

ATTACHMENTS FOR: AGENDA NO. 11/18 EXTRAORDINARY COUNCIL MEETING

Meeting Date: Tuesday 11 September 2018

Location: Council Chambers, Level 1A, 1 Pope Street, Ryde

Time: 8.00pm

ATTACHMENTS FOR EXTRAORDINARY COUNCIL MEETING

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ATTACHMENT 1



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Draft Terms of Reference

Arts Advisory Committee



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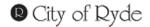
Document Version Control

Document Name:	Terms of Reference – Arts Advisory Committee	
Document ID:	D17/161654 (Template) D18/69163 (Committee Specific)	
Document Status:	Draft confirmed by Committee – to be presented to Council for adoption	
Version Number:	Version 1	
Date:	2 March 2018	
Author:	City of Ryde	
Authorised By:		
Distribution:	General Public/Website	

Change History

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

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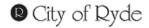
1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template. This update is made to reflect current practice and provide clarity and includes: • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.

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1. Roles

The City of Ryde has a long term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four Year Delivery Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Advisory 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 Arts Advisory Committee is to consider matters and inform Council and Council officers of community views and likely impact regarding:

The progress of arts and cultural sector within the City of Ryde to make Ryde a culturally rich and vibrant community.

2. Responsibilities

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

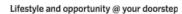
- Developing excellence in arts at both community and professional levels
- · Developing policies and strategies that advance arts and culture
- Creating an arts economy by developing creative industries
- Supporting existing and growing emerging artistic talent and creative communities
- Using arts and culture to celebrate community identity through exhibitions and festivals
- Utilising arts and cultural activity to enhance community wellbeing, social inclusion and cohesion
- Supporting the development of arts and cultural infrastructure and the activation of public spaces for arts and cultural activity

3. Membership, Chairperson and Voting

Membership of the Arts Committee comprises:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.
- Up to a maximum of 25 members representing :
 - Persons with specialist skills and experience relevant to arts and cultural sector.
 - People who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to arts and culture.
 - Representatives from community groups/organisations invested the progression of arts and culture within the City of Ryde

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Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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.

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

- Director Customer and Community Service
- · Manager, Community Services
- Senior Coordinator Social Development and Capacity Building (Staff Convener)

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

Term of Membership to Committee

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

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

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

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

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

(i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes

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

The Chairperson of the Committee is:

· A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

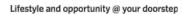
Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee.

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

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Meetings

Meeting Schedule and Procedures

Meetings are to be held on the 2^{nd} Monday of the month. Meetings will be held at 6 pm - 7.30 pm.

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

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

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

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

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

Public Participation

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

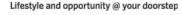
Presentations shall be limited to a maximum of 5 minutes.

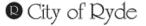
5. Communications and Reporting

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

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

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

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

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

6. Code of Conduct and Other Council Policies

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

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

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ATTACHMENT 2



DRAFT Terms of Reference

Bicycle Advisory Committee

Adopted: (date when it is reviewed and adopted by Council)



ATTACHMENT 2

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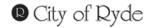
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Document Name:	Terms of Reference – Bicycle Advisory Committee	
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Change History

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

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1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
1.7	4/11/13	Nina Fard	Substitute delegates may attend the Bicycle Advisory Meeting on behalf of a representative organisation.
2.1	12/12/17	Lorie Parkinson	Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template. This update is made to reflect current practice and provide clarity and includes: • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.
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ATTACHMENT 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 Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Advisory 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 Bicycle Advisory Committee is to consider matters and inform Council and Council officers of community views and likely impact regarding:

Advise Council on all matters relating to cycling in the City of Ryde.

2. Responsibilities

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

- the needs of all cyclists who cycle in the City of Ryde including beginners, experienced cyclists and those that cycle for recreation or as a means of transport;
- to comment on design principles for the provision of cycling facilities to ensure that the following facilities meet both the cyclists needs and appropriate standards:
 - o roads including new roads, road realignment and traffic calming;
 - o shared user paths;
 - o road\footpath interfaces; and
 - shared cycleways \ footpath facilities for use by children and adults;
- maintenance and related issues:
- · cycling related infrastructure including cycle parking, cycle logos and signage;
- · cycle events and promotions in the City of Ryde;
- input on educational programs for all road and footpath users to encourage safe behaviour by all users;
- possible impact of existing and proposed policy issues on cycling in the City of Ryde, as requested; and
- detailed implementation of the Ryde Bicycle Strategy and Master Plan 2014.

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3. Membership, Chairperson and Voting

Membership of the Bicycle Advisory Committee normally comprises but is not limited to:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.
- · Two (2) representatives of Bike North
- One (1) alternate Bike North delegate
- One (1) representative from Connect Macquarie Park
- One (1) representative of Macquarie University
- One (1) representative of Roads and Maritime Services(RMS)
- One (1) representative from a major employer in the Macquarie Park area

Substitute delegates may attend the Bicycle Advisory Meeting on behalf of a representative organisation.

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008.

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.

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

- Director City Works & Infrastructure (alternate delegate)
- Manager Traffic, Transport and Development
- Traffic Engineer Traffic, Transport and Development

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

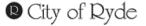
Term of Membership to Committee

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

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

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

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

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

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

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The Chairperson of the Committee is:

· A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

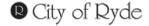
Voting

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

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

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If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

4. Meetings

Meeting Schedule and Procedures

Meetings are to be held four times a year, on a Monday, between 6.00pm and 8.00 pm.

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

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

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

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

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

Public Participation

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

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Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

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

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

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

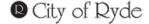
Members of the Committee are not permitted to speak to the media as representatives of the Committee.

6. Code of Conduct and Other Council Policies

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

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







ATTACHMENT 3



Draft Terms of Reference

Bushland and Environment Advisory Committee

Adopted: INSERT DATE



ATTACHMENT 3

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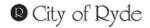
Document Version Control

Document Name:	Terms of Reference – Bushland and Environment Advisory Committee (BEAC)	
Document ID:	D17/161654 (Template) D18/95635 (BEAC)	
Document Status:	Draft - Endorsed by Bushland and Environment Advisory Committee on 14 March	
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Distribution:	General Public via website, Committee members etc.	

Change History

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

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1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Parkinson Lorie Parkinson	Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template. This update is made to reflect current practice and provide clarity and includes: • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to method to fill casual vacancies • change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.
2.2	18/1/18	Sam Cappelli	 inclusion of specific Bushland and Environment Advisory Committee details relating to roles, responsibilities, membership and meeting dates.

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1. Roles

The City of Ryde has a long term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four Year Delivery Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Advisory 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 Bushland and Environment Advisory Committee is to consider matters and inform Council and Council officers of community views and likely impact regarding:

- · Protection of biodiversity
- · Protection of Natural Areas, including waterways and habitat corridors
- · Promotion and implementation of environmentally sustainable initiatives

2. Responsibilities

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

- · Restoration of natural areas
- · Implementation of the Council's adopted 'Ryde Biodiversity Plan
- Programs related to natural areas and environmental management including
- Environmental an sustainability initiatives

3. Membership, Chairperson and Voting

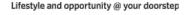
Membership of the Bushland and Environment Advisory Committee comprises:

No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008. The Councillors below were elected to be on this committee on 26 September 2017

- · Councillor Penny Pedersen (Chairperson)
- Councillor Christopher Gordon (Deputy Chairperson)
- · Councillor Edwina Clifton
- · Councillor Trenton Brown

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008









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

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

- · Manager, Environment, Health and Building
- · Senior Coordinator, Environment
- · Natural Areas Coordinator

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

Term of Membership to Committee

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

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

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

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

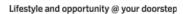
Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

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

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

The Chairperson of the Committee is:

A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

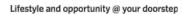
In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

4. Meetings

Meeting Schedule and Procedures

Meetings are to be held quarterly and usually on the 2nd Wednesday of the month the meeting falls due.

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

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

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

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

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

Public Participation

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

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

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

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

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

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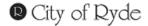
Members of the Committee are not permitted to speak to the media as representatives of the Committee.

6. Code of Conduct and Other Council Policies

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

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

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ATTACHMENT 4



Terms of Reference

Community Harmony Reference Group

Adopted:



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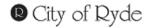
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Document Name:	Terms of Reference – Community Harmony Reference group	
Document ID:	D17/161654 (Template)	
Document Status:	Draft – presented to Council for consideration	
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Distribution:	Council Advisory Committee convenors	

Change History

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

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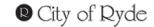
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Roles

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

 Provide advice to Council to ensure that Culturally and Linguistically Diverse (CALD) residents in the City of Ryde are able to participate actively in all aspects of community and civic life and that Council recognizes and values the diversity of the community

2. Responsibilities

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

- effectiveness / improving Council engagement activities for CALD communities
- implementation and review of the Community Strategic Plan, Delivery Plans and major projects
- Council's policies and procedures regarding their relevance for Culturally and Linguistically Diverse (CALD) communities in Ryde
- Council's advice to State and Commonwealth governments on policy areas and issues that impact on CALD communities and community harmony.

3. Membership, Chairperson and Voting

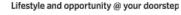
Membership of the Community Harmony Reference Group comprises:

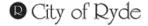
 No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.

Up to a maximum of 25 members representing

- Persons who are representative of the cultural, ethnic, faith and linguistic diversity of the City of Ryde.
- People who reside, work or visit the Ryde Local Government Area who have a
 demonstrated commitment to community harmony.
- · People will be co-opted as required

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Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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.

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

- · Director Customer and Community Service
- · Manager, Community Services
- Senior Coordinator Social Development and Capacity Building (Staff Convener)
- · Community Projects Coordinator (Sector Development)

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

Term of Membership to Committee

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

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

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

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

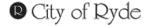
Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

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

The Chairperson of the Committee is:

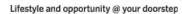
· A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

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ATTACHMENT 4

4. Meetings

Meeting Schedule and Procedures

Meetings to be held quarterly on the last Thursday of the Month commencing in February of the year. Meetings will be held at 6.00pm-7.30pm.

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

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

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

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

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

Public Participation

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

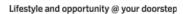
Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

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

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

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

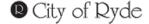
Members of the Committee are not permitted to speak to the media as representatives of the Committee.

6. Code of Conduct and Other Council Policies

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

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

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ATTACHMENT 5



DRAFT Terms of Reference

Economic Development Advisory Committee

Adopted: DATE



ATTACHMENT 5

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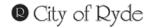
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Document Status:	Draft confirmed by Committee – to be presented to Council for adoption
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Date:	
Author:	City of Ryde
Authorised By:	Council on xxxx
Distribution:	Website/General Public

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

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		1	
1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – December 2017 (D17/16154). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template. This update is made to reflect current practice and provide clarity and includes: • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to method to fill casual vacancies • change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings

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ATTACHMENT 5

1. Roles

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

- Provide direction and support to assist Council in implementing the Economic Development Plan (2015-2019);
- Respond to issues, opportunities and collaborations that will support the Economic Development Plan's three strategic themes:
 - Marketing the City of Ryde;
 - Employment Generation; and
 - Building Partnerships.

2. Responsibilities

The Committee is responsible for:

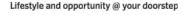
- Supporting the actions, opportunities and initiatives outlined in the Economic Development Plan;
- Providing advice on economic development challenges affecting the Local Government Area (LGA) or region;
- Supporting local Business Chambers respond to business challenges and opportunities; and
- Facilitating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

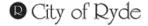
3. Membership, Chairperson and Voting

Membership of the EDAC comprises:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.
- · Local Business Chamber representatives
- Local Business Owner/Operators
- · Education Institutions (e.g. Macquarie University & Local Schools)
- Community Based Service Operators

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Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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.

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

- Director, Planning and Development (or representative)
- · Senior Coordinator City Activation
- · Centre Coordinator City Activation
- · Economic Development Coordinator

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

Term of Membership to Committee

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

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

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

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

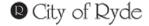
Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

(i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes

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ATTACHMENT 5

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

The Chairperson of the Committee is:

· A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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ATTACHMENT 5

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

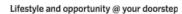
Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee.

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

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4. Meetings

Meeting Schedule and Procedures

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

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

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

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

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

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

Public Participation

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

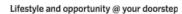
5. Communications and Reporting

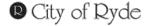
The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

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

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

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

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

6. Code of Conduct and Other Council Policies

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

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

ATTACHMENT 6



Terms of Reference

Festivals and Events Advisory

Committee

Adopted: DATE



ATTACHMENT 6

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Document Version Control

Document Name:	Terms of Reference – (Festivals and Events Advisory Committee)	
Document ID:	D17/161654 (Template) D1# / #### (Committee Specific)	
Document Status:	Draft – presented to Council for consideration	
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Distribution:	Council Advisory Committee convenors	

Change History

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

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1.5	6/2/13	Lorie Parkinson Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5. Removal of reference to "Committee of the Whole", as it is no longer in existence.
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	1	I	

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1. Roles

The City of Ryde has a long term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four Year Delivery Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Advisory 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 Festivals and Events Advisory Committee is to consider matters and inform Council and Council officers of community views and likely impact regarding:

· The delivery and development of festivals and events in the City of Ryde

2. Responsibilities

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

- Development of policies and strategies to encourage a fair and consistent approach to event management of City of Ryde Events
- Ensuring events enhance community well-being, social inclusion and cohesion
- Endorse a fair and equitable dispersion of events in the 3 wards of council
- · Consider and make recommendations on any matter which council refer to it

3. Membership, Chairperson and Voting

Membership of the Festivals and Events Advisory comprises:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.
- Twelve (12) community representatives and no more than twenty four (24) community representatives.
- Ideally, community members will be drawn from each of the three wards of Council, with a minimum of two representatives from each ward.
- 1 member from each of the following groups:
 - Eastwood Chamber of Commerce
 - West Ryde Chamber of Commerce
 - Gladesville Chamber of Commerce
 - Chair or delegate from each event Sub-Committee (Lunar New Year, Cork & Fork, Lunar New Year and Granny Smith Festival).

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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

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

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

- · Senior Coordinator Events
- Coordinator Events

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

Sub Committees which report to the Festivals and Events advisory committee are the Lunar New Year Festival, Cork and Fork by the Riverside, West Ryde Easter Parade and Fair and the Granny Smith Festival.

Term of Membership to Committee

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

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

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

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

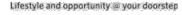
Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

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

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

The Chairperson of the Committee is:

A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

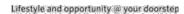
In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

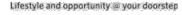
As the Committee is advisory only, no quorum is required. However, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

4. Meetings

Meeting Schedule and Procedures

Meetings are to be held quarterly on the 4th Monday of the month at 6pm.

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ATTACHMENT 6

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

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

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

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

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

Public Participation

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

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

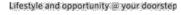
The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

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

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

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

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

6. Code of Conduct and Other Council Policies

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

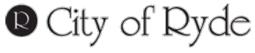
The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.

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ATTACHMENT 7



Lifestyle and opportunity @ your doorstep

Terms of Reference

Heritage Advisory Committee

Adopted: DRAFT



ATTACHMENT 7

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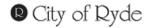
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Distribution:	General Public/Website	

Change History

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

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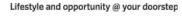
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1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
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		 addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. addition to provide Committee chairperson with the
		discretion to exclude a committee member due to inappropriate conduct.
21/2/18	Lexie Macdonald	Updating the role of Committee in accordance with Council's 2017 Call for Expressions of Interest The membership of the Committee to delete for example Putney and District History Staff attendees at Committee meetings Meetings Schedule
	6/2/13	Parkinson 6/2/13 Lorie Parkinson 12/12/17 Lorie Parkinson 21/2/18 Lexie

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ATTACHMENT 7

1. Roles

The City of Ryde has a long term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four Year Delivery Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Advisory 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 Advisory Committee is to advise and assist Council to promote, conserve and celebrate places that are of natural, indigenous, cultural, social, aesthetic and/or historic significance within the City of Ryde.

2. Responsibilities

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

- promoting heritage conservation and awareness in the City of Ryde;
- educating and informing the community about the importance of heritage conservation;
- promoting the protection and conservation of Heritage Items, properties located in Heritage Conservation Areas and buildings, structures, places, sites and elements that are of heritage significance;
- · relevant heritage conservation practices;
- promoting heritage issues that are important to the community;

3. Membership, Chairperson and Voting

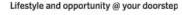
Membership of the Committee comprises:

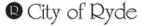
- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.
- Community groups represented by one (1) person. Currently the groups are:
 - o Brush Farm Historical Society
 - Ryde District Historical Society
 - o Ryde Hunters Hill Flora and Fauna Preservation Society
- Up to five (5) individual community representatives.

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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

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ATTACHMENT 7

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

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

- · Dyalan Govender Manager, City Planning
- · Lexie Macdonald, Senior Coordinator, Strategic Planning
- · Michael Edwards, Heritage Officer

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

Term of Membership to Committee

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

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

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

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

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

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

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

The Chairperson of the Committee is:

. A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

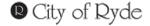
A staff member appointed as Chairperson of the Committee, does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee.

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

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

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

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Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

4. Meetings

Meeting Schedule and Procedures

Meetings are to be held on the third Wednesday of every second month.

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

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

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

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

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

Public Participation

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

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

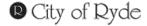
The minutes of each meeting shall be circulated to all committee members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the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

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

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

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

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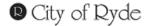
ATTACHMENT 7

6. Code of Conduct and Other Council Policies

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

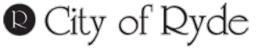
The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.

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ATTACHMENT 8



Lifestyle and opportunity @ your doorstep

Terms of Reference

Macquarie Park Advisory Committee

Adopted: DATE



ATTACHMENT 8

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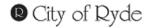
Document Version Control

Document Name:	Terms of Reference – Macquarie Park Forum		
Document ID:	D17/161654 (Template) D18/19944 Macquarie Park Forum		
Document Status:	Draft – confirmed by Committee – to be presented to Council for adoption		
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Authorised By:	Council on xxxx		
Distribution:	General public/website		

Change History

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

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1.5	1/11/12	Lorie Parkinson Lorie	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5. Removal of reference to "Committee of the Whole".
1.6	6/2/13	Parkinson	as it is no longer in existence.
2.1	xx/11/17	Lorie Parkinson	Resolution of Council xx November 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/xxxx). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template. This update is made to reflect current practice and provide clarity and includes: • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to method to fill casual vacancies • change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings

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ATTACHMENT 8

Roles

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

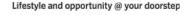
- Assist Council in the refinement and implementation of the Macquarie Park Master Plan vision and objectives to achieve sustainable growth in Macquarie Park.
- Assist Council to scope and oversee research, consultation and planning for a range of programs and activities to achieve the vision and objectives for Macquarie Park.
- Provide guidance and support to Council in the development and implementation of sustainable infrastructure programs for Macquarie Park e.g.; roads, stormwater, catchment improvements, water and sewerage, flood management, community facilities, parks and open space.
- Contribute to the development and implementation of activities to enhance and
 promote the qualities of Macquarie Park, for example through participation in
 working groups and implementation of joint initiatives with public or private
 stakeholder groups to deliver best practice public domain and activation within the
 precinct.
- Support Council's efforts to consult with a range of stakeholder and community groups, in particular the business community in Macquarie Park and key government agencies.
- Receive briefings from Council on the allocation of funds collected from Macquarie Park landowners via the Special Levy.

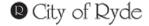
2. Responsibilities

The Macquarie Park Forum is responsible for:

- Addressing issues and opportunities which may impact positively or negatively on Macquarie Park's future as a nationally significant, vibrant, innovative and sustainable business, research, education and employment centre.
- Making recommendations to Council on issues and opportunities relating to Macquarie Park.

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3. Membership, Chairperson and Voting

Membership of the <Committee> comprises:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008; and
- Appropriate representation from the following stakeholder groups:
 - Commercial landowners in Macquarie Park
 - Key tenants in Macquarie Park
 - Macquarie Centre (AMPCAPITAL)
 - Relevant education providers e.g. Macquarie University
 - Transport Management Association Macquarie Park + North Ryde
 - Relevant business groups (e.g. Chamber of Commerce)
 - · Relevant State Government entities (e.g. Transport for NSW, Sydney Metro)

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008.

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.

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

- · Manager of City Planning
- · Senior Coordinator City Activation
- Economic Development Coordinator

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

Term of Membership to Committee

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

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

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

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ATTACHMENT 8

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

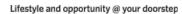
Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

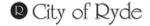
Casual Vacancy

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

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

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ATTACHMENT 8

The Chairperson of the Committee is:

A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting.

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.







ATTACHMENT 8

Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

4. Meetings

Meeting Schedule and Procedures

Meetings are to be held quarterly either at Council or an agreed external location in Macquarie Park.

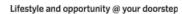
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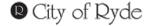
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The Facilitator and all members should consider the scheduled meeting length when developing the agenda and participating in the meeting.

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

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ATTACHMENT 8

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

Public Participation

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

5. Communications and Reporting

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

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

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

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

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

6. Code of Conduct and Other Council Policies

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

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

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ATTACHMENT 9



Lifestyle and opportunity @ your doorstep

Draft Terms of Reference

Renewable Energy Advisory Committee

Adopted:



ATTACHMENT 9

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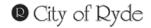
Document Version Control

Document Name:	Terms of Reference – Renewable Energy Advisory Committee	
Document ID:	D17/161654 (Template) D18/98539(Committee Specific)	
Document Status:	Draft – presented to Council for consideration	
Version Number:	Version 2.1	
Date:		
Author:	City of Ryde	
Authorised By:	Council on xxxx	
Distribution:	General Public via website	

Change History

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1.2	20/4/10	Shane Sullivan	Resolution of Council 7 October 2008: - that at least one (1) Councillor delegate is required to be appointed (with no upper limit): page 4 - that the Mayor not automatically be represented on certain Committees: page 4 - that where the Mayor is appointed to be a delegate on an Advisory Committee, it not be necessary that the Mayor be Chairperson of this Committee: page 6 - that a Councillor or an appropriate staff member be Chairperson on an Advisory Committee: page 6
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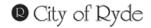


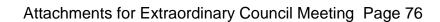


ATTACHMENT 9

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2.2	14/3/2018	Kylie McMahon	Recommendation of Advisory Committee (14 March 2018) to include in the 'responsibilities' of the Committee to broaden the scope of the Committee to include 'sustainable built infrastructure' not just renewable energy. Scope should also include considerations of initiatives regionally, state wide and nationally.

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ATTACHMENT 9

1. Roles

The City of Ryde has a long term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four Year Delivery Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Advisory 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 Renewable Energy Advisory Committee is to consider matters and inform Council and Council officers of community views and likely impact regarding:

 Opportunities for further uptake of renewable energy technologies, services and other energy efficient initiatives across the City of Ryde, regionally, state wide and nationally.

2. Responsibilities

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

 Priorities for the development and implementation of organisation wide strategic programs and policies to promote the uptake of renewable energy technologies, sustainable built infrastructure, services and other energy efficient initiatives within the City of Ryde.

3. Membership, Chairperson and Voting

Membership of the Renewable Energy Advisory Committee comprises:

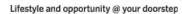
No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008. The Councillors below were elected to be on this committee on 26 September 2017

- · Councillor Penny Pedersen (Chairperson)
- Councillor Edwina Clifton (Deputy Chairperson)
- · Councillor Christopher Gordon

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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.

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

- Manager, Environment, Health and Building
- · Senior Coordinator, Environment
- Senior Sustainability Transport and Environment Coordinator

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

Term of Membership to Committee

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

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

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

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

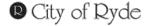
Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

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

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

The Chairperson of the Committee is:

A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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

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

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Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

4. Meetings

Meeting Schedule and Procedures

Meetings are to be held quarterly and usually on the 2nd Wednesday of the month the meeting falls due.

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

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

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

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

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

Public Participation

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

Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

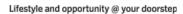
The minutes of each meeting shall be circulated to all committee members as soon as practicable. Any questions by members regarding the minutes are to be referred immediately to the Committee Facilitator and if any error in the minutes is confirmed, the Committee Facilitator shall arrange to make the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

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

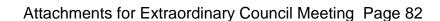
Should the Advisory Committee agree on an action that requires a Council resolution, eg allocation of funds, resources or an amendment to any Council policy or plan, or cannot otherwise be actioned within existing Council staff delegations, then the minutes are to be to be reported to the next available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

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

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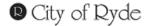
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6. Code of Conduct and Other Council Policies

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

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

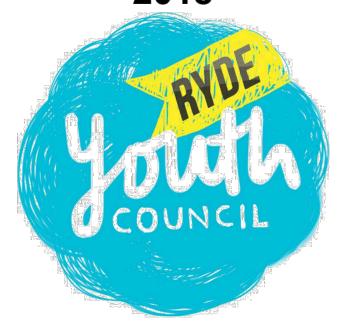
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RYDE YOUTH COUNCIL TERMS OF REFERENCE 2018



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Mission Statement

"The Ryde Youth Council empowers young people to represent the voice of youth in Ryde and to develop their skills to build engaged citizens and progressive leadership"

1. ROLE

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

- To advocate for the needs of young people and provide a mechanism for their participation and involvement in decision making on community issues.
- To act in an advisory and consultative capacity to Council and staff on matters affecting young people in the community.
- To assist young people in developing skills in various areas including, leadership, communication, advocacy, governance and administration.

2. RESPONSIBILITIES

The Ryde Youth Council Advisory Committee is responsible for:

- Advocating, providing advice, and making recommendations to Council on matters affecting young people and the community;
- Co-ordinating, planning and implementing community activities and events, including National Youth Week;
- Identifying and initiating opportunities for participation and involvement of young people in community activity;
- · Promoting community awareness of issues impacting on young people;
- Promoting positive images of young people and their achievements in the community.



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3. MEMBERSHIP, ROLES AND VOTING

Membership of the Ryde Youth Council Advisory Committee comprises:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008;
- No less than One (1) alternate Councillor delegate, non-voting member;
- · Committee Facilitator;
- It is recommended that there be between fourteen (10) and twenty five (25) Community Representatives aged 12 - 25. Members must live, work, study or recreate in the City of Ryde.;
- Young people who represent organisations that service young people;
- Young people from diverse socio-economic, cultural and ethnic backgrounds;
- Individuals with specialist skills and professional interest in issues affecting young people will be contacted / invited as required.

The Committee Facilitator will extend membership to the City of Ryde Young Citizen of the Year each February following the award being received. Upon accepting membership this young person will then be included in any activities 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.

The following City of Ryde staff ordinarily attends the Committee meetings but is not a member of the Committee:

Community Project Officer – Young People

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



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Term of Membership to Committee

Members appointed to the Committee shall be appointed for a two year (or remainder thereof) term, although membership can be altered at any time by resolution of Council.

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

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

A member of the Ryde Youth Council may resign from membership by giving notice of not less than two (2) weeks in writing to the relevant Council representative.

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

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

- (i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes
- (ii) The Committee Facilitator will provide a report to the next available Council meeting on the vacancy, including the proposed replacement and how they were identified.
 - (a) If the casual vacancy was for a position that represented an organisation, the organisation will be invited to nominate a



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replacement representative (if no alternate member has previously been nominated).

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



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Roles

All members of the Ryde Youth Council will agree to act within the guidelines of the Ryde Youth Council as outlined in this Terms of Reference at all times. This is to be confirmed by signing an agreement form following a briefing session on this Terms of Reference and received Code of Conduct Training. Office Bearers will be elected annually every February. Members can nominate to become an office bearer in absentia, however no proxy voting is allowed (see page 10).

Youth Councillor

The role of a Youth Councillor will be to:

- Attend meetings
- Actively seek views and opinions of young people and relevant issues to be brought to the notice of the Ryde Youth Council.
- Contribute items of interest to the meeting agendas, by contacting the Chairperson between meetings.
- Actively participate in discussions and decisions that take place at meetings.
- Actively participate in various working parties and events involving the Ryde Youth Council.
- Represent the views and act in the interest of all young people across the Ryde LGA.
- Communicate any issues regarding Ryde Youth Council, including absences from meetings or activities with the Community Project Officer

 – Young people.

Councillor

The role of a Councillor will be to:

- Attend meetings
- Actively participate in discussions and decisions that take place at meetings.
- Mentor, liaise and support the Ryde Youth Council and Ryde Youth Council members.



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- Assist in the communication of ideas of Ryde Youth Council Youth Councillors to other City of Ryde Councillors.
- Communicate any issues regarding Ryde Youth Council, including absences from meetings or activities with the Community Project Officer

 – Young People.
- Be actively involved in Youth Council events and advocacy via on line platforms including creating and sharing content and posts.

Chairperson

The role of the Chairperson will be to:

- · Chair all meetings of the Ryde Youth Council.
- · Establish a purpose and agenda for each meeting.
- · Ensure discussion remains on point and manages time.
- Encourage discussion and constructive input.
- Request agenda items for the next scheduled meeting.

The role of Chairperson shall be elected at the first meeting of the Ryde Youth Council at the beginning of a new term. The role of Chairperson can only be filled by a Youth Councillor.

In the event that the elected Chairperson is absent, the Deputy Chairperson will chair the meeting. In the event that both Chairperson and deputy chairperson are absent the Ryde Youth Council shall nominate another member to chair the meeting or the Committee Facilitator will fill the role.

The Committee Facilitator in the role of Chairperson does not become a formal member of the Committee by virtue of this position. All staff are representatives of Council only and not members of the Committee.

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

Deputy Chairperson

The role of the Deputy Chairperson will be to:

• Carry out the responsibilities of the Chairperson in their absence.



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- Establish a purpose and agenda for each meeting, in collaboration with the Chairperson
- Co-chair certain aspects of the meetings as discussed and agreed with the Chairperson
- Encourage discussion and constructive input.

Public Relations Officer

The role of the Public Relations Officer will be to:

- · Draft media releases.
- · Develop strategies to promote the Ryde Youth Council.
- Promote events and activities conducted by the Ryde Youth Council.
- Assist in the development of material to be placed on the Ryde Youth Council webpage.
- Coordinate and monitor use of RYC's social media including current and future Social Media platforms

All media and public relations conducted for the Ryde Youth Council must have prior approval granted by the Manager, Community Relations and Events and Community Project Officer – Young People.

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Ryde Youth Council.

The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee.

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



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Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

In exceptional circumstances, it will be acceptable for members to attend via conference call, however they will not have voting rights. No voting by Proxy is permitted.

Extended Leave of Absence and Acting Positions

If an office bearer requests to take an extended leave of absence (ie for overseas study etc), an opportunity for another council member to fill that role in their absence will be created. If the Chairperson is taking an extended leave of absence, the Deputy Chairperson would step up. An acting Deputy Chairperson would be nominated and voted for by the rest of the committee (see Voting, Page 8).

Quorum

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



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4. MEETINGS

Meeting Schedule and Procedures

Meetings are to be held monthly from 6.00pm to 7:30pm on the last Wednesday of each month or as agreed by members. A proposed change to this meeting schedule, either ongoing or one-off is to give consideration to operational requirements, and be agreed by the majority of Committee members.

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

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

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

Public Participation

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

Presentations shall be limited to a maximum of 5 minutes.

Subcommittees

Subcommittees will be formed throughout the year for focus groups on certain events and advocacy projects. Subcommittees will usually meet fortnightly until the fulfilment of the project at a time suitable to the majority of members.



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RYC members that volunteer for Subcommittees are required to attend meetings or send apologies to the chairperson and are subject to the same rule as laid out in the section 'Term of Membership to Committee'.

All subcommittees will have office bearers to be decided and voted for in the first subcommittee meeting. A subcommittee will have as a minimum, a Chairperson and PR Officer.

The PR Officer of each subcommittee will be responsible for providing updates and items of interest to the RYC PR Officer for inclusion in Social Media posts and press releases.

5. COMMUNICATIONS & REPORTING

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

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

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

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

The minutes will be reported directly to the following City of Ryde staff:

- Senior Coordinator Social Development and Capacity Building
- Manager Community Services



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

6. CODE OF CONDUCT AND OTHER COUNCIL POLICIES

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

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

7. EVENTS

Throughout the year, RYC holds a number of events that require the participation of the majority of Youth Council Members. In order to allow for proper planning, there is a requirement to attend these events or send an apology.

At events, RYC members are representing City of Ryde and the Ryde Youth Council and will act appropriately. Ryde Youth Council t-shirts will be made available to all members.

8. REVIEW

A review of the Advisory Committee and Terms of Reference will occur following the end of the term or at such a time that the members deem necessary.



ATTACHMENT 10

Document Name:	Terms of Reference – Ryde Youth Council	
Document ID:	D18/0027300	
Document Status:	Adopted by Ryde Youth Council on 19 Feb 2019 pending council approval.	
	Draft – presented to Council for consideration	
Version Number:	Version: 2018 - 1	
Date:	23 January 2018	
Author:	City of Ryde	
Authorised By:	Council on xxxx	
Distribution:	Members of Ryde Youth Council, Councillors and Community	



ATTACHMENT 11



DRAFT Terms of Reference

Social Inclusion Advisory Committee

Adopted: DATE



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Document Version Control

Document Name:	Terms of Reference – Social Inclusion Advisory Committee	
Document ID:	D17/161654 (Template) D18/69548 (Social Inclusion)	
Document Status:	Draft confirmed by Committee – to be presented to Council for consideration	
Version Number:	Version 2.1	
Date:	13 March 2018	
Author:	City of Ryde	
Authorised By:	Council on xxxx	
Distribution:	Public access/website	

Change History

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

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1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template. This update is made to reflect current practice and provide clarity and includes: • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to include that establishment and change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings. • addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.
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1. Roles

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

 Provide advice to Council to ensure that all residents and visitors to the City of Ryde are able to participate actively in all aspects of community and civic life, and ensure that Council recognises and values the diversity of its community.

2. Responsibilities

The Committee is responsible for providing advice and recommendations to:

- Identify and address barriers preventing people from participating in programs, services and facilities across the City of Ryde. This includes barriers relating to disability, health, age, and cultural and linguistic diversity.
- Assist in the development, implementation and review of Council's plans, policies and practices, including the Disability Inclusion Access Plan.
- Advocate on areas of major policy reform.
- Further social inclusion in our community through recommendations to improve 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.

3. Membership, Chairperson and Voting

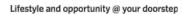
Membership of the Social Inclusion Advisory Committee comprises:

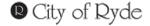
- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.
- A minimum of twelve (12), and maximum of twenty-five (25) community representatives.

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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

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

Community representatives shall be:

- People who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to access and inclusion issues.
- Persons with specialist skills and experience relevant to access and inclusion issues; e.g. community members with a lived experience of disability, engineers, architects, occupational therapists.
- Representatives from community groups/organisations representing people with diverse backgrounds, interests and abilities.

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

- Community Project Officer (Social Inclusion) Committee Convener
- Senior Coordinator Social Development and Capacity Building
- Manager Community Services (as needed)
- Governance staff member (in attendance only for taking of minutes)

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

Term of Membership to Committee

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

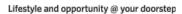
Council Officers and the Committee Chair will review the membership of the Committee annually, to ensure representation and member details are current.

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

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

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

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Casual Vacancy

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

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

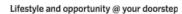
The Chairperson of the Committee is:

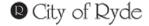
· A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

4. Meetings

Meeting Schedule and Procedures

Meetings are to be held on the first Wednesday of March, June, September, and on the third Wednesday in November.

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

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

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

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

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

Public Participation

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

Presentations shall be limited to a maximum of 5 minutes.

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5. Communications and Reporting

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

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

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

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

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

6. Code of Conduct and Other Council Policies

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

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







ATTACHMENT 12



DRAFT Terms of Reference

Sport and Recreation, and Wheeled Sports Advisory Committee

Adopted: DATE



ATTACHMENT 12

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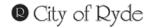
Document Version Control

Document Name:	Terms of Reference – Sport and Recreation, and Wheeled Sports Advisory Committee	
Document ID:	D17/161654 (Template) D18/70709 (Sport & Rec)	
Document Status:	Draft approved by Committee – to be presented to Council for adoption	
Version Number:	Version 2.1	
Date:	6 March 2018	
Author:	City of Ryde	
Authorised By:	Council on xxxx	
Distribution:	Council Advisory Committee convenors	

Change History

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

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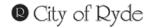
ATTACHMENT 12

1.5	1/11/12	Lorie Parkinson	Resolution of Council 16 October 2012. If a member of a Committee misses three consecutive meetings without apology, the position becomes vacant: page 5.
1.6	6/2/13	Lorie Parkinson	Removal of reference to "Committee of the Whole", as it is no longer in existence.
2.1	12/12/17	Lorie Parkinson	Resolution of Council 12 December 2017, to adopt this document as Advisory Committee Terms of Reference Template – November 2017 (D17/161654). The content of this document either incorporates or supersedes previous Council resolutions regarding this Template. This update is made to reflect current practice and provide clarity and includes: • rewording of roles and responsibilities to more clearly state that these committees are advisory only • change to methods and timing of publication of minutes and agenda • change of terminology from 'local residents' to 'community members' • change to method to fill casual vacancies • change to method to fill casual vacancies • change to meeting schedule requires majority agreement • clarification of process to develop agenda • removal of requirement for Committee members to speak through the Committee chair • addition to clarify that Councillors who are not Committee members are able to attend and participate in meetings.
			 addition to provide Committee chairperson with the discretion to exclude a committee member due to inappropriate conduct.
2.2	13/02/18	Geoff Frost	Update section 1 and 2 (roles and responsibilities) to more accurately reflect the range of recreation users represented by the Committee.

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Roles

The City of Ryde has a long term Community Strategic Plan that identifies the community's main priorities and aspirations for the future. All other Council plans, such as the Four Year Delivery Plan and One Year Operational Plan, sit under and reflect and support the realisation of these long term objectives. Council's Advisory 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 Sport & Recreation Advisory Committee (including Wheeled Sports) is to consider matters and inform Council and Council officers of community views and likely impact of proposed strategies regarding sport and recreation in the City of Ryde. The committee is to:

- Act as a central point of communication between Council and the sporting and recreational groups in City of Ryde.
- Foster the appreciation, development and maintenance of sporting and recreational facilities, clubs and opportunities in City of Ryde.
- Assist clubs where possible, in the application process for grants/sponsorships.
- Make recommendations to Council in respect to both the operation of sporting and recreational facilities and Capital Works Program through the Management Plan.
- Assist in the promotion of sport and recreation in the City of Ryde.
- Provide a link to bond and strengthen the diverse background within the City of Ryde through the utilisation of our parks and sport and recreation facilities.
- Advise and make recommendations to Council on the potential options for developing a skate park.
- Advise Council on the need for wheeled sports' facilities in the City of Ryde.

2. Responsibilities

The Committee is responsible for

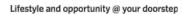
 Representing the whole Ryde community who have an interest in recreation facilities managed by Council. This includes sporting clubs, associations, wheeled sports and passive recreation users in consultation with the City of Ryde Council.

Membership, Chairperson and Voting

Membership of the Sport & Recreation Advisory Committee (including Wheeled Sports) comprises:

- No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.
- One representative from sporting clubs, recreation organisations and regular hirers that use facilities and/or are located within the City of Ryde.

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 Residents that have an interest in working with Council on the development of recreation facilities for wheeled sports (skate boarding, BMX riding, scooters).

Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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.

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

- · Manager Open Space
- Section Manager Sport and Recreation
- Sports ground Liaison Officer
- Sports ground Booking Officer

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

Term of Membership to Committee

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

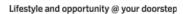
Council Officers and the Committee Chair will review the membership of the Committee annually, to ensure representation and member details are current.

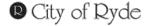
Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

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

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

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ATTACHMENT 12

Casual Vacancy

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

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

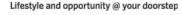
The Chairperson of the Committee is:

· A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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ATTACHMENT 12

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

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

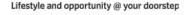
Voting

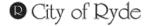
No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.









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Quorum

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

4. Meetings

Meeting Schedule and Procedures

Meetings are to be held in February, May, August and November. Dates to be finalised at the start of the calendar year and distributed to members

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

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

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

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

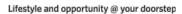
Each meeting shall be properly recorded by the taking of minutes.

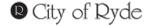
Public Participation

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

Presentations shall be limited to a maximum of 5 minutes.

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5. Communications and Reporting

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

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

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

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

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

6. Code of Conduct and Other Council Policies

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

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







ATTACHMENT 13



DRAFT Terms of Reference

Status of Women Advisory Committee

Adopted:



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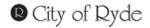
Document Version Control

Document Name:	Terms of Reference – Status of Women Advisory Committee
Document ID:	D17/161654 (Template) - D18/69879 Status of Women
Document Status:	Approved by Committee – to be presented to Council for adoption
Version Number:	Version 1
Date:	15 February 2018
Author:	City of Ryde
Authorised By:	
Distribution:	General Public/Website

Change History

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

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1. Roles

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

 Provide advice to Council on improving the ways in which women in the City of Ryde are able to participate and engage actively in all aspects of community and civic life.

2. Responsibilities

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

- The development, implementation and review of the Community Strategic Plan and Delivery Plans, major projects and Council's policies and procedures regarding their relevance for women in Ryde
- Council's advice to State and Commonwealth governments on policy areas and issues that impact on women.

3. Membership, Chairperson and Voting

Membership of the Status of Women Advisory Committee comprises:

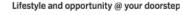
 No less than one (1) Councillor appointed annually, in accordance with Council resolution of 7 October 2008.

Up to a maximum of 25 members representing:

- · Women who represent women's organisations
- · Highly regarded professional women
- Women from CALD backgrounds
- · Indigenous women
- Young women
- · Women who have previous advocacy experience highlighting women's issues
- · Individuals with specialist skills and professional interest in issues affecting women
- · Active community members

Women will be co-opted as required

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Note: the Mayor is not automatically represented on all Committees, in accordance with Council resolution of 7 October 2008

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.

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

- · Director Customer and Community Service
- · Manager, Community Services
- Senior Coordinator Social Development and Capacity Building (Staff Convener)
- · Community Projects Coordinator (Sector Development)

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

Term of Membership to Committee

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

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

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

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

Councillors who are not formal members of the Committee are invited to attend all meetings, and may participate in discussions.

Casual Vacancy

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

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

The Chairperson of the Committee is:

· A Councillor or Staff Member as elected by Council.

Where the Mayor is appointed to be a delegate, it is not necessary that the Mayor be the Chairperson of this Committee, in accordance with Council resolution of 7 October 2017.)

In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting

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

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

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

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

Committee Facilitator

A Committee Facilitator (Convenor) shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee.

The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it is deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

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

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

If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

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

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4. Meetings

Meeting Schedule and Procedures

Meetings to be held quarterly on the 2nd Thursday of the Month commencing in February of the year. Meetings will be held at 6.30pm-8.00pm.

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

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

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

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

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

Public Participation

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

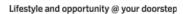
Presentations shall be limited to a maximum of 5 minutes.

5. Communications and Reporting

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

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

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

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

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

6. Code of Conduct and Other Council Policies

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

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

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