



**CITY OF
PARRAMATTA**

TERMS OF REFERENCE

SMART CITY AND INNOVATION 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>City of Parramatta Smart City and Innovation Strategy 2024-2033</p> <p>Relevant Council policies and plans related to smart city and innovation</p>
References & Legislation	<p>Local Government Act 1993</p> <p>Local Government (General) Regulation 2021</p>
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1. PURPOSE AND LIMITATION OF AUTHORITY

- 1.1 The primary role of the Smart City and Innovation 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 Smart City and Innovation Strategy (2024-2033) and related policies and plans.
- 1.2 The Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation Advisory Panel must follow.

2. OBJECTIVES

- 2.1 The objectives of the Smart City and Innovation Advisory Panel are to:
- Advise on the planning, implementation and evaluation of Council's [Smart City and Innovation Strategy 2024](#) and related policies, guidance and programs.
 - Promote the value of smart city technologies, data-led decision making and the role of innovation in the enhancement of in Parramatta's environmental outcomes, economy, digital participation, infrastructure development and transport availability.
 - Provide input into policy development, planning, program design and other advice to Council across all areas where data, technology, smart infrastructure, smart planning or novel methods enhance delivery and provide benefit to the City.

- Share global, national, state or regional developments in relevant sectors that may influence Council's project planning, strategic direction or other decisions.
- Advise on key partnerships and advocacy opportunities with other government agencies, the private sector and relevant peak bodies on key smart city issues.

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 discussions. • Be an advocate for the Smart City and Innovation Advisory Panel. • Have a broad understanding of relevant issues, the adopted Council strategies and the associated actions.
Chairperson (Councillor)	<ul style="list-style-type: none"> • Facilitate the meetings of the Smart City and Innovation Advisory Panel.
Deputy Chairperson (Councillor)	<ul style="list-style-type: none"> • Facilitate the meetings of the Smart City and Innovation 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 Smart City and Innovation Advisory Panel. • Prepare the agenda for meetings of the Smart City and Innovation Advisory Panel. • Provide notice of cancellation of a Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation Advisory Panel. • Responsible for reporting the minutes and outcomes of each Smart City and Innovation Advisory Panel meeting

	to the next available meeting of Planning, Transport and Environment Committee for consideration, assisted by the Convenor.
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4. CONVENOR

- 4.1 The Convenor of the Smart City and Innovation 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 Smart City and Innovation Advisory Panel at a subsequent meeting.

5. MEMBERSHIP

5.1. Councillor Membership

- 5.1.1 The Chairperson and Deputy Chairperson of the Smart City and Innovation Advisory Panel are Councillors as determined by Council resolution.
- 5.1.2 All other Councillors are ex-officio members of the Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation Advisory Panel.
- 5.2.2 Community membership to the Smart City and Innovation Advisory Panel is voluntary (unpaid).
- 5.2.3 The appointment of community members to the Smart City and Innovation Advisory Panel will seek to:
 - a) achieve a mix of skills to facilitate the sound functioning of the Smart City and Innovation Advisory Panel; and

b) represent the diversity and interests of the community.

5.2.4 Community members will be appointed following a public Expressions of Interest (EOI) process prior to the first Smart City and Innovation 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 Smart City and Innovation Advisory Panel as the Panel is not a decision-making body.

5.3. **Community Membership Selection Criteria**

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

- Recognised in relevant professional fields with demonstrated experience, seniority (CEO, business owner/manager or equivalent) and/or technical knowledge in the use of smart city technologies and/ or data-led decision making in one or more of the following sectors: governance, environment, transport and mobility, infrastructure, innovation economy and emerging industries, digital equity or community participation.
- Ability to apply novel solutions to solve complex problems facing modern cities, demonstrated through active involvement in a group, network or organisation with relevant interest.
- Knowledge of smart city standards and relevant state and federal policies, strategies and frameworks and an awareness of relevant current events, trends and developments in relevant sectors.
- Keen interest in supporting Council's maturity as an innovative organisation building a smart city.

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

Past participation in the Smart City and Innovation 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 Smart City and Innovation Advisory Panel.
- 5.4.3 If a member misses more than two consecutive meetings without informing the 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 Smart City and Innovation 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 Smart City and Innovation Advisory Panel.
- 6.2 Applications will be assessed by the Convenor of the Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation 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 the 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 Smart City and Innovation Advisory Panel shall comprise a minimum of 40 percent of members of the Smart City and Innovation Advisory Panel.
- 9.2. Business must not be conducted at any meeting of the Smart City and Innovation Advisory Panel unless the Convenor or their delegate is present.
- 9.3. Business must not be conducted at any meeting of the Smart City and Innovation Advisory Panel unless a quorum is present.
- 9.4. Where a meeting is cancelled, members of the Environmental Sustainability Advisory Panel will be notified by email.

10. PUBLIC ATTENDANCE

- 10.1 Meetings of the Smart City and Innovation 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 Smart City and Innovation Advisory Panel including:
 - scheduling meetings of the Smart City and Innovation Advisory Panel, in consultation with the Panel.
 - compiling and circulating agenda and relevant documents to all members of the Smart City and Innovation Advisory Panel.
 - taking and distributing minutes that include attendance, declarations of interest and outcomes of the Smart City and Innovation Advisory Panel.
 - Coordinating other meeting arrangements, as required.
- 11.2 **Frequency of Meetings**

The Smart City and Innovation 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 Smart City and Innovation Advisory Panel shall be determined by the Convenor.

11.4 Webcast

Meetings of the Smart City and Innovation Advisory Panel will not be webcast.

11.5 Audio-Visual Attendance

11.5.1 All Smart City and Innovation 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, with the assistance of the Council Secretariat.

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

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

11.7 Minutes

11.7.1 The outcomes of the Smart City and Innovation 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 Smart City and Innovation Advisory Panel meetings.

11.7.3 The minutes of the meetings of the Smart City and Innovation Advisory Panel must be confirmed at a subsequent meeting of the Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation 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 Smart City and Innovation Advisory Panel must act lawfully, professionally, ethically and with integrity.
- 13.3 Any confidential information discussed, received and used in the Smart City and Innovation Advisory Panel meetings must not be distributed, until deemed otherwise by the Convenor. Council or the CEO may terminate a Smart City and Innovation 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 Smart City and Innovation Advisory Panel but for work that pertains to an item on the Smart City and Innovation 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>		<i>December 2028</i>