



# CITY OF PARRAMATTA

## [Name] [Advisory] Committee Terms of Reference

[Date Committee Established]

### 1. Purpose of [Name] [Advisory] Committee

#### General Purpose

- 1.1 To advise Council on the needs or issues of our community and to inform Council's decision making and work relating to our community.

#### Specific Purpose of [Name] [Advisory] Committee

Select which purpose is applicable

*[5/7 Parramatta Square Advisory Group*

- 1.2 To guide the continued progress of the current design, construction and business readiness activities of 5 and 7 Parramatta Square.]

*[Access Advisory Committee*

- 1.3 To advise Council on the access needs of people with disability and access related issues and to provide advice, input and feedback on Council's business relating to people with disability and access related issues.]

*[Active Transport Advisory Committee*

- 1.4 To advise Council on matters related to active transport initiatives, including best practice planning and design, and behavioural change strategies.
- 1.5 To provide advice, input and feedback on Council's business relating to active transport.]

*[Bushland & Environment Advisory Committee*

- 1.6 To provide advice on matters relating to enhancement, preservation, conservation and management of natural areas, wildlife and habitat corridors and local indigenous vegetation and environmental health and sustainability issues and initiatives and to monitor the implementation and performance against Council's Environmental Sustainability Strategy.]

*[CEO Performance Review Committee*

- 1.7 The CEO Performance Review Committee is a committee required through a directive from the Office of Local Government, under guidelines on the management of a CEO's performance and the development of a performance agreement.]

*[Citizen of the Year Awards Committee*

- 1.8 To review, assess and select award recipients of the Citizen of the Year Program.]

*[Finance Committee*

- 1.9 To provide financial analysis, advice and oversight of Council's budget to ensure that the organisation is operating with the financial resources required to provide agreed programs and services to the community.]

*[First Nations Advisory Committee*

- 1.10 To advise Council on the views, needs and interests of First Nations people and communities in the Parramatta area, within the scope of Council's authority.
- 1.11 To advise Council on matters relating to embedding First Nations considerations into Council business, including appropriate approaches for engagement.
- 1.12 To provide input into City of Parramatta Council's work to promote an increased knowledge and understanding of the wider community of First Nations culture, history, achievements and ongoing challenges.]

*[Floodplain Risk Management Committee*

- 1.13 To provide and advise Council on strategic matters relating to all types of flooding across the Local Government Area.]

*[Grants Committee*

- 1.14 To assist Council in the design of grant programs and assess grants applications in accordance with Council's Grants and Donations Policy, procedures and guidelines.]

*[Heritage Advisory Committee*

- 1.15 To assist Council to develop policies and strategies in relation to the management of heritage in Parramatta within the parameters of Council's authority and responsibilities.
- 1.16 To assist Council in the allocation of Heritage Assistance Grants.
- 1.17 To advise Council on a range of heritage-related matters which are of interest to the Community.]

*[Policy Review Committee*

1.18 To review Council policies prior to adoption by Council.]

*[Public Art & Heritage Interpretation Advisory Committee*

1.19 To provide strategic guidance through the public commissioning and heritage interpretation design for major projects delivered by Council.]

*[Riverside Theatres Advisory Committee*

1.20 To Strategically advise Council on Riverside Theatres contribution to the delivery of Council's cultural vision for Sydney's Central City.

1.21 Strategically advise Riverside on its contribution to the community in providing venues and delivering cultural and performance programs.

1.22 Advocate for Riverside as Western Sydney's premier performing arts centre.]

*[Smart City Advisory Committee*

1.23 To provide a trusted sounding board and independent advice to Council on the foundational principles and guiding frameworks to ensure the long-term development of Parramatta as a Smart City and Parramatta as an innovative Council and to guide innovation. Other contributions from the Committee will include:

- Consideration of Federal and State government's commitment and funding toward digital services, innovation and transformation, and providing advice on maximising Parramatta's benefits from this interest,
- Generating and assisting to refine and prioritise proposals that will underpin Parramatta's Smart City transformation,
- Provide advice on industry trends and potential project risks for the program.
- Provide strategic, integrated advice to ensure that technology solutions benefit citizens, customers and the public of Parramatta City,
- Assist Council to deliver actions aligned to Council's Smart City Masterplan, Digital Transformation Strategy, and ICT Strategy.]

*[Other Committees*

1.24 To assist Council to develop policies and strategies in relation to [xxxx].

1.25 To advise Council on the views, needs and interests of [xxxx].

1.26 To advise Council on matters relating to [xxxx].

1.27 To advise Council on [xxxx].

1.28 To provide advice, input and feedback on [xxxx].]

## 2. Roles and Responsibilities

### General Roles and Responsibilities

- 2.1 The [Name] [Advisory] Committee has no executive powers and has been established to provide feedback, input and advice to Council.
- 2.2 The [Name] [Advisory] Committee is directly responsible and accountable to the CEO in undertaking its responsibilities.
- 2.3 The responsibilities of the [Name] [Advisory] Committee may, in consultation with the Committee, be revised or expanded by Council resolution from time to time.
- 2.4 The key responsibilities of the [Name] [Advisory] Committee are:
  - a. To represent the views, interests and/or identified issues that affect the communities within the Parramatta local government area within the scope of Council's authority;
  - b. To provide advice, input and feedback to Council on issues that fall within the parameters of its authority and relate to the particular communities / identified issues the Committee is concerned with.

### Specific Roles and Responsibilities of the [Name] [Advisory] Committee

Select which roles and responsibilities are applicable

#### *[5/7 Parramatta Square Advisory Group*

- 2.5 To:
  - a. Guide the continued progress of the current design, construction, and business readiness activities, by:
  - b. Providing detailed review to ensure recommendations meet the project aspirations and vision as set out in the 5 & 7 Parramatta Square Functional Brief as adopted by Council at the meeting of Council held on 10 February 2020, and;
  - c. Ensure that in the finalisation of the design that Smart City initiatives are taken into account, including but not be limited to: Furniture, Material, Customer Experience, Digital Experience, and holistic approach to the Parramatta Square project. The approach reflecting the Smart City Master Plan and Parramatta Square Smart City Plan that was previously developed, with;
  - d. Consideration of the interaction and integration of 5 & 7 Parramatta Square with the public domain elements (including signage, and art), the proposed Civic Link, and other buildings in the precinct.]

#### *[Access Advisory Committee*

- 2.6 To provide specialist advice to Council relating to access issues.

- 2.7 To provide advice, input and feedback to Council on Council's Disability Inclusion Action Plan.
- 2.8 To provide advice towards and monitor the implementation of relevant Council plans, facilities, programs and policies in relation to the Disability Discrimination Act 1992 and Australian Standards.
- 2.9 To provide a forum for community members and organisations to raise and address access issues and the needs of people with disability in relation to Council business.
- 2.10 To report back to individuals, organisations and networks on Council's role and responsibilities, and its decisions relating to the Advisory Committee and access in the local community.]

*[Active Transport Advisory Committee*

- 2.11 To provide advice to Council on matters relating to active transport initiatives, including best practice planning and design, and behavioural change strategies.
- 2.12 To provide advice, input and feedback on Council's business relating to active transport.]

*[Bushland & Environment Advisory Committee*

- 2.13 To provide advice on matters relating to enhancement, preservation, conservation and management of natural areas, wildlife and habitat corridors and local indigenous vegetation and environmental health and sustainability issues and initiatives.
- 2.14 To monitor the implementation and performance against Council's Environmental Sustainability Strategy.]

*[CEO Performance Review Committee*

- 2.15 To oversee the Chief Executive Officer's performance in accordance with the Standard Contract.]

*[Citizen of the Year Awards Committee*

- 2.16 To review, assess and select award recipients of the Citizen of the Year Program.]

*[Finance Committee*

- 1.1. To review Council's budgets and ensuring the budgets are:
  - Consistent with the organisational objectives of Council
  - Appropriate having regard to Council's funding to enable the approval of the annual budget by Council.

- 1.2. To monitor the monthly financial and operating performance of Council.
- 1.3. To monitor activity performance against prescribed indicators and targets.
- 1.4. To review significant Strategic Business cases and provide recommendations to Council as appropriate.
- 1.5. To review Council's Quarterly Business Reviews (QBRS) and half-yearly reviews to enable approval by Council.

*[First Nations Advisory Committee*

- 2.17 To provide advice towards and monitor the implementation of relevant Council plans and strategies with respect to the needs, issues and interests of First Nations people and communities.
- 2.18 To provide specialist advice to Council relating to issues impacting First Nations communities and best practice approaches for community engagement.
- 2.19 To support and encourage the cultural competency of Council.
- 2.20 To provide advice on how particular Council projects may identify, reflect, promote and protect First Nations heritage and culture.
- 2.21 To work with Council to develop and promote appropriate commemorations and celebrations of First Nations culture including Sorry Day and NAIDOC Week.
- 2.22 To continually liaise with local First Nations community members, organisations and networks to identify and represent issues affecting those communities.
- 2.23 To report back to community members, organisations and networks on Council's role and responsibilities and its decisions relating to First Nations communities.
- 2.24 To support and work with First Nations and other organisations committed to increasing Reconciliation and respect for First Nations culture and history, past and present.]

*[Floodplain Risk Management Committee*

- 2.25 To provide and advise Council on strategic matters relating to all types of flooding across the Local Government Area.]

*[Grants Committee*

- 2.26 To provide advice and guidance on the design of grant programs.
- 2.27 To receive the outcomes of assessment processes of major grants programs and provide recommendations for the consideration of Council, consistent with the roles and responsibilities described within the Grants and Donations Policy, Grants and Donations Procedures and Grant Program Guidelines.]

*[Heritage Advisory Committee*

- 2.28 To assist Council to develop policies and strategies in relation to the management of heritage in Parramatta within the parameters of Council's authority and responsibilities.
- 2.29 To assist Council in the allocation of Heritage Assistance Grants.
- 2.30 To advise Council on a range of heritage-related matters which are of interest to the Community.]

*[Policy Review Committee*

- 2.31 To review Council policies prior to adoption by Council.]

*[Public Art & Heritage Interpretation Advisory Committee*

- 2.32 To provide strategic guidance through the public commissioning and heritage interpretation design for major projects delivered by Council.]

*[Riverside Theatres Advisory Committee*

- 2.33 To provide strategic advice to Council on how Council and Riverside can respond to:
- a. Council's key plans including Council's Community Strategic Plan, Culture and Our City – A Cultural Plan for Parramatta's CBD 2017-2022 etc;
  - b. The provision of cultural services and programs for the community;
  - c. Community expectations for the performing arts in Parramatta;
  - d. Developing arts/cultural infrastructure in Parramatta (eg Riverside redevelopment, rehearsal space, etc);
  - e. Developing sustainable performance practice/activity in Parramatta and Western Sydney;
  - f. Developing Parramatta's night-time economy;
  - g. Defining and positioning Parramatta as a cultural destination.
- 2.34 To provide strategic advice on:
- a. The communities it services culturally;
  - b. Community and performance industry expectations and connections;
  - c. Audience development;
  - d. Art-form development;

- e. Engaging and partnering with other art forms and organisations;
- f. Opportunities in the education sector;
- g. Capacity building / training;
- h. Positioning in the community;
- i. Fundraising through philanthropy, sponsorship and government.

2.35 To respond to Council resolutions directed to the Advisory Committee for action.]

*[Smart City Advisory Committee*

2.36 To provide a trusted sounding board and independent advice to Council on the foundational principles and guiding frameworks to ensure the long-term development of Parramatta as a Smart City and Parramatta as an innovative Council and to guide innovation. Other contributions from the Committee will include:

- Consideration of Federal and State government's commitment and funding toward digital services, innovation and transformation, and providing advice on maximising Parramatta's benefits from this interest,
- Generating and assisting to refine and prioritise proposals that will underpin Parramatta's Smart City transformation,
- Provide advice on industry trends and potential project risks for the program.
- Provide strategic, integrated advice to ensure that technology solutions benefit citizens, customers and the public of Parramatta City,
- Assist Council to deliver actions aligned to Council's Smart City Masterplan, Digital Transformation Strategy, and ICT Strategy.]

*[Other Specific Roles and Responsibilities – select whichever is applicable to your committee]*

2.37 To provide advice towards and monitor the implementation of [xxxx].

2.38 To provide advice on [xxxx].

2.39 To provide specialist advice to Council relating to [xxxx].

2.40 To provide advice, input and feedback to Council on [xxxx].

2.41 To provide a forum for [xxxx] to raise and address [xxxx].

2.42 To provide support to Council on [xxxx].

2.43 To work collaboratively in developing strategies to address these needs, issues and interests that Council could include in current and future workplans.

- 2.44 To work with Council to develop and promote [xxxx].
- 2.45 To report back to individuals, organisations and networks on Council's role and responsibilities and its decisions relating to [xxxx].
- 2.46 To liaise with [xxxx] to identify and represent [xxxx].
- 2.47 To support and cooperate with [xxxx].
- 2.48 To support and encourage [xxxx].
- 2.49 To establish working parties (where appropriate) to address specific issues or projects, including [xxxx].
- 2.50 To advise Council on how to promote and involve the community in [xxxx].
- 2.51 To encourage Council to support and endorse programs and events that [xxxx].
- 2.52 To share information about [xxxx] events and issues in the City of Parramatta LGA.
- 2.53 To provide comment on [xxxx].
- 2.54 To assist in the allocation of [xxxx].
- 2.55 To assist Council with [xxxx].
- 2.56 To make recommendations to Council on [xxxx].]

### **3. Membership**

#### Duties of Appointed Members

- 3.1 To attend and participate in a compulsory induction workshop which will include information on the role of the [Advisory] Committee, the role and responsibility of members and Council, Council's Code of Conduct and other related policies and protocols.
- 3.2 To attend and participate in meetings of the [Advisory] Committee (including any planning sessions and relevant training).
- 3.3 To work co-operatively with other members in achieving the aims of the [Advisory] Committee.

- 3.4 To raise issues of concern within the scope and objective of the [Advisory] Committee.
- 3.5 To contribute ideas and suggestions relating to items on meeting agendas.
- 3.6 To provide advice and recommendations to Council on items on meeting agendas.
- 3.7 To action and follow up tasks established by the [Advisory] Committee and resolved by Council.
- 3.8 To report back to existing networks within the communities they represent on Council's role, responsibilities and its decisions relating to the [Advisory] Committee.
- 3.9 To use existing networks to remain informed regarding the views and interests of the particular group / community they represent.
- 3.10 To advise the Chair if they are unable to attend and to liaise with Alternate Members for attendance at meetings.

#### Alternate Members

- 3.11 Any member who is appointed as an alternate member will be provided with all information (meeting invite, agenda, minutes, presentations, etc) as an appointed member.
- 3.12 If an appointed member is unable to attend a meeting for any reason, the appointed member is to notify an alternate member of their absence.
- 3.13 Alternate members may attend meetings of the [Advisory] Committee in either capacity as an appointed or alternate member.

#### Member Attendance at Meetings

- 3.14 If a member is absent for two (2) consecutive meetings without an apology, the Committee Convenor will attempt to contact the member to clarify whether they are still interested in continuing to be a member of the [Advisory] Committee.
- 3.15 If a member is absent for three (3) consecutive meetings without an apology, and there has been no response from the Committee member explaining their absence, their position will be declared vacant and the declaration of the vacancy must be recorded in the minutes of that meeting.

3.16 Members may elect to participate in a meeting by audio-visual means.

#### Member Leave of Absence

3.17 Members may apply to the Committee Convenor for a leave of absence, and the granting of such leave of absence is at the discretion of the [Advisory] Committee. All applications for leave of absence must be recorded in the minutes of a [Advisory] Committee meeting.

#### Membership

3.18 Council encourages participation from across the wider community. Membership is limited to no more than two consecutive terms, at the discretion of Council.

3.19 Membership of the [Name] Committee is voluntary. Members are entitled to reimbursement for costs associated with travel to and from [Name] Committee meetings, including public transport costs, parking fees and travel vouchers.

#### Specific Membership Criteria

Select which criteria is applicable

##### [5/7 Parramatta Square Advisory Committee

3.20 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:

- a. The Lord Mayor of the day;
- b. Four (4) Councillors nominated by the governing body;
- c. The Chief Executive Officer; and
- d. The Executive Director, Property & Place.]

##### [Access Advisory Committee

3.21 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:

- a. The Lord Mayor of the day;
- b. A minimum of seven (7) and a maximum of twelve (12) members meeting one or more of the following criteria:
  - People with a disability;
  - People employed with a specialised non-profit or social enterprise disability service in the City of Parramatta LGA supporting people with shared experience of access barriers;
  - People with a demonstrated qualification / competency / knowledge of legislative requirements such as the Disability Discrimination Act 1992 and Australian Standards.

3.22 The Selection Panel will consider the need for representation from people

with different disabilities and expertise on the Access Advisory Committee.]

[Active Transport Advisory Committee

3.23 The Committee will comprise such members as are appointed by Council from time to time, including:

- a. A minimum of five (5) and a maximum of twelve (12) members meeting the following criteria:
  - demonstrate skills and capacity to contribute to the Committee; and
  - live, work, study or have a strong commitment to the City of Parramatta LGA; and
  - members of a Peak Body, User Group, or Club active within the City of Parramatta LGA.

3.24 Applicants for the Active Transport Advisory Committee may also qualify for membership if they are a member of a Peak Body, User Group, or Club active within the City of Parramatta LGA (in lieu of living, working or studying in the City of Parramatta LGA).]

[Bushland & Environment Advisory Committee

3.25 The Committee will comprise such members as are appointed by Council from time to time, including:

- a. The Lord Mayor of the day;
- b. Three (3) Councillors nominated by the governing body;
- c. Up to ten (10) members meeting the following criteria:
  - People who live or work in the City of Parramatta LGA;
  - People who can demonstrate an involvement in local community groups or activities;
  - People having knowledge and awareness of bushland and environmental issues;
  - People who are able to represent and communicate the interests to the local community;
  - People who are members of a peak body, user group or club active within the City of Parramatta LGA.]

[CEO Performance Review Committee

3.26 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:

- a. The Lord Mayor of the day;
- b. The Deputy Lord Mayor;
- c. One (1) Councillor nominated by the governing body;
- d. One (1) Councillor nominated by the CEO.]

[Citizen of the Year Awards Committee

3.27 The Committee will comprise such members as are appointed by Council from time to time, including:

- a. The Lord Mayor of the day;
- b. The Deputy Lord Mayor;
- c. The current Parramatta Adult Citizen of the Year;
- d. Two (2) citizen representatives selected based on their stated experiences, skills, and interests of relevance to the panel with the following guiding principles:
  - inclusive membership to ensure a diversity of views;
  - experienced track record of engagement with the local community; and
  - principal place of residence, educational institution or employment is within the City of Parramatta LGA.]

[Finance Committee

- 3.28 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:
- a. Five (5) Councillors appointed by the governing body;
  - b. Two (2) Councillor alternates appointed by the governing body;
  - c. The Chief Executive Officer (or their delegate);
  - d. The Chief Finance and Information Officer.]

[First Nations Advisory Committee

- 3.29 The Committee will comprise such members as are appointed by Council from time to time,
- a. A minimum of seven (7) and a maximum of thirteen (13) members meeting the following criteria:
    - demonstrate skills and capacity to contribute to the Committee; and
    - live, work, study or have a strong commitment to the City of Parramatta LGA; and
    - meet the specific criteria for membership of the Committee.
- 3.30 Applications for the First Nations Advisory Committee are open to First Nations people who meet one or more of the following criteria:
- a. Reside in the Parramatta Local Government Area;
  - b. Work, study or have a specific connection to the Parramatta Local Government Area;
  - c. Are members of the Dharug community.
- 3.31 Applications for membership are encouraged from First Nations people from the following subcategories, with a focus on gender diversity and the diversity of the group as a whole:
- a. Young people;
  - b. Elders;
  - c. Darug.]

[Floodplain Risk Management Committee

- 3.32 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. Up to two (2) current serving Councillors as nominated by Council as its representative on the Committee;
  - b. Up to five (5) community representatives, preferably with at least one person from across each of the five (5) wards
  - c. Up to three (3) representatives of business associations or private businesses located in the LGA
  - d. Up to five (5) representatives from relevant State Government Agencies such as the SES, Office of Environment and Heritage
  - e. Council staff from relevant Departments (eg, Catchment Management, City Strategy, etc.)

[Grants Committee]

- 3.33 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. Up to five (5) current serving Councillors as nominated by Council as its representative on the Committee;
  - b. The Executive Director of Community Services (or their delegate).]

[Heritage Advisory Committee]

- 3.34 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. A minimum of eight (8) and a maximum of fourteen (14) members meeting the following criteria:
    - demonstrate skills and capacity to contribute to the Committee; and
    - live, work, study or have a strong commitment to the City of Parramatta LGA; and
    - be an employee or member of an organisation whose primary function relates to the preservation of heritage.

- 3.35 Applicants for the Heritage Advisory Committee must have a proven commitment, sensitivity, and understanding of issues relating to heritage issues in the City of Parramatta LGA.]

[Policy Review Committee]

- 3.36 The Committee will comprise such members as are appointed by Council from time to time, including:
- a. Six (6) Councillors appointed by the governing body;
  - b. Chief Executive Officer; and
  - c. Chief Finance and Information Officer.]

[Public Art and Heritage Interpretation and Advisory Committee]

- 3.37 The Committee will comprise such members as are appointed by Council from time to time, including:

- a. Three (3) Councillors appointed by the governing body;
- b. Executive Director, Community Services (or delegate).]

#### [Riverside Advisory Committee]

3.38 The Advisory Committee will comprise such members as are appointed by Council from time to time, including:

- a. Up to four (4) current serving Councillors as nominated by Council as its representative on the Committee;
- b. Council's Chief Executive Officer or nominee;
- c. A maximum of eight (8) community members who can reasonably demonstrate two or more of the following profiles:
  - Leader in the community;
  - Experience in government, business, education, media or the arts;
  - Experience in fundraising;
  - Marketing, legal or financial expertise;
  - Representative of the community's gender, indigenous, generational and cultural diversity;
  - Practising creative / performance artist;
  - Understanding of and commitment to Riverside as a premier regional arts centre with performance at its core;
  - Understanding of and commitment to the Parramatta story and the City's ambition to be a great and outstanding City of culture and the arts;
  - Able to influence and advocate for Riverside;
  - Works or lives in Parramatta or Western Sydney.]

#### [Smart City Advisory Committee]

3.39 The Committee will comprise such members as are appointed by Council from time to time, including:

- a. The Lord Mayor of the day;
- b. Up to one (1) current serving Councillors as nominated by Council as its representative on the Committee;
- c. A maximum of five (5) members meeting the following criteria:
  - demonstrate skills and capacity to contribute to the Committee; and
  - live, work, study or have a strong commitment to the City of Parramatta LGA; and
  - have a specific interest in furthering the objectives of Council's Smart City Strategy, as detailed in Council's Smart City Masterplan and relevant experience.]

#### Ex-Officio Members

3.40 All Councillors are ex-officio members of the [Advisory] Committee.

3.41 Depending on the nature of issues raised, relevant Council staff and/or other

stakeholders or guests will be invited to attend the meetings.

3.42 Ex-officio members may contribute to the meeting as permitted by the Committee Chair.

3.43 Ex-officio members are non-voting positions.

#### Observers

3.44 Non-members of the [Advisory] Committee are able to attend meetings with the permission of the Convenor and Chairperson of the [Advisory] Committee.

3.45 Observers are able to participate in discussions to the extend as permitted by the Chairperson.

#### [First Nations Advisory Committee Managing culturally sensitive matters

3.46 Where an issue is identified as culturally sensitive, the [Advisory] Committee is able to proceed according to cultural practices (ie with only First Nations people present at the time of discussion). Non-indigenous people will be required to leave the meeting.

3.47 Any decisions arising from discussions held during this time will be relayed to other attendees when they return to the meeting.]

### **4. Chairperson/Deputy Chairperson**

#### Duties of Chairperson/Deputy Chairperson

- 4.1 Duties of the Chairperson or Deputy Chairperson are to:
- a. To chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines, and meeting agendas;
  - b. To make recommendations for Agenda items in relation to the business of Council and the purpose of the Committee;
  - c. To facilitate the discussion of items on the agenda in a timely manner;
  - d. To facilitate the moving of recommendations and voting by Committee members;
  - e. To ensure all Committee members have the opportunity to participate;
  - f. To facilitate the participation of Ex-Officio members, Guest Speakers and Observers present at the meeting;
  - g. To participate in Committee training as organised and offered by the City of Parramatta Council.

#### Election of Chairperson/Deputy Chairperson

Select which option is applicable

[Option 1: Councillors Appointed to Committee

- 4.2 The Lord Mayor of the day is the Chairperson of the Advisory Committee.
- 4.3 The Lord Mayor may delegate the role of Chairperson to another Councillor Advisory Committee member on an annual basis, or for the term of the appointment to the Advisory Committee.
- 4.4 The Advisory Committee will vote annually to determine its Deputy Chairperson.
- 4.5 If the Chairperson or Deputy Chairperson are absent from the meeting, the Advisory Committee will nominate a Chairperson for the meeting amongst those in attendance.]

[Option 2: Community Only Appointed Committee

- 4.6 The [Advisory] Committee votes annually to determine its Chairperson and Deputy Chairperson, with the election taking place at the first meeting in each calendar year.
- 4.7 The Chairperson cannot be appointed as Chair for more than two (2) years.]

Absence of Chairperson/Deputy Chairperson

- 4.8 If the Chairperson and Deputy Chairperson are absent from a meeting, the [Advisory] Committee will nominate a Chairperson amongst its members for that meeting.

Sub-committees

- 4.9 The [Advisory] Committee may determine to establish sub-groups to enable focus on key priority areas or specific subjects and to maximise the value of members' time.
- 4.10 Sub-groups may consist of both members and ex-officio members, and may invite staff members or other subject matter experts to provide advice / guidance as appropriate.
- 4.11 Sub-groups of the [Advisory] Committee have no executive powers and will be established to provide advisory services only.
- 4.12 Sub-groups are directly responsible and accountable to the [Advisory] Committee for all responsibilities.

## Member Vacancies

4.13 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 [Advisory] Committee; or
- b. After six (6) months from the appointment of members, and more than 12 months from the end of the [Advisory] Committee's term, an Expression of Interest utilising Council, Community and Committee members' networks should be undertaken.

4.14 Vacancies will not normally be filled within the last 12 months of a [Advisory] Committee term.

## **5. Meetings**

### Frequency of Meetings

5.1 The [Advisory] Committee will meet [monthly/bi-monthly/quarterly/annually], or as determined by the Chair. Details of meeting commitments will be detailed in any expression of interest information package.

### Location of Meetings

5.2 Meetings will be held in Council offices.

5.3 Provisions will be made for remote attendance at [Advisory] Committee Meetings.

### [First Nations Advisory Committee]

5.4 As practicable, up to two (2) meetings annually will be scheduled at various community locations across the Parramatta Local Government Area.]

### Urgent Business

5.5 The [Advisory] Committee may be required to consider urgent business outside of the regular meeting cycle.

5.6 A special meeting of the [Advisory] Committee may be called by the Chairperson following a reasonable request from a member of the [Advisory] Committee, the Chief Executive Officer, or by resolution of the Council.

5.7 If a meeting is unable to be called, the business may be considered via

alternate methods, including email.

### Voting Membership

- 5.8 The 'voting membership' of the [Advisory] Committee will be initially determined by the number of members appointed to the [Advisory] Committee at the time of the formation of a new Committee, and thereafter:
- a. increased by any additional members appointed to the [Advisory] Committee (remaining within max membership); or
  - b. reduced by any resignations received from members (remaining within min membership); or
  - c. reduced by any lapsed member/s whose membership has been declared vacant.
- 5.9 For Committees with agency representation, State Government and Council representatives are "non-voting" members. All other members are "voting" members.

### Quorum

- 5.10 The quorum for [Advisory] Committee meetings shall be half plus one of the 'voting membership'. In instances where there is an odd number of voting members, the number will be rounded up to the nearest whole number.
- 5.11 Where there is no quorum present after a period of 15 minutes has elapsed, an informal meeting may be conducted at the discretion of the Chairperson at which the [Advisory] Committee may receive any presentations and undertake informal discussion. No actions or recommendations may be made until a further meeting of the [Advisory] Committee is held when a quorum is present.
- 5.12 Where there is no quorum, an [Advisory] Committee is not able to determine any decisions or actions and can only deliberate on issues. Any decisions or actions must be held over to the next meeting where a quorum is present.
- 5.13 No minutes are kept of meetings which do not have a quorum but informal notes may be taken to enable any proposed recommendations or decisions to be presented to a further meeting when a quorum is present (note that case law has determined that decisions of inquorate meetings cannot strictly be 'ratified' by a later meeting – they must be made afresh).
- 5.14 In the event that there are two consecutive non quorate meetings suffered, the Convenor will contact the Chair and each [Advisory] Committee Member to determine their continuation on the Committee. If required, a fresh Expression of Interest process will be undertaken.

5.15 Members may participate in meetings by audio-visual means of communications.

### Minutes of Meetings

5.16 The minutes of [Advisory] Committee meetings will contain details of the attendance for each meeting, a short summary of the discussion item and any action / outcome from the discussion.

5.17 Minutes of [Advisory] Committee meetings will be provided to Councillors on a regular basis. Minutes will be published on Council's website.

5.18 Where the [Advisory] Committee establishes an action or recommendation arising out of the Committee discussion, a report will be provided to a Council meeting presenting those actions / recommendations for consideration.

### Strategic Planning and Annual Report on the conduct of the Committee

5.19 At the beginning of the term of the [Advisory] Committee, and once per year, members will work with the [Advisory] Committee Convenor to plan the objectives and priorities for the upcoming year. This will involve evaluation of work over the preceding year and identification of priorities for the year ahead in the context of Council business, indicators of effectiveness, and any additional training required to enable members to carry out their duties on the [Advisory] Committee.

5.20 An annual report on the conduct of the [Advisory] Committee, the meetings held, key issues considered and activities undertaken will be prepared by the [Advisory] Committee Convenor, in consultation with the Chairperson, and reported to Council prior to the end of the calendar year.

## **6. Other Roles**

### Role of the Committee Convenor

- 6.1 The [Advisory] Committee is convened by a Council officer known as the 'Committee Convenor'. The Convenor is responsible to:
- a. set the agenda with input from members and/or Council including allocation of time for agenda items;
  - b. attend each meeting;
  - c. ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;
  - d. liaise between the [Advisory] Committee and other officers within

- Council as determined by the [Advisory] Committee's business;
- e. finalise [Advisory] Committee minutes;
- f. prepare annual reports, in consultation with the Chairperson, on the conduct of the [Advisory] Committee;
- g. prepare Council reports on specific actions / recommendations from the [Advisory] Committee
- h. act as moderator of meetings where the majority of participants attend via remote means.

## Role of the Secretariat

- 6.2 Council's Governance Team provides secretariat support to the [Advisory] Committee and is responsible to:
- a. Set of meeting dates;
  - b. communicate meeting dates to members, staff and Councillors;
  - c. distribute the agenda to members, staff and Councillors;
  - d. manage RSVPs to meetings;
  - e. arrange appropriate catering for the meeting;
  - f. prepare draft minutes;
  - g. finalise draft minutes within seven (7) days of the meeting;
  - h. provide draft minutes to the [Advisory] Committee Convenor;
  - i. distribute minutes to members, staff and Councillors
  - j. facilitate reviews of the Terms of Reference as required.

## **7. Conflict of Interest**

- 7.1 [Advisory] Committee members are to declare at the commencement of each meeting any pecuniary or non-pecuniary conflict of interest they have regarding any issue on the agenda.
- 7.2 All conflicts of interest declared are to be recorded on the appropriate form and recorded in the minutes of the meeting.
- 7.3 If necessary, the member concerned will be asked to leave the room while the matter is being discussed.

## **8. Confidentiality**

- 8.1 Where [Advisory] Committee meetings include consideration of confidential information relating to members or the business being discussed, members are required to respect the principles of confidentiality.

## **9. Council's Code of Conduct**

- 9.1 All members must abide by Council's Code of Conduct at all times.

- 9.2 All members must attend and participate in a compulsory induction workshop prior to attendance at their first meeting which will include information on Council's Code of Conduct.
- 9.3 No member of an [Advisory] Committee is able to make media or public comment on behalf of the [Advisory] Committee or Council at any time.

## 10. Training

- 10.1 All members of the [Advisory] Committee are required to attend an Induction Workshop.
- 10.2 Other training will be provided to members where this is required to enable them to fulfil their duties.

## 11. [Advisory] Committee Representation / Attendance at Forums

- 11.1 From time to time, the [Advisory] Committee may be approached to supply a representative to another Committee of Council. Where the [Advisory] Committee determines that representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.
- 11.2 Representatives shall be entitled to reimbursement of the equivalent public transport fare to and from the meeting or forum, or be provided with vouchers for alternative transport.

## 12. Changes to Terms of Reference

- 12.1 The Terms of Reference of the [Advisory] Committee are ratified by Council and any changes or additions to them must be approved by Council.

### *[First Nations Advisory Committee]*

## 13. Annual NSW Local Government Aboriginal Network Conference

- 13.1 Consistent with Department of Local Government programs for the encouragement of First Nations people to stand for Local Government, Council allocates funding within the Social and Community Services budget for attendance by Members of the First Nations Advisory Committee at future Local Government Aboriginal Network Conferences as follows:
- a. Funds are allocated annually to the Committee, who shall elect two (2) First Nations representatives of that Committee to attend one (1) conference per year; and
  - b. The Committee direct these funds to defray costs towards registration, travelling costs and accommodation at those conferences.

## 14. Dissemination of Information to the Community

- 14.1 Minutes of meetings will be sent to Gandangara Local Aboriginal Land Council (LALC), Deerubbin LALC, Metropolitan LALC and the NSW Aboriginal Land Council.]

Ends

## Community Membership Application Process

- 1.1 The term of membership coincides with the term of the Council or such other period as resolved by Council. At this time, all positions are declared vacant.
- 1.2 Following the Council election and Council determination of which **[Advisory]** Committees are to be formed, Council will then implement an Expression of Interest process to recruit members for the **[Advisory]** Committees and this will be publicised through the following channels for a minimum of two (2) weeks:
  - a. Council's dedicated webpage for **[Advisory]** Committees (which is to include all relevant documentation, EOI forms, Council Officer contact details, etc);
  - b. Council's website homepage carousel;
  - c. Direct communications with former **[Advisory]** Committee members;
  - d. Advertising in any available community newspaper reaching residents of the City of Parramatta Local Government Area;
  - e. Social media advertising;
  - f. Advertising across relevant community networks relevant to each Advisory Committee;
  - g. A message through the Lord Mayor's column;
  - h. Any other channel as deemed appropriate by the **[Advisory]** Committee Convenor.
- 1.3 All applicants for membership must apply using the relevant Expression of Interest form that requires applicants to address the stated criteria for membership. Previous members are entitled to apply for membership using the Expression of Interest form. **Optional (as required): Committee membership may be subject to a criminal history check.**

### **[First Nations Advisory Committee**

- 1.4 **A Selection Panel will be established to assess membership applications, and comprise the following:**
  - a. **Two (2) First Nations people:**
  - b. **The Committee Convenor;**
  - c. **An independent external First Nations person;**
  - d. **A Councillor Officer.**
- 1.5 **In addition, access and equity principles will be applied in the selection of members and the composition of the Committee will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.]**

### **[Other [Advisory] Committees**

- 1.6 **The Executive Director responsible for the [Advisory] Committee will**

determine the Selection Panel comprising three (3) Council Officers to assess Expressions of Interest against the Terms of Reference and stated criteria of the [Advisory] Committee.

1.7 In addition, access and equity principles will be applied in the selection of members and the composition of the [Advisory] Committees will reflect a diversity of views and opinions, variations in length and quality of related experience, age and gender balance.]

1.8 The Selection Panel will prepare a report on all applicants detailing:

- a. any previous membership of City of Parramatta [Advisory] Committee/s;
- b. whether the applicants meet the selection criteria for the [Advisory] Committee;
- c. any additional considerations;
- d. panel recommendations for applicants.

1.9 Membership applications are to be reported to Council for approval.

1.10 Any applications that meet the criteria but are not appointed as members, will be retained on an eligibility list for a period of six (6) months following any expression of interest process undertaken to appoint members. The eligibility list will expire six (6) months from the date Council appoints its members.