

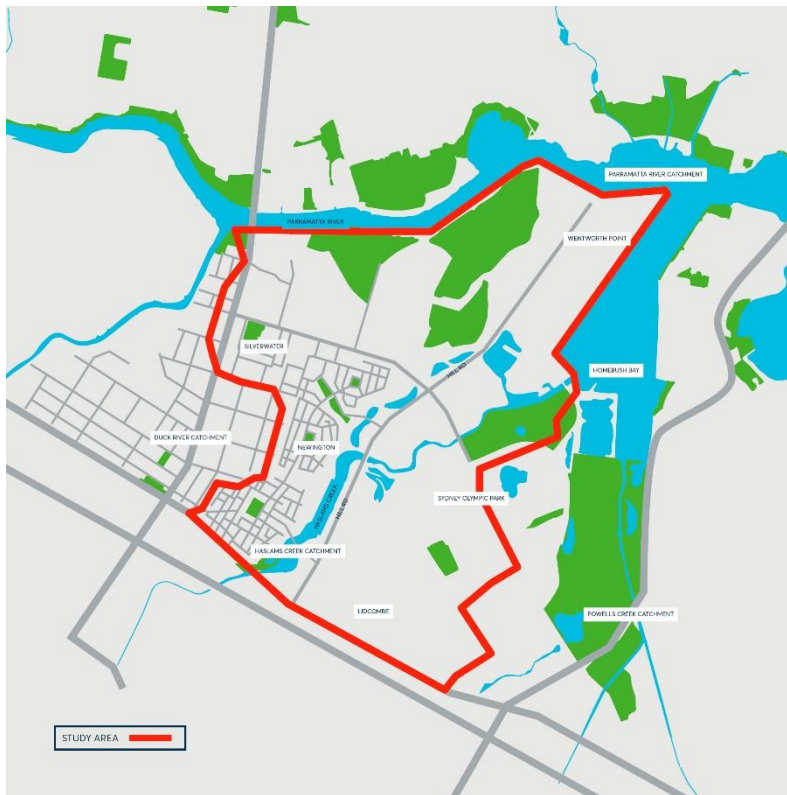
## **Terms of Reference Hill Road and Haslams Creek Stakeholder Reference Group – November 2024**

### **1. Council Reference Group Framework**

The Hill Road and Haslams Creek Stakeholder Reference Group (the reference group) is directly managed by City of Parramatta Council staff.

### **2. Project Objectives**

Between 2025 and 2027, City of Parramatta Council will be carrying out extensive investigations into flooding and drainage improvements in the areas of the Haslams Creek catchment and Hill Road. The study area covers the entire length of Hill Road from the M4 in the South to the Ferry Wharf in the North, along with surrounding suburbs such as Newington, parts of Silverwater, parts of Lidcombe, and Wentworth Point.



*Figure 1 – area of study (red boundary)*

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The objectives of the project are to:

- improve understanding of flood behaviour and impacts in the study area
- better manage flood risks across the study area
- design drainage upgrades for Hill Road
- build drainage upgrades for Hill Road.

### **3. Purpose of the Stakeholder Reference Group**

The purpose of the Reference Group is to provide a discussion forum for Council, the community, interest groups, and state government authorities on technical, social, economic, environmental and cultural issues throughout the duration of the project. The results of these discussions will be carefully considered by Council, but please note the group is not a decision-making forum, rather a stakeholder group to assist with project delivery.

### **4. Membership**

Membership is voluntary and will consist of:

- a) Up to three (3) local ward Councillors from City of Parramatta Council (including a Councillor as Chairperson)
- b) Up to eight (8) local community members (including a Deputy Chairperson)
- c) A single representative from:
  - a. Sydney Olympic Park Authority
  - b. Parramatta Light Rail Stage 2
  - c. Department of Climate Change, Energy and Water.

- The reference group will be supported by Council staff who will provide administrative support, general advice and reports on project progress / plans to the group, but who will not pay any part in decision-making processes.
- The identity of each Hill Road Stakeholder Reference Group member may be made public.
- The role of community representatives is to provide feedback, provide information of a local nature and highlight issues of importance to the local community. They provide a linkage between the stakeholder group and the broader community. They would preferably possess relevant skills, have community connections, and live/work in the study area.

- The role of State Government Authorities is to provide advice on broad policy objectives, specialist technical advice, advice based on experience from dealing with common issues at other locations, and advice to the stakeholder reference group regarding any changes in NSW State Floodplain Policy.
- Membership of the stakeholder group will cease when the project concludes, which is expected by late-2027.

## 5. Selection Process

Council will advertise nominations for community representation through an Expressions of Interest.

The selection of Stakeholder Reference Group members will be undertaken by Council staff, based on a review of applications where applicants provide answers to questions about relevant skills and experiences. These may include local knowledge, demonstrated understanding, experience or expertise of flooding in urban environments, understanding of local and state planning laws, experience with community consultation practices, community connections, or living/working in the study area.

Should a vacancy occur during the term of appointment, a new representative may be selected from eligible applications received from the original call for Expressions of Interest. If no suitable alternative representative can be found from the original Expressions of Interest, the vacancy may be filled via a further call for Expressions of Interest.

A member may at any time resign (or be asked by Council to resign if issues have arisen) from the stakeholder group by giving four (4) weeks' notice to the other party in writing.

## 6. Roles and responsibilities

Members of the Stakeholder Reference Group are to:

- declare any organisation that they may represent and register any conflict of interest
- represent the views of the stakeholders they represent in an unbiased way
- review relevant documents and provide feedback to the group where necessary
- attend all meetings if possible.

Council staff will:

- facilitate and run the meetings, maintaining focus on the primary goals and objectives
- foster an environment for information exchange and learning
- provide timely stakeholder reference group meeting notes and updates

- consolidate feedback for inclusion in reporting to Council
- liaise with flood/drainage consultants and contractors
- be the main point of contact for members on stakeholder group related matters, and can be contacted at [HillRd@cityofparramatta.nsw.gov.au](mailto:HillRd@cityofparramatta.nsw.gov.au) or via Council's Customer Service Centre on 1300 617 058.

## 7. Meetings

The stakeholder group is anticipated to be established in February 2025 and hold its first two (2) hour meeting at 5.30pm in March 2025.

Meetings are likely to be in person in Wentworth Point, Newington and Carter St, Lidcombe.

- Meeting dates will be advised at least two weeks in advance
- Meeting times are anticipated to be from 5.30pm to 7.30pm
- The agenda will be provided at least seven (7) days prior to each meeting.

## 8. Attendance

Members are expected to attend all meetings, punctually, or otherwise tender their apologies to the Project Manager at least two (2) days prior to a meeting. No member should be absent for more than two (2) consecutive meetings without first seeking and being granted leave by the Project Manager. Without being granted such leave in these circumstances, the person's membership of the Stakeholder Reference Group will be re-evaluated.

Most, if not all meetings, will be attended by the consultant undertaking any studies, and later on in the project, the contractor building the drainage upgrades. Additional technical advisors and other State Government Agency representatives may be invited at the discretion of Council.

The meetings will not be open to other members of the public. In the event of absence, a member may delegate attendance to an alternate representative, as long as the alternative representative accepts these Terms of Reference. Unless otherwise stipulated, material discussed by the Hill Road Stakeholder Reference Group is confidential. The group will play a role in community engagement and dissemination of information once each stage of the project is ready for broad community consultation.

## 9. Code of Conduct

**Representation:** members of the Hill Road Stakeholder Reference Group do not have the authority to act or speak on behalf of Council or the group, including any representations to the media or on social media.

**Conflicts of interest:** Council recognises that representatives join such groups because of special interests or knowledge they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from members. Therefore, members are requested to declare any organisation or person(s) they may represent. Disclosures of conflicts of interest, particularly pecuniary interests, need to be made and recorded in the minutes at each meeting.

**Confidentiality and privacy:** members may have contact with confidential or personal information retained by Council or other agencies. If so, members are required to maintain the security of any confidential or personal information and not access, unless the member is authorised to do so.

All attendees are to act in accordance with these Terms of Reference. A breach may lead to the attendee being removed from the meeting and / or the member being removed from the Hill Road and Haslams Creek Stakeholder Reference Group.

## 10. Amendment, modification or variation

These Terms of Reference may be amended, varied or modified by Council in writing, after consultation with stakeholder reference group members.

**Accessibility:** If you have accessibility concerns, please contact the National Relay Service at [relayservice.gov.au](http://relayservice.gov.au) and provide them with the City of Parramatta contact number: 9806 5050. For translation services call 131450 and provide Council's phone number: 9806 5050.

For non-English speakers, phone interpretation services are available via TIS National on 131 450.

### KOREAN

본 소식지와 관련해 통역 지원이 필요하신 경우, TIS (131 450)에 전화하여 Parramatta Customer Service (9806 5050)를 연결해 달라고 요청하시면 됩니다. 업무시간은 월요일에서 금요일, 오전 8시 30분부터 오후 5시까지입니다.

### ARABIC

إذا كنت بحاجة للمساعدة في ترجمة هذه النشرة، اتصل بـ TIS على الرقم 131 450 واطلب منهم الاتصال نيابة عنك بخدمة زبائن باراماتا على الرقم 9806 5050 من الإثنين إلى الجمعة بين الساعة 8:30 صباحاً و 5:00 مساءً.

### CHINESE

如果你需要翻译协助阅读这份新闻简报，请联系 TIS，电话 131 450，要求他们代表你接通巴拉玛打市议会顾客服务处，电话 9806 5050。顾客服务处的工作时间是每星期一至星期五，上午 8:30 至下午 5:00。

### HINDI

यदि आपको यह सूचना-पत्र समझने में सहायता चाहिए तो कृपया TIS को 131 450 पर फ़ोन करें और उनसे कहें कि आपकी तरफ़ से पैरामाटा कस्टमर सर्विस को 9806 5050 पर फ़ोन करें। यह सेवा सोमवार से शुक्रवार, सुबह 8:30 बजे से शाम 5:00 तक उपलब्ध है।