

Acknowledgement of Country

The Smart Places Branch acknowledges the traditional custodians of the land on which we work and live.

We pay our respects to Elders past and present and celebrate the diversity of Aboriginal people and their ongoing cultures and connections to the lands and waters of NSW.

We are committed to honouring Aboriginal peoples' cultural and spiritual connections to the lands, waters and seas and their rich contribution to society.

1. Drivers

SmartNSW vision: Deliver outcomes for citizens and businesses by applying a consistent, seamless, place-based approach to using smart technologies.

The SmartNSW Roadmap (TfNSW 2022) sets out how the NSW Government will work towards this vision between 2022 and 2027.

Local councils and authorities are critical to achieving the SmartNSW vision as they:

- Manage and operate public spaces for communities
- Deliver services to citizens
- Operate and maintain infrastructure
- Have intimate knowledge of communities, the local environment and their needs.

The local government sector stands to benefit from investments in smart technology and using technology and data solutions, to:

- Improve operational efficiency and service delivery
- Enhance citizen engagement
- Respond to community needs

- Reduce costs associated with managing assets.

The NSW Government is supporting the uptake of smart technology by local councils by:

- Providing learning opportunities like the SmartNSW Masterclasses
- Providing standard policies, methods and guidance materials to de-risk this transition
- Leveraging State involvement to deliver common platforms and methods to support local governments to deploy solutions
- Administering the \$45m Smart Places Acceleration Program, to deliver initiatives and leverage their outcomes.

2. Purpose

The Smart and Local Feedback Forum will strengthen connections between the State Government and local government sector to provide great outcomes for people and places using technology and data solutions.

3. Functions

The Feedback Forum will give a voice to the local government sector to shape and support the delivery of SmartNSW. The Feedback Forum is **not a decision-making body**.

It will:

- Provide a platform for knowledge sharing across and between State Government and participating local councils.
- Articulate opportunities for the State Government to support the local government sector to adopt and embrace smart technologies. This can include identifying:
 - New products, technical specifications, methods and guidance materials needed
 - Training gaps and skills needs
 - New partnership models to support and accelerate adoption
 - Platforms, digital or other infrastructure and services the State could deliver or support
 - Other barriers to adoption.
- Provide feedback on:
 - New products, technical specifications, methods, guidance materials as they are developed
 - Training and skills programs and events as they are planned and delivered
 - The appetite and partnership models for platforms, digital or other infrastructure and other services.
- Test new policies and products wherever possible.

4. Membership and selection

4.1 Forum size

The Smart and Local Feedback Forum will have at least eight members, with at least three from regional councils. A breakdown of metropolitan and regional local government areas is provided in **Attachment A**.

4.2 Member skills and requirements

Members may come from:

- Staff (not elected officials) of local councils, Joint Organisations, Regional Organisations and other local government consortia; and
- A range of positions and grades, reflecting the diversity of structures and accountabilities across the local government sector.

The Forum may include representatives from ICT teams, innovation teams, data analysts, infrastructure and asset teams, public space management teams, smart city officers and economic development staff.

There is no pre-requisite level of experience in smart technology projects required to take part in the Feedback Forum. In fact, we are seeking people from organisations that are:

- Just starting to explore the role of technology and data solutions.
- Have initiated planning or deployment of technology and data solutions within their council or are participating in pilots.
- Are more advanced, operating one or more permanent smart technology solution.

All participating members must have the approval of their organisation to participate. Participating councils will be listed on the Smart Places website.

4.3 Benefits of participating

Participating councils will:

- grow connections with other local councils deploying smart technology to improve service delivery and achieve better local community outcomes.
- be connected to available and proven solutions ready for adoption, including an understanding of benefits realised.
- be better prepared to manage and mitigate risks associated with the adoption of new technology solutions.
- help ensure the NSW Government is responsive to the needs of local councils as they transition to regular use of smart technology.
- be recognised as leaders in innovation and excellence in delivery.

4.4 Selection

The Smart Places Branch will call for Expressions of Interest to identify council officers willing to participate.

EOIs will be accepted for 3 weeks.

The Smart Places Branch will be accountable for selection of members, considering the need to:

- achieve gender parity wherever possible and support cultural diversity.
- target Aboriginal or Torres Strait Islander participants.
- have a range of councils at differing stages of maturity represented
- have at least 8 councils participating, with at least 3 from regional locations
- have a maximum of 20 councils participating.

The Executive Director, Smart Places will be accountable for final decisions on membership.

4.5 Roles and responsibilities of members

Members will be required to:

- Attend meetings prepared and having familiarised themselves with pre-reading and papers.
- Nominate a proxy and ensure they are adequately briefed and prepared, if unable to attend a meeting/s.
- Provide feedback and guidance based on this preparation.
- Support the functions of the Feedback Forum (refer section 3).
- Collaborate and share willingly and openly; and respect confidentiality at all times, allowing for free and frank discussion between members.

4.6 Observers

Members of the Smart Places Branch will be invited to attend meetings.

4.7 Code of conduct

Participants need to ensure that their personal behaviour does not adversely impact on the integrity of the Smart Places program or the Smart and Local Feedback Forum.

Members agree to uphold Transport's Statement of Business Ethics, published by Transport for NSW on www.transport.nsw.gov.au

Participating members are required to sign a confidentiality agreement.

4.8 Term

Members will be appointed for an initial 12-month term and can renew their membership through the annual EOI process.

4.9 Proxies

Members can nominate a proxy to attend meetings where required.

4.10 Inviting Guests

Aside from the ability to nominate a proxy to attend meetings (4.9), members may nominate guests to attend meetings where relevant, following approval by the Smart Places Branch. Guests may include colleagues from local councils, Joint Organisations, Regional Organisations and other local government consortia; as well as subject matter experts.

4.11 Remuneration

Members will not be remunerated for participating.

4.12 Time requirements

Members will be required to allocate no more than three hours every six weeks for preparation and out-of-session work to support the functions of the Feedback Forum.

In addition, members will need to be available to attend a two hour meeting every six weeks.

5. Meeting schedule and structure

The Feedback Forum will meet every six weeks, or as determined by a quorum of members.

Meetings will:

- not be held during the December/ January school holidays.
- run for a maximum of 120 minutes. Meetings may be shorter, depending on the agenda.
- be hosted online.
- may be recorded with consent, with recordings only being used for the purposes of assisting the Smart Places Branch to develop policies, products and services related to the discussions.
- have a standing agenda item to allow for members to present on smart place projects in their Local Government Area, or to lead discussion with members on topics relevant to smart places.

Some papers and documents may be circulated for feedback out of session on an ad-hoc basis.

A quorum requires half of the members to be present (excluding the Chair). Meetings will not proceed without a quorum.

5.1 Papers

Papers will be circulated at least seven working days in advance of meetings.

Any actions arising will be documented and circulated within seven working days of the meetings being held.

6. Secretariat

The Smart and Local Feedback Forum will be chaired by the Smart Places Branch, which will also provide secretariat support.

7. Related policy and supporting information

- [SmartNSW Roadmap 2022-2027](#)
- [Smart Places Playbook](#)

Attachment A: Metropolitan and regional councils

Metropolitan LGAs

Bayside
 Blacktown
 Blue Mountains
 Burwood
 Camden
 Campbelltown
 Canada Bay
 Canterbury-Bankstown
 Cumberland
 Fairfield
 Georges River
 Hawkesbury
 Hornsby
 Hunters Hill
 Inner West
 Ku-ring-gai
 Lane Cove
 Liverpool
 Mosman
 North Sydney
 Northern Beaches
 Parramatta
 Penrith
 Randwick

 Ryde
 Strathfield

 Sutherland Shire
 Sydney
 The Hills Shire
 Waverley
 Willoughby
 Wollondilly
 Woollahra

Regional LGAs

Albury
 Armidale Regional
 Ballina
 Balranald
 Bathurst Regional
 Bayside
 Bega Valley
 Bellingen
 Berrigan
 Bland
 Blayney
 Bogan
 Bourke
 Brewarrina
 Broken Hill
 Byron
 Cabonne
 Carrathool
 Central Coast
 Central Darling
 Cessnock
 Clarence Valley
 Cobar
 Coffs Harbour

 Coolamon
 Coonamble
 Cootamundra-Gundagai
 Regional
 Cowra
 Dungog
 Edward River
 Eurobodalla
 Federation
 Forbes
 Gilgandra
 Glen Innes Severn
 Goulburn Mulwaree
 Greater Hume Shire
 Griffith
 Gunnedah
 Gwydir
 Hay
 Hilltops
 Hunters Hill
 Inverell
 Junee
 Kempsey

Kiama
 Kyogle
 Lachlan
 Lake Macquarie
 Leeton
 Lismore
 Lithgow
 Liverpool Plains
 Lockhart
 Maitland
 Mid-Coast
 Mid-Western Regional
 Moree Plains
 Murray River
 Murrumbidgee
 Muswellbrook
 Nambucca
 Narrabri
 Narrandera
 Narromine
 Newcastle
 Oberon
 Orange
 Parkes
 Port Macquarie-
 Hastings
 Port Stephens
 Queanbeyan-Palerang
 Regional
 Richmond Valley
 Shellharbour
 Shoalhaven
 Singleton
 Snowy Monaro Regional
 Snowy Valleys
 Tamworth Regional
 Temora
 Tenterfield
 Tweed
 Unincorporated
 Upper Hunter Shire
 Upper Lachlan Shire
 Uralla
 Wagga Wagga
 Walcha
 Walgett
 Warren
 Warrumbungle Shire

Weddin
 Wentworth
 Western Plains Regional
 Wingecarribee
 Wollongong
 Yass Valley