

ATTACHMENT A

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**SYDNEY CHINESE NEW YEAR ADVISORY
PANEL TERMS OF REFERENCE**

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CITY OF SYDNEY

THE SYDNEY CHINESE NEW YEAR ADVISORY PANEL

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Adopted: xx April 2015

Owner: Director City Life

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1. Purpose

The Sydney Chinese New Year Advisory Panel (**Panel**) has been established by the Council of the City of Sydney to:

- Advise the City on matters relating to internationally significant cultural events and activities relating to Chinese New Year.
- Provide high level advice on cultural protocols relating to Chinese New Year
- Provide high level strategic advice to the City to maximise opportunities for the retail, business and tourism sectors in the Chinese New Year celebrations.
- Provide high level advice on the City's engagement with the local community to ensure broad participation on Chinese New Year celebrations
- Advise on communication and consultation channels which may assist in the sharing of information and opportunities related to Chinese New Year.

The Sydney Chinese New Year Advisory Panel is not an executive panel, and is not authorised to make decisions or undertake work on behalf of the City of Sydney.

Panel members are not authorised to represent the City in any communication with the public.

2. Committee Operation

(a) Membership

The Sydney Chinese New Year Advisory Panel consists of up to 10 members with representation across the following sectors and organisations including:

- Government organisations representing culture, arts, tourism and hospitality
- Industry bodies representing business, retail, tourism and hospitality sectors
- Creative industries
- Arts and culture
- Community organisations

Panel members will be selected to serve on the Panel for a period of one year. Those Panel members who have served one year on the Panel may reapply for a second term of one year, serving up to a maximum of three consecutive terms.

After three consecutive terms a Panel member must step down and will be ineligible to reapply for a period of three years.

(b) Panel Selection Process

A call for nominations will be made by an Expression of Interest and promoted to the City of Sydney's networks, stakeholders, organisations, government agencies and community groups.

Following the call for nominations, applications for the Sydney Chinese New Year Advisory Panel will be assessed against the selection criteria by a panel comprised of City of Sydney officers.

Panel members will be selected by the Chief Executive Officer and appointed by Council.

Every year a call for nominations will be readvertised.

Council may, at its discretion, appoint members to the panel outside of these terms of reference from time to time.

(c) Selection Criteria

- Nominees must live, work or study in the City of Sydney's Local Government Area;
- Nominees must demonstrate an understanding of Asian culture and a commitment to Chinese New Year
- Nominees must provide a list of the skills, knowledge, experience and expertise they will bring to the Advisory Panel in service of the respective industry or sector in which they work.
- That there is an equitable representation of Panel members across the industry sectors listed in 2(a).

(d) Chairperson

The Panel will be chaired by a City of Sydney Councillor appointed by Council, and their term of appointment is not governed by these terms of reference.

3. Meetings

- Meetings will be held at least four times per year.
- Additional meetings may be scheduled as required.
- An attendance register will be kept for all meetings.
- A meeting quorum will require a representation of at least 50% of members plus one and must include the attendance of the chair.
- An up to date mailing list will be kept of all members' details.
- The recommendations and advice of the Panel shall be minuted.
- Minutes of every meeting of the Panel will be circulated to the Panel, the Chief executive Officer and the Director, City Life within five working days after the holding of any meeting.
- A record of the key issues covered in each meeting will be provided to Councillors by way of the CEO update, and posted on the City's website.
- Recommendations for amendments to the Terms of Reference can be made at any time. However, amendments to the Terms of Reference must be endorsed by the Sydney Chinese New Year Advisory Panel and then approved by Council.

4. Working Parties

The Panel has the capacity to establish time-limited working parties to address specific issues and projects. The Panel may co-opt relevant Council and community members to these working groups.

5. Payment

The City will bear the cost of preparing the agenda for each meeting of the Panel, hosting each meeting of the Panel and preparing minutes of meetings of the Panel.

Members of the Panel may be reimbursed for reasonable expenses if those expenses incurred are directly related to activities of the Panel