



Lifestyle and opportunity @ your doorstep

Terms of Reference

Sustainability Working Group

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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	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

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

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1. Roles

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

The primary role of Sustainability Working Group is to consider matters and inform Council and Council officers of community views and likely impact regarding:

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

2. Responsibilities

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

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

3. Membership, Chairperson and Voting

Membership of the Sustainability Working Group comprises:

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

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

Council officers will provide professional advice and administrative support. It should be noted that employees of the Council are not subject to the direction of the Working Group.

Term of Membership to Working Groups

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

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

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

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

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

Casual Vacancy

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

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

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

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

The Chairperson of the Working Group is:

- The Manager Environment

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

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

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

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

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

Working Group Facilitator

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

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

Voting

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

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

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

Quorum

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

4. Meetings

Meeting Schedule and Procedures

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

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

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

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

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

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

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

Public Participation

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

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

5. Communications and Reporting

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

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

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

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

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

6. Code of Conduct and Other Council Policies

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

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