



**CITY OF
PARRAMATTA**

TERMS OF REFERENCE

CITY ECONOMY ADVISORY PANEL

April 2025

DOCUMENT ADMINISTRATION

Document Owner	Group Manager, Office of the Lord Mayor and CEO - Secretariat Services
Related Documents	<p>City of Parramatta Code of Conduct</p> <p>City of Parramatta Media Policy</p> <p>City of Parramatta Social Media Policy</p> <p>City of Parramatta Council and Committee Schedule (<i>adopted annually</i>)</p> <p>Planning, Transport and Environment Standing Committee Terms of Reference (December 2024)</p> <p>Relevant Council policies related to economic development</p>
References & Legislation	<p>Local Government Act 1993</p> <p>Local Government (General) Regulation 2021</p>
Document Identifier	ECM Document Set ID: 970225

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1. PURPOSE AND LIMITATION OF AUTHORITY

- 1.1 The primary role of the City Economy Advisory Panel is to provide strategic, expert and impartial advice to the Council on the development, implementation, monitoring and review of the City of Parramatta's City Economy Strategy and related policies and plans.
- 1.2 The City Economy Advisory Panel is an advisory body to the City of Parramatta and is not an executive panel and does not have the authority to:
- Expend money on behalf of Council
 - Undertake any work or make decisions on behalf of Council
 - Commit Council to any arrangement
 - Consider any matter outside its specific reference
 - Direct Council officers in the performance of their duties; or
 - Represent the Council in any communication with the public or media without the express permission of the City of Parramatta.
- 1.3 The City Economy Advisory Panel's advice must take into consideration current City of Parramatta's policies, strategies and operational plans.
- 1.4 These Terms of Reference set out the rules that members of the City Economy Advisory Panel must follow.

2. OBJECTIVE

- 2.1 The objectives of the City Economy Advisory Panel are to:
- Provide advice to Council on the development, implementation and monitoring of the City Economy Strategy, and related documents.
 - Advise on matters relating to Parramatta's economy and economic development.
 - Promote an increased knowledge and understanding of economic strategy and economic development.
 - Provide input into policy development, planning and advice to Council across all areas where there is likely impact on matters relating to Parramatta's economy and economic development.

3. RESPONSIBILITIES

Position	Responsibility
All Committee Members	<ul style="list-style-type: none"> • Read the agenda prior to each meeting and actively contribute to the discussion. • Be an advocate for the City Economy Advisory Panel. • Have a broad understanding of relevant issues, the adopted Council strategies and associated actions.
Chairperson (Councillor)	<ul style="list-style-type: none"> • Facilitate the meetings of the City Economy Advisory Panel.
Deputy Chairperson (Councillor)	<ul style="list-style-type: none"> • Facilitate the meetings of the City Economy Advisory Panel when the Chairperson is unable to attend.
Convenor (CEO, Executive Director or Delegate)	<ul style="list-style-type: none"> • Convene the meetings and support the Chairperson of the City Economy Advisory Panel. • Prepare the agenda for meetings of the City Economy Advisory Panel. • Provide notice of cancellation of a City Economy Advisory Panel meeting in circumstances where there is no business (reports) to be considered.
Other Councillors	<ul style="list-style-type: none"> • All Councillors, other than the Chairperson and Deputy Chairperson, are ex-officio members of the City Economy Advisory Panel. • Ex-officio Councillor members may contribute to the meeting, as permitted by the Chairperson.
Council Secretariat	<ul style="list-style-type: none"> • Assist the Convenor and Chairperson with all aspects of the City Economy Advisory Panel. • Responsible for reporting the minutes and outcomes of each City Economy Advisory Panel meeting to the next available meeting of Planning, Transport and Environment Standing Committee for consideration, assisted by the Convenor.

4. CONVENOR

- 4.1 The Convenor of the City Economy Advisory Panel is the CEO, Executive Director City Planning and Design or their delegate.
- 4.2 The Convenor will assist the Chairperson in progressing the meeting in accordance with the agenda.
- 4.3 The Convenor is responsible for ensuring any action items, such as requests for information or guest speakers, as recorded in the minutes, are actioned and reported back to the City Economy Advisory Panel at a subsequent meeting.

5. MEMBERSHIP

5.1. Councillor Membership

- 5.1.1 The Chairperson and Deputy Chairperson are Councillors as determined by Council resolution.
- 5.1.2 All other Councillors are ex-officio members of the City Economy Advisory Panel.
- 5.1.3 Ex-officio Councillor members may contribute to the meeting, as permitted by the Chairperson.
- 5.1.4 Councillor members and ex-officio Councillors do not have voting rights on matters presented to the City Economy Advisory Panel as the Panel is not a decision-making body.

5.2. Community Membership

- 5.2.1 A minimum of 5 and a maximum of 10 community members will be appointed to the City Economy Advisory Panel.
- 5.2.2 Community membership to the City Economy Advisory Panel is voluntary (unpaid).
- 5.2.3 The appointment of community members to the City Economy Advisory Panel will seek to:
 - a) achieve a mix of skills to facilitate the sound functioning of the City Economy Advisory Panel; and
 - b) represent the diversity and interests of our community.
- 5.2.4 Community members will be appointed following a public Expressions of Interest (EOI) process prior to the first City Economy Advisory Panel meeting of the new Council term (refer to Clause 6 of this Terms of Reference).

5.2.5 Community members do not have voting rights on matters presented to the City Economy Advisory Panel as the Panel is not a decision-making body.

5.3. **Community Membership Selection Criteria**

The City Economy Advisory Panel will comprise of community members reflecting the diversity of our community, who meet one or more of the following criteria;

- Relevant qualifications in business, business management economics, economic development, entrepreneurship, planning, public administration, or similar.
- Recognised in relevant professional fields with demonstrated experience, seniority (CEO, business owner/manager or equivalent) and/or knowledge in business, business management, economics, economic development, human resources/employment specialist, entrepreneurship, planning, public administration, investment attraction, tourism, retail, production (e.g. industrial, creative, etc.), or similar.
- Demonstrated experience in research and/or advisory roles relevant to business, urban economics and/or economic development

Community members should also live, work, study or have a strong commitment to the City of Parramatta local government area.

Past participation in the City Economy Advisory Panel, or previous Council advisory committees, will also be taken into consideration.

5.4. **Member Leave of Absence**

5.4.1 Members need to inform the Council Secretariat staff by email (secretariat@cityofparramatta.nsw.gov.au) when they are unable to attend a meeting, at least 1 day prior, with the reason for their absence.

5.4.2 All absences must be recorded in the minutes of the City Economy Advisory Panel.

5.4.3 If a member misses more than two consecutive meetings without informing Council Secretariat and/ or a valid reason, their membership will be withdrawn, and their position will become vacant.

5.5. Member Vacancies

5.5.1 Where a vacancy occurs:

- (a) within six (6) months from the appointment of members, the vacancy may be filled firstly by a person on the eligibility list, if they are still interested and available to join the City Economy Advisory Panel.
- (b) after six (6) months from the appointment of members, and more than 12 months from the end of the Term, an Expression of Interest (EOI) process must be undertaken, in accordance with Clause 6.

5.5.2 Vacancies occurring within the last 12 months of the end of the Term will not be filled.

6. COMMUNITY MEMBER SELECTION PROCESS

- 6.1 All applications must be made using the online application and should address the selection criteria of the City Economy Advisory Panel.
- 6.2 Applications will be assessed by the Convenor of the City Economy Advisory Panel on merit according to the selection criteria in accordance with Clause 5.3.
- 6.3 The Convenor is to prepare a report to Council recommending the community members to be appointed to the City Economy Advisory Panel.
- 6.4 Community membership shall be determined by Council resolution.
- 6.5 If more applications than positions are received, and deemed suitable for appointment as community members, offers of membership will be made to the top applicants and the remainder placed on an eligibility list.
- 6.6 Where a vacancy occurs, the vacancy may be filled by a person on the eligibility list (without the need for further approval from Council) if they are still interested and available to join the City Economy Advisory Panel, unless within 12 months of the end of the Council term.

7. TERM

- 7.1 The term of membership generally coincides with the term of Council, or such other period as resolved by Council.

8. CHAIRPERSON / DEPUTY CHAIRPERSON

8.1 Chairperson

8.1.1 The Chairperson of the City Economy Advisory Panel is to be a Councillor determined by Council resolution.

8.1.2 The Chairperson is appointed for the duration of the Term.

8.2 Deputy Chairperson

8.2.1 The Deputy Chairperson of the City Economy Advisory Panel is to be a Councillor determined by Council resolution.

8.2.2 The Deputy Chairperson is appointed for the duration of the Term.

8.3 In the absence of both the Chairperson and Deputy Chairperson, the Convenor will act as Chairperson for that meeting.

8.4 If the position of Chairperson or Deputy Chairperson becomes vacant for any reason, Council is to select another Councillor to be the Chairperson or Deputy Chairperson for the remainder of the Term.

9. QUORUM

9.1. The quorum of the City Economy Advisory Panel shall comprise a minimum of 40 percent of members of the City Economy Advisory Panel.

9.2. Business must not be conducted at any meeting of the City Economy Advisory Panel unless the Convenor or their delegate is present.

9.3. Business must not be conducted at any meeting of the City Economy Advisory Panel unless a quorum is present.

9.4. Where a meeting is cancelled, members of the City Economy Advisory Panel will be notified by email.

10. PUBLIC ATTENDANCE

- 10.1 Meetings of the City Economy Advisory Panel are not open to the public to attend.
- 10.2 Notwithstanding Clause 10.1, guest speakers, relevant experts, or other interested parties, may be invited to attend and speak at Panel meetings subject to the approval of the Chairperson.

11. MEETING ADMINISTRATION AND PROTOCOL

- 11.1 Council will provide administrative support to the City Economy Advisory Panel including:
- scheduling meetings of the City Economy Advisory Panel, in consultation with the Panel.
 - compiling and circulating agenda and relevant documents to all members of the City Economy Advisory Panel.
 - taking and distributing minutes that include attendance, declarations of interest and outcomes of the City Economy Advisory Panel.
 - Coordinating other meeting arrangements, as required.
- 11.2 **Frequency of Meetings**
- The City Economy Advisory Panel will meet quarterly, on a day and time determined by the Council, in accordance with the annual Council and Committee meeting calendar.
- 11.3 **Venue**
- The venue for meetings of the City Economy Advisory Panel shall be determined by the Convenor.
- 11.4 **Webcast**
- Meetings of the City Economy Advisory Panel will not be webcast.
- 11.5 **Audio-Visual Attendance**
- 11.5.1 All City Economy Advisory Panel members may attend and participate in the Advisory Panel meetings by audio-visual link.
- 11.5.2 To attend an Advisory Panel meeting by audio-visual link, the panel member must notify Council Secretariat staff by email (secretariat@cityofparramatta.nsw.gov.au) before midday on the day of the meeting.

11.5.3 Following the midday deadline, Council Secretariat staff will:

- issue an audio-visual link to all/any Advisory Panel member/s attending the meeting remotely; and
- notify the Chairperson and Convenor of all/any Advisory Panel member/s who will be attending the meeting remotely.

11.6 Agenda and Business Papers

11.6.1 The Convenor is responsible for the preparation and distribution of meeting agendas and minutes of all meetings.

11.6.2 The Convenor will inform the Chairperson of the meeting agenda prior to publication of the agenda.

11.6.3 The Convenor will publish the agenda a minimum of three (3) business days prior to the meeting.

11.7 Minutes

11.7.1 The outcomes of the City Economy Advisory Panel meetings shall be reported to the Planning, Transport and Environment Committee, as per Clause 11.8.

11.7.2 Council is to keep full and accurate minutes of the proceedings of City Economy Advisory Panel meetings.

11.7.3 The minutes of the meetings of the City Economy Advisory Panel must be confirmed at a subsequent meeting of the City Economy Advisory Panel.

11.7.4 The Convenor, with the assistance of Council Secretariat, will publish the confirmed minutes on Council's website a maximum of five (5) business days after the meeting where the minutes were confirmed.

11.8 Reporting Requirements

The Council Secretariat is responsible for reporting the minutes and outcomes of each City Economy Advisory Panel meeting to the next available meeting of Planning, Transport and Environment Committee for consideration, assisted by the Convenor.

12. ORDER OF BUSINESS

- 12.1 The general order of business of the City Economy Advisory Panel meeting will be as follows:
1. Opening and Acknowledgement of Country
 2. Meeting Attendance, Apologies and Disclosure of Interests
 3. Confirmation of Previous Minutes
 4. Matters for Discussion
 5. Status Update
 6. Emerging trends, recent developments and funding/partnership opportunities
 7. General Business
 8. Conclusion of Meeting

13. CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICTS OF INTEREST

- 13.1 Members of the City Economy Advisory Panel must comply with the City of Parramatta's Code of Conduct in their capacity as a Panel Member.
- 13.2 Members of the City Economy Advisory Panel must act lawfully, professionally, ethically and with integrity.
- 13.3 Any confidential information discussed, received and used in the City Economy Advisory Panel meetings is confidential, until deemed otherwise by the Convenor. Council or the CEO may terminate a City Economy Advisory Panel member's term for breaching these requirements, or Terms of Reference.
- 13.4 Conflicts of Interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.
- 13.5 In addition, where members are engaged as City of Parramatta contractors or consultants, outside their work on the City Economy Advisory Panel but for work that pertains to an item on the City Economy Advisory Panel agenda, the member shall not participate in any discussion on that item.

14. VARIATION OF THE TERMS OF REFERENCE

- 14.1 The Terms of Reference may be amended by resolution of the Council at any time.

15. VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active	Review Date
1.0	<i>New Terms of Reference document - no previous version</i>	<i>Group Manager, Office of the Lord Mayor and CEO</i>	14 April 2025	December 2028