



**CITY OF  
PARRAMATTA**

# **TERMS OF REFERENCE**

## **SOCIAL SUSTAINABILITY AND INCLUSION**

### **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>Customer, Community and Culture Standing Committee Terms of Reference (December 2024)</p> <p>City of Parramatta Social Sustainability Strategy 2024-2033</p> <p>City of Parramatta Disability Inclusion Action Plan 2022-2026</p> <p>Relevant Council policies related to social sustainability and inclusion</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 Social Sustainability and Inclusion Advisory Panel is to provide strategic, expert and impartial advice to the Council on the development, implementation, monitoring and review of City of Parramatta's Social Sustainability Strategy, Disability Inclusion Action Plan (DIAP) and other related policies, and plans.
- 1.2 The Panel will focus on the priorities within the Social Sustainability Strategy, specifically, a safe, inclusive and welcoming City, where people can live healthy and connected lives.
- 1.3 The Social Sustainability and Inclusion 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 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.
- 1.4 The Social Sustainability and Inclusion Advisory Panel's advice must take into consideration current City of Parramatta's policies, strategies and operational plans.
- 1.5 These Terms of Reference set out the rules that members of the Social Sustainability and Inclusion Advisory Panel must follow.

## **2. OBJECTIVE**

- 2.1 The objectives of the Social Sustainability and Inclusion Advisory Panel are to:
  - Assist Council to deliver against its commitments, principles and priorities contained within the Social Sustainability Strategy.
  - Assist Council to increase inclusion, participation and cohesion among our diverse communities, including, but not limited to, furthering inclusion of people with disability, multicultural communities and gender equity.

2.2 The specific roles and responsibilities of the Social Sustainability and Inclusion Advisory Panel are as follows:

- Provide advice, input and feedback to Council on Council's Social Sustainability Strategy.
- Provide expert advice and lived experience on issues of inclusivity and active, accessible participation in the life of the City.
- Promote an increased knowledge and understanding of social sustainability issues and needs in our community.
- Advise Council on matters related to social sustainability initiatives, including policy development, best practice engagement, design, advocacy and impact measurement.
- Provide advice and input into a range of strategic documents and policies of the City, including:

**Strategic documents**

- Disability Inclusion Action Plan (DIAP)
- Homelessness Policy and Action Plan
- First Nations Strategy
- Prevention of Family and Domestic Violence Action Plan
- Social Investment Action Plan
- Community Engagement Strategy
- Youth Inclusion Framework
- Socio-Economic Inclusion Framework (planned)
- Affordable Housing Action Plan

**Policies**

- Grants and Donations
- Child Safe
- Affordable Rental Housing

### 3. RESPONSIBILITIES

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

#### **4. CONVENOR**

- 4.1 The Convenor of the Social Sustainability and Inclusion Advisory Panel is the CEO, Executive Director Community and Culture or their delegates.
- 4.2 The Convenor will assist the Chairperson in progressing the meeting according to 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 Social Sustainability and Inclusion Advisory Panel at a subsequent meeting.

#### **5. MEMBERSHIP**

##### **5.1. Councillor Membership**

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

Sustainability and Inclusion 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 Social Sustainability and Inclusion Advisory Panel as the Panel is not a decision-making body.

### 5.3. **Community Membership Selection Criteria**

The Social Sustainability and Inclusion Advisory Panel will comprise of community members reflecting the diversity of the community, who meet one or more of the following criteria;

- Demonstrate relevant interest, involvement, skills and capacity to contribute to this panel.
- People employed with or a member of a relevant Peak Body, specialised non-profit organisation, disability service, multicultural organisation or social enterprise active within the City of Parramatta local government area.
- People with disability.
- People with a demonstrated qualification / competency / knowledge in the areas of social planning, community development, or relevant legislation like the *Disability Discrimination Act 1992* and Australian Standards.

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

Past participation in the Cultural 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](mailto: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 Social Sustainability and Inclusion 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 Social Sustainability and Inclusion 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 determined by the Convenor of the Social Sustainability and Inclusion Advisory Panel.
- 6.2 Applications will be assessed by the Convenor of the Social Sustainability and Inclusion 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 Social Sustainability and Inclusion 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 Social Sustainability and Inclusion Advisory Panel, unless within 6 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 Social Sustainability and Inclusion 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 Social Sustainability and Inclusion 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 may 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 Social Sustainability and Inclusion Advisory Panel shall comprise a minimum of 40 percent of members of the Social Sustainability and Inclusion Advisory Panel.

9.2. Business must not be conducted at any meeting of the Social Sustainability and Inclusion Advisory Panel unless the Convenor/s or their delegate is present.

9.3. Business must not be conducted at any meeting of the Social Sustainability and Inclusion Advisory Panel unless a quorum is present.

9.4. Where a meeting is cancelled, members of the Social Sustainability and Inclusion Advisory Panel will be notified by email.

## **10. PUBLIC ATTENDANCE**

10.1 Meetings of the Social Sustainability and Inclusion 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 Social Sustainability and Inclusion Advisory Panel including:

- scheduling meetings of the Social Sustainability and Inclusion Advisory Panel, in accordance with the annual Council and Committee meeting calendar.
- compiling and circulating agenda and relevant documents to all members of the Social Sustainability and Inclusion Advisory Panel.
- taking and distributing minutes that include attendance, declarations of interest and outcomes of the Social Sustainability and Inclusion Advisory Panel.
- Coordinating other meeting arrangements, as required.

### **11.2 Frequency of Meetings**

The Social Sustainability and Inclusion 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 Social Sustainability and Inclusion Advisory Panel shall be determined by the Convenor.

### **11.4 Webcast**

Meetings of the Social Sustainability and Inclusion Advisory Panel will not be webcast.

### **11.5 Audio-Visual Attendance**

11.5.1 All Social Sustainability and Inclusion 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](mailto: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 Social Sustainability and Inclusion Advisory Panel meetings shall be reported to the Customer, Community and Culture Committee, as per Clause 11.8.
- 11.7.2 Council is to keep full and accurate minutes of the proceedings of Social Sustainability and Inclusion Advisory Panel meetings.
- 11.7.3 The minutes of the meetings of the Social Sustainability and Inclusion Advisory Panel must be confirmed at a subsequent meeting of the Social Sustainability and Inclusion 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 Social Sustainability and Inclusion Advisory Panel meeting to the next available meeting of Customer, Community and Culture Committee for consideration, assisted by the Convenor.

## **12. ORDER OF BUSINESS**

- 12.1 The general order of business of the Social Sustainability and Inclusion 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 Social Sustainability and Inclusion 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 Social Sustainability and Inclusion Advisory Panel must act lawfully, professionally, ethically and with integrity.
- 13.3 Any confidential information discussed, received and used in the Social Sustainability and Inclusion Advisory Panel meetings must not be distributed. Council or the CEO may terminate a Social Sustainability and Inclusion 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 Social Sustainability and Inclusion Advisory Panel but for work that pertains to an item on the Social Sustainability and Inclusion Advisory Panel agenda, the member shall not participate in any discussion, decision-making or voting 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>