

# Parramatta City Council Smart City Advisory Committee TERMS OF REFERENCE

(Adopted December 11 2017)

## 1. Purpose of the Smart City Advisory Committee

1.1. The primary purpose of the Smart City Advisory Committee (referred to as “the Committee” for the balance of this document) is 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. Other contributions from the Committee will include:

1.2. 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,

1.3. Generating and assisting to refine and prioritise proposals that will underpin Parramatta’s Smart City transformation,

1.4. Provide advice on industry trends and potential project risks for the program.

1.5. Provide strategic, integrated advice to ensure that technology solutions benefit citizens, customers and the public of Parramatta City,

1.5. Assist Council to deliver actions aligned to Council’s Smart City Masterplan (as adopted by Council on 10 August 2015).

## 2. Background

2.1. Council resolved to form the ParraConnect Committee on 28 August 2010 as an interim working Committee, with Council and community representation to assist Council with identifying relevant local technology projects to enhance the City’s liveability.

2.2. As a result of the commitment and efforts of the ParraConnect members over a 6-year period, the reputation of Parramatta as a Smart City was established.

2.3. At its meeting of 10 August 2015, Council resolved:

- a) “**That** Council endorse the Smart City Masterplan for Parramatta.
- b) **That** Council officers work to embed the Smart City vision, guiding principles and framework through the organisation and promote cross-functional collaboration to achieve its objectives.
- c) **That** Council engage broadly with the community and industry on the development and implementation of Smart City initiatives.
- d) **Further, that** Council seek to position Parramatta as a Smart City in a local, national and international context.”

2.4. To implement the resolution of 10 August 2015 and the Smart City Masterplan for Parramatta, at its meeting of 23 November 2015, Council recognised the need to formalise a broader engagement mechanism and resolved the establishment of the Smart City Advisory Committee as an evolution of the ParraConnect committee.

### **3. Roles and Responsibilities of the Advisory Committee**

3.1. The Smart City Advisory Committee has no executive powers and has been established to provide advisory services.

3.2. The Committee is directly responsible and accountable to the Council for all responsibilities.

3.3. The responsibilities of the Committee may be revised or expanded by Council resolution from time to time with the agreement of the Committee.

3.4. The key responsibilities of the Committee are to undertake activities to deliver the purpose of the Committee (set out in Section 1 - Purpose of the Smart City Advisory Committee) of this Terms of Reference.

### **4. Membership**

4.1. The Committee is intended to be a small (5-7 member), diverse and visionary group to guide the implementation and future iterations of the Smart City Masterplan. All members of Council's Smart City Advisory Committee must have a specific interest in furthering the objectives of Council's Smart City Strategy, as detailed in the Council's Smart City Masterplan and relevant experience.

4.2. The Smart City Advisory Committee will comprise such members as are appointed by Council from time to time including:

4.2.1. the Lord Mayor of the day (or representative) as the Chairperson and the option to appoint one (1) additional Councillor (It is recommended that the number of Councillor representatives be limited to a maximum of two (2) who have either an interest or expertise in the area. Additional Councillors may attend committee meetings at the invitation of the Chair),

4.2.2. up to five (5) independent representatives with demonstrated experience relevant to furthering the objectives of Council's Smart City Masterplan.

4.3. The duties of members are to:

4.3.1. Attend and participate in a compulsory induction 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;

4.3.2. Attend and participate in meetings of the Smart City Advisory Committee (including planning sessions and relevant training);

4.3.3. Work co-operatively with other members in achieving the aims of the Committee;

4.3.4. Contribute ideas and suggestions relating to items on the agenda;

4.3.5. Provide advice and recommendations to Council on items relating to the agenda; and

4.3.6. Action and follow up tasks established by the Committee and resolved by Council.

#### 4.4. Ex-officio Members

4.4.1. All Councillors, excluding those Councillors described in clause 4.2 above are ex-officio members of all Advisory Committees.

4.4.2. Depending on the nature of issues raised, relevant Council staff and/or other stakeholders may be invited to attend Committee meetings.

4.4.3. Guest speakers may attend meetings if invited to do so for particular reasons by the Committee and as approved by the Council Committee Chairman convening the Committee.

4.4.4. All ex-officio members are non-voting positions.

### **5. Membership Application Process**

5.1. The term of membership is for a maximum of four (4) years and coincides with Council elections. At this time, all positions are declared vacant. Committee members may choose to review their involvement on an annual basis.

5.2. Council will then implement an Expression of Interest process to recruit members for the Committee

5.3. All applicants for membership must apply using the relevant Expression of Interest form which require applicants to address the stated criteria for membership.

5.4. Previous members are entitled to apply for membership using the Expression of Interest form.

5.5. A panel of Council Officers will assess Expressions of Interest against the stated criteria of each Committee in consultation with the nominated Chair. In addition, Access and Equity principles will be applied in the selection of members and the composition of the Committees will reflect a diversity of views and opinions, variations in, length and quality of related experience and gender balance.

5.6. Membership applications are then submitted to Council for consideration.

5.7. Where a casual vacancy occurs the Council Officer convening the Committee is responsible for distributing information regarding the vacancy and encouraging applicants to fill the vacancy, through existing Council, community and the Committee members' networks. Applicants must apply using the Expression of Interest Form which will be forwarded to Council for its decision and ratification.

## **6. Chairperson**

6.1. The Lord Mayor of the Day (or delegate) is the Chairperson of the Advisory Committee

6.2. The Lord Mayor may delegate the role of Chairperson to another Councillor on an annual basis, or for the term of the appointment of the Committee.

6.3. If the Chairperson is absent from the meeting, the Committee will nominate a Chairperson for the meeting.

6.5. Duties of the Chairperson are to:

6.5.1. Chair meetings according to Council's Code of Conduct, the Terms of Reference and Guidelines and meeting agenda;

6.5.2. Liaise with the Council Officer convening the Committee to determine the Agenda for each meeting;

6.5.3. Facilitate the discussion of items on the agenda in a timely manner;

6.5.4. Facilitate the moving of recommendations by Committee members; and

6.5.5. Ensure all Committee members have the opportunity to participate.

## **7. Sub-committees**

7.1. The Committee may determine to establish sub-committees to enable focus on key priority areas and to maximise the value of member's time

7.2. Sub-committees may consist of both members and ex-officio members

7.3. Sub-committees of the Smart City Advisory Committee have no executive powers and will be established to provide advisory services only

7.4. Sub-committees are directly responsible and accountable to the Smart City Advisory Committee for all responsibilities.

7.5. Members of any sub-committee are required to comply with Council's Code of Conduct and other related policies and protocols;

## **8. Attendance**

8.1. When a member is absent for three (3) consecutive meetings without an apology or notification, their position will be declared vacant. Contact shall be made by the Council Officer who convenes the Committee following the second absence to clarify interest in continuing to be a member of the Committee. As positions on the Committee are prescribed (refer to Clause 4) a Council resolution will be required for a new member to join the committee.

## **9. Frequency of Meetings**

9.1. The Smart City Advisory Committee will hold such meetings as the Chairperson shall decide in order to fulfil the Committee's duties, but will meet not less than four times annually.

9.2. Special meetings may be held to consider matters arising from a meeting or circumstance.

9.3. Special meetings of the Committee are called by the Chairperson of the Committee following a reasonable request from a member of the Committee, the Chief Executive Officer, or by Resolution of Council.

9.4. Where a special meeting or sub-committee meeting is held it may make recommendations and take actions only as set out by the Committee and will report back to Committee as soon as practicable.

## **10.Quorum**

10.1. The quorum for any committee meeting shall be one member more than ½ of the existing voting membership one of whom must be a Councillor.

10.2. With the agreement of the Chairperson members may participate in a meeting by telephone, closed circuit television or other appropriate means of communication.

10.3. Each Committee member is entitled to 1 vote. Only Committee members participating in a meeting may vote on a matter.

10.4. Where there is no quorum, the 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.

## **11.Secretariat/Council Support**

11.1. The Advisory Committee is convened by a Council Officer. This Officer will:

11.1.1. Set each meeting's agenda with input from membership and/or Council;

11.1.2. Attend each meeting;

11.1.3. Ensure meetings are run according to Council's Code of Conduct and the Terms of Reference;

11.1.4. Liaise between the Committee and other officers within Council as determined by the Committees business;

11.1.5. Finalise Committee minutes; and

11.1.6. Prepare Council reports on the Advisory Committee.

11.2. Council's Executive Support Team will provide secretariat support to the Advisory Committee and be responsible for taking draft minutes and distributing minutes and the agenda to members prior to each Committee meeting.

## **12.Reporting**

12.1. Minutes of each Smart City Advisory Committee meeting will be reported to Council at its next Ordinary Meeting. The Committee shall provide an annual report to Council.

## **13.Conflict of Interest**

13.1. Committee members are to declare any pecuniary or non-pecuniary conflict of interest regarding any issue on the agenda at the commencement of the meeting.

13.2. All conflict of interest is to be declared and recorded in the minutes, and if necessary, the parties involved will be asked to leave the room while the matter is discussed.

## **14.Confidentiality**

14.1. Where Committee meetings include confidential information relating to members or the business being discussed, members are required to respect principles of confidentiality.

14.2. Smart City Connect Committee members must enter into a Confidentiality and non-disclosure agreement prior to attending Committee meetings and will keep all discussions during meetings in confidence and comply with Council's policy regarding public comment and talking to the media.

14.3. Where appropriate invitees or guests to Committee meetings must either enter into Confidentiality and non-disclosure agreements prior to attending, or may be required to leave the meeting at any time a risk of breach of confidentiality is possible.

Confidentiality agreements should include all sub-committee or additional meetings being held in connection with Smart City Connect matters.

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

15.1. All Members must abide by Council's Code of Conduct at all times.

15.2. All members must attend and participate in a compulsory induction which will include information on Council's Code of Conduct.

15.3. No member of an Advisory Committee is able to make media or public comment on behalf of the Council at any time.

## **16.Training Opportunities**

16.1. In addition to the compulsory induction workshop which all members of Advisory Committees are required to attend, training will be provided to members where this is required for them to fulfil their duties.

## **17.Representation on/from other Council Advisory Committees and Attendance at Forums**

17.1. From time to time one Advisory Committee may be approached to supply a representative to another Committee of Council. Where the Committee determines that

representation is appropriate, nominations will be called for at the meeting and a vote shall take place to select a representative.

17.2. Representatives shall be entitled to reimbursement of the equivalent public transport fare when they attend such meetings.

### **18.Changes to the Terms of Reference**

18.1. The Core Terms of Reference and each Advisory Committee's particular Terms of Reference are ratified by Council and any changes or additions to them must be ratified by Council.

18.2. An annual review of the Terms of Reference will be conducted.