Community Committee – Expression of Interest (EOI)**

**Sustainability Community Committee**

The Sustainability Community Committee 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; and
- Responsible and sustainable, strategic land use planning matters.

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

- A. educational institutions representatives,
- B. environmental
- C. sustainability
- D. climate community representatives
- E. and other community members (representing business and general)

If you are interested and can commit to participating in the meetings and involvement required to be a member of the Sustainability Community Committee, please provide a response to the following questions:

1. Which of the above categories would best describe your situation?
  - Educational institution (provide details)
  - Environmental, sustainability or climate groups (provided details)
  - Business
  - General community

Provide details outlining your reason for applying and what your involvement would bring to the Group.

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**ITEM 4 (continued)**

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2. Explain your understanding of the aims, purpose and goals of the Sustainability Community Committee that you are interested in.

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3. Outline your experience in working cooperatively and constructively in a group environment, where there may be various opinions.

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4. Do you have any previous experience in working in or with a Community Committee? Please provide details

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5. How will you provide a positive contribution to the Sustainability Community Committee you are interest in participating in? For example: do you have any specialist skills, qualifications, expertise, knowledge or experience in this area?

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6. What would you expect the Committee to achieve with your support?

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**ITEM 4 (continued)**

**ATTACHMENT 8**



# Terms of Reference

## Sustainability

Community Committee

Adopted: **Date**

**DRAFT**

**ITEM 4 (continued)**

**ATTACHMENT 8**

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**Document Versions**

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**Change History**

Issue Date	Name and Position	Reason for Change
10/12/2024	Amanda Janivrin	<p>Resolution of Council 10 December 2024:</p> <p>(a) That the following Community Committees be convened for the 2024 – 2026 term of Council:</p> <ul style="list-style-type: none"> <li>• Festival and the Arts Community Committee</li> <li>• Heritage Community Committee</li> <li>• Inclusion and Wellbeing Community Committee</li> <li>• Multicultural Community Committee</li> <li>• Ryde Youth Council</li> <li>• Small Business Community Committee</li> <li>• Sport, Recreation and Leisure Community Committee</li> <li>• Sustainability Community Committee</li> </ul> <p>(b) That all Councillors are eligible to attend and participate in each City of Ryde Community Committee, without formal membership, in accordance with their Terms of Reference noting that the position of Chairperson on each of the Community Committees (with the exception of Ryde Youth Council) is to be held by the appointed staff convenor.</p> <p>(c) That all Community Committee meetings are to be hybrid meetings with attendance either in person or via remote audio-visual attendance.</p> <p>(d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of the Community Committees.</p>

**ITEM 4 (continued)**

**ATTACHMENT 8**



		<p><b>(e)</b> That following Council's endorsement of the above recommendations, Council officers review the Community Committees Terms of Reference, which are subsequently to be confirmed at each Community Committee's first meeting and then reported back to Council.</p> <p><b>(f)</b> A mid-term review of the performance of all Community Committees be conducted in mid-2026 and a report presented to Council prior to December 2026 outlining any recommended changes to enhance the membership, and / or performance of these Committees.</p>
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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 Program plan and One-Year Operational Plan, sit under and reflect and support the realisation of these long-term objectives. Council's Community Committees are an important mechanism for consultation, advice and feedback to staff on the implementation and review of these priorities, plans and strategies.

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

The primary role of the Sustainability Community Committee 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, statewide and nationally;
- Resource efficiency and recovery;
- Sustainable transport and low emissions technologies;
- Sustainable land use planning; and
- Community response and behavioural change.

## 2 Responsibilities

The Sustainability Community Committee 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; and
- Responsible and sustainable, strategic land use planning matters.

## 3 Membership, Chairperson and Voting

### (i) Membership

## ITEM 4 (continued)

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

- Community members representing educational institutions, environmental, sustainability or climate community representatives and other community members (representing business and general)

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

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 Committee will not be involved in the evaluation or selection process of any community representatives.

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

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

Position	Name
Chairperson/Convenor	
Educational Institution Representative	
Environmental/ Sustainability/ Climate group Representative	
General Community Representative	
Business Representative	

### Term of Membership

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

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

### Member and Councillor Attendance

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

**ITEM 4 (continued)**

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

**Quorum**

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

The Chairperson may use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

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

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

**Casual Vacancy and Deemed Vacancy**

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

- The Convenor will report this matter in the next committee meeting and the vacancy will be recorded in the minutes of the next meeting,
- If the vacancy was for a committee member, the Committee will be invited to nominate a replacement representative,
- If the vacancy was for a committee representative member, previous nominees not appointed to the Committee and any persons on a committee waiting list will be reviewed for a potential member,
- A Councillor may also nominate a person to fill a casual vacancy by presenting a Notice of Motion to Council,
- The Chief Executive Officer of the City of Ryde will be advised of a potential member for the Committee, 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; and
- An Expression of Interest process may be required to fill a vacancy, on the direction of the Chief Executive Offer.

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

**ITEM 4 (continued)**

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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.

**(ii) Chairperson/Convenor**

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

- City of Ryde staff member (to be appointed by the CEO prior to commencement of the first Committee meeting.)

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, the meeting will be chaired in the following order: first by another Council officer, or by another Committee member.

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

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

**(iii) Voting (nil)**

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

**4 Meetings**

**(i) Meeting Schedule and Procedures**

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

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

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

**(ii) Meeting Agenda and Minutes**



**ITEM 4 (continued)**

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

Members may propose an item for an agenda with the Convenor, at least two (2) weeks prior to a meeting. Alternatively, the matter may be raised as General Business at a meeting. The minutes for a meeting and any meeting papers is to be drafted by the Committee Convenor in consultation with the Chairperson and will be published on the City of Ryde website within two weeks of the Committee meeting.

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

## **5 Communications and Reporting**

### **(i) Deliverables and Timelines**

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

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

### **(ii) Media Contact**

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

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

### **(iii) Public Participation**

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

## **6 Code of Conduct and Other Council Policies**



**ITEM 4 (continued)**

**ATTACHMENT 8**

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

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

The conduct of each Committee member is expected to align with the principles set out in the Council's Code of Conduct policy.

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

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