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A horizontal bar composed of various colored rectangular segments in shades of pink, purple, blue, green, yellow, orange, and red.

# Terms of Reference

**Citizen Engagement Advisory  
Committee**

**Adopted: 13 November 2012**

### Document Version Control

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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
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	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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## Background

Local Government as an entity are seen by the community as the local place manager and recognised by the community as being the front line of all government services.

We deliver a large range of services which can broadly be categorised as services which are:

- Directly consumed by customers i.e. customers pay for using our services e.g. swimming pools
- Those that deliver community benefit / well being i.e. we create flood mitigation plans etc
- Regulatory functions i.e. food inspections, parking enforcement etc
- Internally focussed service delivery i.e. human resources support etc

At the City of Ryde we provide 52 direct services to our community and provide 40 services which focus on community benefit. The City of Ryde Community Strategic Plan City of Progressive Leadership outcome goal three clearly defines the synergy and purpose of a Citizen Engagement Advisory Committee:

*“Our residents trust their Council, feel well informed, heard, valued and involved in the future of their city.”*

This is further defined in the following consultation categories:

- Setting strategic priorities.
- Outcomes framework and priorities for expenditure (budget setting).
- Council policies.
- Council’s project design and implementation.
- Notifications as required by legislation e.g. planning proposals.

For reasons of complexity and consistency a new Communications and Media business unit has been formed at the City of Ryde to address this imperative requirement. A draft Community Engagement framework is currently being established to support the delivery of a variety of community engagement strategies underpinned with research and best practice methodologies.

At an Extraordinary Council Meeting on 16 October 2012 Council resolved the following:

*That the General Manager together with Councillor Pendleton develop the Terms of Reference for the formation of a new Citizen Engagement Committee for adoption by Council which will develop recommendations for a framework for community involvement to encourage broader representation across the City of Ryde and across all outcomes in Council's Delivery Plan. That the Terms of Reference address the structural framework to include Climate Change and Sustainability, Bushcare and any other gaps.*

## 1. Roles

The purpose of this committee is to provide advice, feedback and recommendations on appropriate community engagement framework/s to shape the City of Ryde Draft Community Engagement Plan and to facilitate increased participation and engagement with the entire Ryde municipality's citizens, and across all outcomes in Ryde Council's Operational Plan.

The framework/s will:

- Provide options for greater engagement by all residents in civic affairs across the City of Ryde.
- Improve the information flow between Council, ratepayers and residents.
- Increase the level of quality advice to Council staff and Councillors.
- Shift the advisory committee focus from highly segmented, special interests to an integrated source of advice and feedback which considers the complexity of Council's service delivery functions.
- Improve community perception so that they feel well informed, heard, valued and involved in the future of their city.
- Develop recommendations for a framework for community involvement to encourage broader representation across the City of Ryde and across all outcomes in Council's Delivery Plan.
- Address the Advisory Committee structural framework to include Climate Change and Sustainability, Bushcare and any other gaps.

The City of Ryde has adopted a Community Strategic Plan and Delivery Plan that will shape all activities and projects over the next four years. Council's Advisory Committees are an important mechanism for consultation, advice and feedback to Council and its staff on the implementation and review of the Community Strategic Plan.

### **Committee Details:**

This committee would be required to develop the framework over a fixed period e.g. Feb – Sept 2013.

Committee membership of 5-10 members with a demonstrated interest in these issues.

Chaired by Councillor Pendleton.

The committee will involve all other Councillors and in conjunction with staff at a variety of responsibility levels at key points in the planning process.

## 2. Responsibilities

The Committee is responsible for:

- Considering advisory committee models and frameworks adopted in other municipalities in Sydney and international best practice
- Providing advice, feedback and recommendations on the existing Community Engagement Framework, including supporting research and other documentation that underpins the framework.
- Providing advice, feedback and recommendations on establishing minimum standards for public participation which include mechanisms for review, and reporting processes to the framework.
- Providing advice and support for enhancements to the information needs and the channels utilised to encourage more positive and productive relationships between Council and its residents and ratepayers
- Making recommendations to Council on an alternative Advisory Committee structure.
- Developing the framework/s using a consultative process which involves residents, staff and Councillors
- Providing advice on the development, implementation, review and reporting processes to embed the framework with Council's core outcomes.
- Considering community engagement frameworks that encourage broader representation across the City of Ryde and across all outcomes in Council's Delivery Plan.

## 3. Membership, Chairperson and Voting

The Committee will be formed for a fixed period from February 2013, preparing a report for consideration by the Council in September 2013

Membership of the Citizen Engagement Committee comprises:

- The Chairperson - Councillor Pendleton
- No less than one (1) Councillor for the term of the committee  
*(Resolution of Council, 7 October 2008)*
- All Councillors can attend and contribute to the meeting
- Note: the Mayor is not automatically represented on certain Committees (to be determined by Council) *(Resolution of Council, 7 October 2008)*

Local residents shall 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 in writing and are to be circulated in full to the Councillors

for evaluation. The Committee will not be involved in the evaluation or selection process of any local resident representatives.

Community members of the committee are to have a demonstrated interest or experience in community engagement processes.

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

- Member of the Executive Team (as appointed by the General Manager)
- Service Unit Manager – Communications & Media
- Service Unit Manager – Governance
- Section Manager – Community Engagement & Social Media
- Coordinator – Community Engagement

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

### **Term of Membership to Committee**

Members appointed to the Committee shall be appointed February – September 2013 (unless extended by resolution of Council..)

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

The Committee will formally involve all other Councillors and Council staff at a variety of responsibility levels at key points in the planning process.

### **Casual Vacancy**

*(Resolution of Council, 7 October 2008)*

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

- (i) Where a casual vacancy occurs, the Committee Facilitator will report this matter to the next Advisory Committee meeting and record it appropriately in the Minutes, and highlight it in the report to the next available Council Meeting.
- (ii) The Committee Facilitator will provide a report to the next available Council Meeting regarding the proposed replacement that will give consideration to the following options;
  - (a) If the Member was nominated as the representative of an organisation it will be recommended that the organisation be invited to nominate a replacement representative (if no alternate member has previously been nominated).
  - (b) If the Member was nominated as an individual, the Committee Facilitator will review the original expressions of interest received and will confirm if any of those individuals who were previously nominated, are still prepared to be considered as a member of the respective committee for the Committee.

- (c) Where, due to either no other previous nominations, or those nominations not being current, an expression of interest will be called for in replacing member/s, for appointment by Council.
  - (d) Where a vacancy occurs within 9 months of the end of the term of the current Council, the vacancy will not be filled
- (iii) 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:**

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

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

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

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

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

### **Committee Facilitator**

A Committee Facilitator shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for coordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for coordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee, in conjunction with the Chair..

### **Voting**

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

## **Proxy**

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

## **Quorum**

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

## **4. Meetings**

### **Meeting Schedule and Procedures**

The Chairperson has the authority to call meetings.

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

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

### **Public Participation**

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

## **5. Communications and Reporting**

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

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

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

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

All Advisory Committee minutes shall be published on Council's website within 5 days of completion or adoption by Council.

A report will be prepared for Council's consideration.

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.