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Terms of Reference

Eastwood and West Ryde Events and
Promotions Advisory Committee

Adopted: 28 October 2014

Document Version Control

Document Name:	Terms of Reference – Eastwood and West Ryde Events and Promotions Advisory Committee
Document ID:	D13/45718
Document Status:	Draft – <i>presented to Council for consideration</i>
Version Number:	Version 1.8
Date:	6 June 2013
Author:	City of Ryde
Authorised By:	Council on <i>TBC</i>
Distribution:	Council

Change History

Version	Issue Date	Author	Reason for Change
1.2	08/07/08	Scott Allen	Council Resolution 8 July 2008 to refer all minutes to Council/Committee meeting
1.3	07/10/08	Scott Allen	Council Resolution 7 October 2008 to ensure at least 1 Councillor delegate on each Committee, Mayor not automatically represented, Mayor not needed to be Chairperson and Chairperson to be either Councillor or Staff Member.
1.4	16/4/09	Derek McCarthy	Council Resolution 8 July 2009 to review terms of reference to reflect Granny Smith Festival Committee, amendments made to starting times of meetings and chair
1.5	09/6/10	Derek McCarthy	Updated Casual Vacancies
1.6	14/9/10	Jennifer Anderson	Resolution of Council 14 September 2010 to report all minutes to CIB unless resolution to Council required: page 7
1.7	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.
1.8	03/6/13	Courtney Long	Reformat to align with City of Ryde branding. Insert paragraph linking role to Community Strategic plan
1.9	19/08/14	Derek McCarthy	Inclusion of West Ryde town centre into committee

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1. Roles

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 staff on implementation and review of the Community Strategic Plan.

The primary role of the Eastwood and West Ryde Events and Promotions Advisory Committee is to:

- promote and sponsor entertainment in the Eastwood and West Ryde Town Centres;
- Promote and sponsor new activities/initiatives which enhance the profile of the Eastwood and West Ryde Town Centres.

2. Responsibilities

The Eastwood and West Ryde Events and Promotions Advisory Committee is responsible for:

- organising entertainment and events in the Eastwood and West Ryde Town Centre;
- fund or co-funding any capital and maintenance improvements, within agreed budgets and delegations of staff in the Eastwood Town Centre which may be seen to be over and above the levels of service expected of Council;
- managing and monitoring the presentation of merchandise on display within Eastwood Plaza;
- Considering and making recommendations on any matter which Council may refer to it.

3. Membership, Chairperson and Voting

Membership of the Eastwood and West Ryde Events and Promotions Advisory Committee comprises of:

- No less than one (1) Councillor appointed annually
(Resolution of Council, 7 October 2008)
- Two (2) members of Eastwood Chamber of Commerce
- Two (2) members of West Ryde Chamber of Commerce
- Two (2) members of Korean Chamber of Commerce

- One (1) member Meadowbank West Ryde Progress Association
- Two (2) community representatives

Note: the Mayor is not automatically represented on certain Committees
(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.

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

- Manager – Community Capacity and Events
- Team Manger – Event 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 members thereof.

Term of Membership to Committee

Members appointed to the Committee shall be appointed for the 4-year (or remainder thereof) term of the current Council, although membership can be altered at any time by resolution of Council. Each September, the current membership of the Committee will be submitted to Council for confirmation.

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. *(Resolution of Council, 16 October 2012).*

Casual Vacancy

(Resolution of Council, 7 October 2008)

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, 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:

- A Councillor or Staff Member as elected by Council.

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. 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.

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

Meetings are to be held on the 4th Monday of February, May, August and November from 6.00 to 7.15pm at the Eastwood Women's Rest Centre, Hillview Road, Eastwood (rear of Eastwood Library). 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 meeting. *(Resolution of Council, 14 September 2010)*

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. *(Resolution of Council, 14 September 2010)*

A report may be prepared for Council's consideration where the Committee suggests an action (or actions) which staff cannot carry out within existing delegations.

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. Sub Committees

Sub-Committees may be established for the planning and conduct of events within the Eastwood Town Centre area, these events may be an annual event or one off activities. Sub-Committees will be established at the discretion of the Chairperson.

- Granny Smith Festival
- Ryde Lunar New Year Festival
- West Ryde Easter Parade and Fair

Committee members of the Granny Smith Festival and the Ryde Lunar New Year Festival shall comprise of a minimum of:

- One (1) Councillor
- Two (2) members of Eastwood and West Ryde Events and Promotions Advisory Committee
- One (1) member of Eastwood Chamber of Commerce
- One (1) member of Korean Chamber of Commerce
- Two (2) community representatives
- One (1) City of Ryde staff

Committee members of the West Ryde Easter Parade and Fair shall comprise of:

- One (1) Councillor
- One (1) member of Eastwood and West Ryde Events and Promotions Advisory Committee
- Two (2) members of West Ryde Chamber of Commerce
- Two (2) community representatives
- One (1) City of Ryde staff

The Chairperson of the Sub Committees is the nominated Councillor/Community Representative.

Minutes of the meetings of Sub Committees are to be reported back to the Eastwood and West Ryde Events and Promotions Advisory Committee at the meeting following Sub Committee Meetings.

All members of Sub Committees are to abide by the Terms of Reference of the Eastwood and West Ryde Events and Promotions Advisory Committee.

The frequency, location and time of meetings are to be determined by the Chairperson of the Sub Committees.