

Item 4.1**City of Sydney Advisory Panels and Working Groups - Appointment of Members****File No: X086747****Memorandum by the Chief Executive Officer**

To Council:

On 21 February 2022, Council resolved to establish a number of new advisory panels, committees and a working group in addition to Council's existing advisory panels and committees, each with Council appointed Councillor representatives. The Lord Mayor (or delegate) is also a member of these panels, committees and working groups.

Recruitment for new Advisory Panel members through a call for nominations was open for two weeks from Thursday 17 March 2022 to Friday 1 April 2022 and advertised through print, online and social media channels and via City of Sydney e-newsletters.

Applications for membership to the newly established Advisory Panels were assessed by City staff.

Existing Advisory Panel memberships were also reviewed and considered in accordance with each Advisory Panel's requirements.

Council also endorsed Terms of Reference for these Advisory Panels on 21 March 2022. The Terms of Reference have been further reviewed, and where required, minor amendments to Terms of Reference have been made.

Aboriginal and Torres Strait Islander Advisory Panel

In June 2008, Council resolved to establish an Aboriginal and Torres Strait Islander Advisory Panel. The panel's purpose is to provide advice on the policies and operations of the City of Sydney in relation to matters of importance to Aboriginal and Torres Strait Islander communities.

On 21 March 2022, Council endorsed expanding the membership of the Advisory Panel to include a representative from the Metropolitan Local Aboriginal Land Council and to incorporate Aboriginal or Torres Strait Islander representatives to the Panel with expertise in reconciliation action, Indigenous employment, Indigenous procurement, Aboriginal business development and public art.

It is recommended that the term of the current Panel members be extended to 31 December 2022. This will enable a robust Expression of Interest process to be conducted for a new Panel term from 2023, incorporating the proposed updated membership of the Panel.

This approach was endorsed by the Advisory Panel on 8 June 2022.

Business, Economic Development and Covid Recovery Advisory Panel

The Business, Economic Development and Covid Recovery Advisory Panel was established by Council in February 2022.

The primary role of the Business, Economic Development and Covid Recovery Advisory Panel (the advisory panel) is to provide high-level independent expert advice to the City of Sydney (the City) on the implementation of Sustainable Sydney 2030-2050 Continuing the Vision through the actions of the City of Sydney Economic Strategy.

This Panel will provide an opportunity for the City of Sydney to proactively seek expert advice from representatives who are key to real and sustained economic recovery.

The recommended Business, Economic Development and Covid Recovery Advisory Panel comprises up to 16 members, plus four nominees, all with relevant experience and expertise inclusive of the Lord Mayor (or delegate) and Councillor Shauna Jarrett.

Minor amendments to the Terms of Reference are also proposed.

It is recommended that Council endorse the appointment of members of the Business, Economic Development and Covid Recovery Advisory Panel, delegate authority to the Chief Executive Officer, in consultation with the Lord Mayor and Councillors to appoint additional members as required and endorse the revised Terms of Reference.

Cultural and Creative Sector Advisory Panel

The Cultural and Creative Sector Advisory Panel was established by Council in February 2022.

The purpose of the Cultural and Creative Sector Advisory Panel will be to provide strategic advice on making space for culture and focus on addressing the loss of creative employment floor space in Sydney which is a critical issue that has been exacerbated by the pandemic.

The Panel will help set the pathway for the City's contribution over the medium term to cultural infrastructure programs and sustainable recovery of the City's creative and cultural life.

The recommended Cultural and Creative Sector Advisory Panel comprises up to 20 members, all with relevant experience and expertise inclusive of the Lord Mayor (or delegate) and Councillor HY William Chan.

Minor amendments to the Terms of Reference are also proposed.

It is recommended that Council endorse the appointment of members of the Cultural and Creative Sector Advisory Panel, delegate authority to the Chief Executive Officer, in consultation with the Lord Mayor and Councillors to appoint additional members as required and endorse the revised Terms of Reference.

Design Advisory Panel

The Design Advisory Panel was established by Council in 2007 to provide the City with high level independent expert advice and expertise on urban design, architecture, landscape architecture, art and sustainability. The advice is to inform the assessment by City officers of development applications with a view to promoting the delivery of world class urban design, architecture and sustainable and inclusive design in Sydney's buildings and public spaces. The advice is to inform the assessment process and advise on strategies and policies affecting the City's built environment and public domain. It is not the purpose of the Panel to have any role in the process of determination of development applications.

It is recommended that Council endorse the reappointment of the existing members of the Design Advisory Panel for a further two years, endorse the appointment of a new First Nations member, endorse the reappointment of the Chair and Deputy Chair for a further two years, delegate authority to the Chief Executive Officer, in consultation with the Lord Mayor, to appoint one additional Design Advisory Panel member and appoint any new members of the Design Advisory Panel within the two year term should the need arise and endorse the revised Terms of Reference

Design Advisory Panel Residential Sub-Committee

The Design Advisory Panel Residential Sub-Committee was established by Council in 2017 to provide high level independent expert advice and expertise on urban design, architecture, landscape architecture and sustainability for SEPP 65 and similar residential applications. This advice assists the City in its promotion and delivery of high-quality built environments and design excellence. The Sub-Committee supports and supplements the Design Advisory Panel, with the Panel Chair being a member of the Design Advisory Panel.

It is recommended that Council endorse the reappointment of the existing members of the Design Advisory Panel Residential Sub-Committee for a further two years, endorse the reappointment of the Chair for a further two years, delegate authority to the Chief Executive Officer, in consultation with the Lord Mayor, to appoint two additional members to the Design Advisory Panel Residential Sub-Committee and endorse the revised Terms of Reference.

Housing for All Working Group

The Housing for All Working Group was established by Council in February 2022.

The primary role of the Housing for All Working Group (the working group) is to bring together industry leaders and experts to share knowledge and provide strategic, expert advice and guidance to the City of Sydney (the City) on the development of agreed strategies and initiatives to increase the supply of affordable and diverse housing (including social housing) within the City of Sydney Local Government Area.

The recommended Housing for All Working Group comprises up to 13 members, all with relevant experience and expertise inclusive of the Lord Mayor (or delegate) and Councillor Sylvie Ellsmore.

Minor amendments to the Terms of Reference are also proposed.

It is recommended that Council endorse the appointment of members of the Housing for All Working Group, delegate authority to the Chief Executive Officer, in consultation with the Lord Mayor and Councillors to appoint additional members as required and endorse the revised Terms of Reference.

Multicultural Advisory Panel

The Multicultural Advisory Panel was established by Council in February 2022.

The primary role of the Multicultural Advisory Panel is to provide advice on policies and operations of the City of Sydney in relation to matters of importance to culturally diverse communities.

The recommended Multicultural Advisory Panel comprises up to 13 members, all with relevant experience and expertise inclusive of the Lord Mayor (or delegate) and Councillor Robert Kok.

Minor amendments to the Terms of Reference are also proposed.

It is recommended that Council endorse the appointment of members of the Multicultural Advisory Panel, delegate authority to the Chief Executive Officer, in consultation with the Lord Mayor and Councillors to appoint additional members as required and endorse the revised Terms of Reference.

Public Art Advisory Panel

The Public Art Advisory Panel was established by Council in 2007 to provide the City of Sydney with independent expert advice on public art.

The Panel meets regularly and provides advice on the City's public art program (City Art), in particular the development and implementation of the Green Square Public Art Strategy, City Centre Public Art Plan, the Eora Journey: Recognition in the Public Domain program and oversight on management and conservation of the City's public art collection.

The Panel assists the City in offering advice on unsolicited public art proposals and the assessment of public art proposals in private developments, ensuring a high standard of public art in the public spaces of our City. The Panel has been integral to the implementation of the City Art Public Art Strategy 2011, a key action from Sustainable Sydney 2030 and has assisted in the development of the Sustainable Sydney 2030-2050 Continuing the Vision.

It is recommended that Council endorse the reappointment of seven existing members of the Public Art Advisory Panel for a further two years, endorse the reappointment of the Chair for a further two years, endorse the appointment of a Deputy Chair, approve the appointment of two new members (one nominated below replacing Leon Paroissien who has elected not to be reappointed) to ensure further cultural diversity, delegate authority to the Chief Executive Officer, in consultation with the Lord Mayor, to appoint an additional member and any new members of the Public Art Advisory Panel within the two year term should the need arise and endorse the revised Terms of Reference.

Recommendation

It is resolved that:

- (A) Council endorse the extension of the following members of the Aboriginal and Torres Strait Islander Advisory Panel: Timothy Gray, Bronwyn Penrith, Matthew Doyle, Jinny-Jane Smith, Dallas Wellington, Ashlee Donohue, Medika Thorpe, Suzy Evans, Beau James, Daniel Coe, Ryan Donohue-Pitt and the Metropolitan Local Aboriginal Land Council representative to 31 December 2022;
- (B) Council endorse the appointment of the following members of the Business, Economic Development and Covid Recovery Advisory Panel: Creel Price, Michael Bromley, Ehssan Veiszadeh, Karl Schlothauer, Paul Nicolaou, Chris Low, Matt Jones, Belinda Clarke, Lauren Conceicao, Sharon Taylor,, Paul Zahra, Kirsten Andrews, Deb Zimmer, Annie Parker, Anita Mitchell and Deb Barwick for a three-year term to 30 June 2025;
- (C) Council endorse the revised Terms of Reference - Business, Economic Development and Covid Recovery Advisory Panel as shown at Attachment A to the subject memorandum;
- (D) authority be delegated to the Chief Executive Officer, in consultation with the Lord Mayor and Councillors, to appoint one additional member (Supply Nation representative) to the Business, Economic Development and Covid Recovery Advisory Panel for a three-year term to 30 June 2025;

- (E) Council endorse the appointment of the following members of the Cultural and Creative Sector Advisory Panel: Joshua Chapman, Emily Collins, Jess Cook, Christine Donnelly, Melissa Gilbert, Timothy Greer, David Hollingsworth, Ben Moore, Hellen Morgan-Harris, Ash Nicholson, Erika Pawley, JD Reforma, Michelle Tabet, Fiona Winning, James Winter and Toby Cedar for a three-year term to 30 June 2025;
- (F) Council endorse the revised Terms of Reference – Cultural and Creative Sector Advisory Panel as shown at Attachment B to the subject memorandum;
- (G) authority be delegated to the Chief Executive Officer, in consultation with the Lord Mayor and Councillors, to appoint one additional member (Bangarra Dance Theatre representative) to the Cultural and Creative Sector Advisory Panel for a three-year term to 30 June 2025;
- (H) Council endorse the reappointment of the following members of the Design Advisory Panel for a further two-year term: Professor Ken Maher (Chair), Peter Mould (Deputy Chair), Professor Kerry Clare, Professor Richard Johnson, Professor James Weirick, Rachel Neeson, Che Wall, and NSW Government Architect Abbie Galvin for a further two-year term to 30 June 2024;
- (I) Council endorse the reappointment of Professor Ken Maher as Chair of the Design Advisory Panel and Peter Mould as Deputy Chair of the Design Advisory Panel for a further two-year term to 30 June 2024;
- (J) Council endorse the appointment of Emily McDaniel as a new member of the Design Advisory Panel for a two-year term to 30 June 2024;
- (K) Council endorse the revised Terms of Reference - Design Advisory Panel as shown at Attachment C to the subject memorandum;
- (L) authority be delegated to the Chief Executive Officer, in consultation with the Lord Mayor, to appoint one additional member to the Design Advisory Panel for a two-year term to 30 June 2024 and any new members of the Design Advisory Panel within the two year term should the need arise;
- (M) Council endorse the reappointment of the following members of the Design Advisory Panel Residential Sub-Committee: Professor Kerry Clare (Chair), Dr Libby Gallagher, Matthew Pullinger, Dr Michael Zanardo, Paul Berkemeier, Alexander Koll and Tony Caro for a further two-year term to 30 June 2024;
- (N) Council endorse the reappointment of Professor Kerry Clare as Chair of the Design Advisory Panel Residential Sub-Committee for a further two-year term to 30 June 2024;
- (O) Council endorse the revised Terms of Reference - Design Advisory Panel Residential Sub-Committee as shown at Attachment D to the subject memorandum
- (P) authority be delegated to the Chief Executive Officer, in consultation with the Lord Mayor, to appoint two additional Design Advisory Panel members to the Design Advisory Panel Residential Sub-Committee;
- (Q) Council endorse the appointment of the following members of the Housing For All Working Group: Paul Coe, Mark Degotardi, David Jeffrey, Joanna McClennen, Monique Wiseman, Michael Zanardo, Luke Achterstraat and Stacey Miers for a three-year term to 30 June 2025;

- (R) Council endorse the revised Terms of Reference – Housing For All Working Group as shown at Attachment E to the subject memorandum;
- (S) authority be delegated to the Chief Executive Officer, in consultation with the Lord Mayor and Councillors, to appoint two additional members (Shelter NSW and Tenants Union representatives) to the Housing For All Working Group for a three-year term to 30 June 2025;
- (T) Council endorse the appointment of the following members of the Multicultural Advisory Panel: Afeeya Akhand, Kris Balakrishnan, Bill Yan, Mary Karras, Annette Kalczynska, Darren Kong, Bilquis Ghani, Limin Mao, Samantha Sukkarieh, Nickie Flambouras and Binette Diop for a three-year term to 30 June 2025;
- (U) Council endorse the revised Terms of Reference - Multicultural Advisory Panel as shown at Attachment F to the subject memorandum;
- (V) Council endorse the reappointment of the following members of the Public Art Advisory Panel: Felicity Fenner (Chair); Tony Albert; Judith Blackall; Lisa Havilah; Professor Richard Johnson; Janet Laurence and Anne Loxley for a further two-year term to 30 June 2024;
- (W) Council endorse the reappointment of Felicity Fenner as Chair and Anne Loxley as Deputy Chair of the Public Art Advisory Panel for a further term of two years to 30 June 2024;
- (X) Council endorse the appointment of Louise Zhang as a new member of the Public Art Advisory Panel for a two-year term to 30 June 2024;
- (Y) Council endorse the revised Terms of Reference - Public Art Advisory Panel, as shown at Attachment G to the subject memorandum; and
- (Z) authority be delegated to the Chief Executive Officer, in consultation with the Lord Mayor, to appoint an additional member and any new members of the Public Art Advisory Panel within the two year term should the need arise.

MONICA BARONE

Chief Executive Officer

Attachments

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| Attachment A. | Revised Terms of Reference - Business, Economic Development and Covid Recovery Advisory Panel |
| Attachment B. | Revised Terms of Reference – Cultural and Creative Sector Advisory Panel |
| Attachment C. | Revised Terms of Reference - Design Advisory Panel |
| Attachment D. | Revised Terms of Reference - Design Advisory Panel Residential Sub-Committee |

- Attachment E.** Revised Terms of Reference – Housing For All Working Group
- Attachment F.** Revised Terms of Reference – Multicultural Advisory Panel
- Attachment G.** Revised Terms of Reference - Public Art Advisory Panel

Attachment A

**Revised Terms of Reference
Business, Economic Development and
Covid Recovery Advisory Panel**



CITY OF SYDNEY

**BUSINESS, ECONOMIC DEVELOPMENT AND COVID RECOVERY
ADVISORY PANEL**

TERMS OF REFERENCE

Adopted:

Document owner: Director, Strategic Development and Engagement

Document author: Executive Manager Strategy & Communications

Review date: December 2025

Trim Reference: 2022/078530

Date of last review:

CITY OF SYDNEY

BUSINESS, ECONOMIC DEVELOPMENT AND COVID RECOVERY ADVISORY PANEL

TERMS OF REFERENCE

1. Purpose

The primary role of the Business, Economic Development and Covid Recovery Advisory Panel (the advisory panel) is to provide high-level independent expert advice to the City of Sydney (the City) on the implementation of the City of Sydney Sustainable Sydney 2030-2050 vision through the actions of the City of Sydney Economic Strategy Discussion Paper.

The strategy will set the pathway for the City of Sydney's contribution over the medium term to a sustainable recovery of the City of Sydney local economy, particularly the Sydney CBD - NSW's most significant, but heavily impacted, economic centre in a post Covid-19 environment.

Collaborative effort and partnerships between public and private actors are central to recovery and achieving economic resilience and will be an important mechanism for delivery of the City of Sydney Economic Strategy. This requires engagement from:

- small to medium enterprises which have been disproportionately impacted by the pandemic, particularly in hospitality, culture, retail and tourism which are central to thriving visitor and night-time economies;
- large anchor institutions such as government, universities and big business who will play an important role in economic recovery, both through their own productivity and collectively through their local purchasing power; and
- actors in the innovation economy, particularly from the Tech Central innovation precinct, who will play a critical role in productivity rise, growth of knowledge-based jobs, active research and commercialisation, accelerating emerging growth sectors, particularly in the green economy and attracting investment and talent to Sydney.

This panel will provide an opportunity for the City of Sydney to proactively seek expert advice from representatives of these groups who are so key to real and sustained economic recovery.

2. Objectives

- Share knowledge and provide advice on the implementation of Council actions as outlined in the Economic Strategy, with particular focus on Sydney CBD recovery.
- Advise on partnerships that can enable collaborative action in priority areas such as:
 - restoring consumer confidence that the Sydney CBD is safe and open
 - rebuilding the visitor economy
 - supporting the creative industries
 - developing a vibrant 24-hour economy and nightlife
 - collective action to increase local procurement
 - fostering innovation as a driver of productivity and jobs growth
 - reducing inequality

- increasing diversity in the Sydney economy and
- fostering growth of the green economy
- Advocate to other government agencies, the private sector and relevant peak bodies on key priority economic issues.

3. Membership

The membership of the advisory panel will include a broad range of members who are highly recognised in relevant professional fields and who have demonstrated experience, seniority (CEO or equivalent) and knowledge of a range of economic areas such as trade and investment attraction, talent attraction, the innovation economy, green economy and sustainable finance, creative economy, community wealth building, the night time economy and the visitor economy.

Membership consists of up to sixteen (16) members including:

Member Representatives

- Up to eight senior (CEO or equivalent) representatives from the local business sector, including First Nations businesses and small business; and
- Up to eight senior (CEO or equivalent) representatives from research, academic or peak body organisations with relevant knowledge and expertise

Nominees consists of up to four (4) people including:

Nominees

- Up to two State Agency representatives relevant to the economic development of Sydney;
- two elected representatives, comprising the Lord Mayor (or delegate) and one City of Sydney Councillor.

Members may be individuals or appointed as a representative of an organisation, body or agency.

Meetings will not be open to the public and will occur in business hours.

We encourage all applicants, including Aboriginal and Torres Strait Islander people, Australian South Sea Islander people, people with disability, LGBTIQ and culturally diverse communities to nominate for these groups.

The City will provide reasonable adjustments for individuals with disability throughout the nomination process. If you identify as a person with disability and require adjustments to the application, selection and/or assessment process, please use the contact details listed for each group or call 02 9265 9333 and indicate your preferred method of communication (email or phone).

4. Panel Selection Process

Representatives

The call for nominations for representatives from business, research, academic and peak body organisations are advised that applications will be assessed according to the following selection criteria:

Selection Criteria

- A requirement for representatives to live, work or study in Metropolitan Sydney;
- A statement of purpose by the representatives, that is, their reason for applying; and
- A list of the skills, knowledge and/or experience they will bring to the advisory panel

Following the call for representatives, applications for the advisory panel group will be

assessed against the selection criteria by a panel comprising City of Sydney officers.

The City's Chief Executive Officer will make the decision on representative appointments. Applicants will be advised in writing of the outcome of their nomination.

Nominees

Other members will be nominated by their respective agency.

5. Term

The Advisory Panel will be convened for a three-year period.

Members will be appointed for a term up to three years. Members may be eligible for re-appointment for a further three-year term.

Regardless of the date of appointment, the first term of the Panel will end in December 2025.

6. Meeting operation and protocol

The advisory panel will meet approximately four times a year, or as need requires, on dates to be set out in advance for each year. Each meeting will be approximately 1.5 hours duration.

The City of Sydney will provide secretariat services, including the preparation of meeting papers and minutes. Advisory panel comments will be recorded in the meeting minutes, prepared by City staff and agreed to by advisory panel members. All agendas will be issued at least three days prior to the relevant meeting and minutes will be circulate to all members and City of Sydney Councillors.

Members must act lawfully, professionally, with honour and integrity. Information accessed, discussed, received, used in the advisory panel meetings is confidential unless the panel resolves otherwise. The City of Sydney, by resolution of Council, may terminate member's term for breaching these requirements, or Terms of Reference.

A member who has a pecuniary interest in a matter being considered at a meeting must disclose the existence and nature of the interest. A member having disclosed a pecuniary interest must not partake in any discussion or decision related to that interest.

A member who has a non-pecuniary interest in a matter being considered at a meeting must disclose the existence and nature of the interest if the member could be influenced, or perceived to be influenced by the non-pecuniary interest. A member having disclosed a non-pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

Key City staff will attend meetings as observers or specialist advisors.

This advisory panel is specifically an opportunity for input and engagement. It is not constituted as a committee of Council under the Local Government Act 1993, nor a sub-committee of the Central Sydney Planning Committee under the City of Sydney Act 1988. It does not take on any of the statutory roles of those bodies. All members of the advisory panel are required to comply with all obligations under the City of Sydney Code of Conduct when participating in any activities associated with the advisory panel.

The advisory panel is not an executive panel and is not authorised to undertake work on behalf of the City of Sydney or any other organisation represented at the advisory panel.

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

7. Chair & co-chair

The Business, Economic Development and Covid Recovery Advisory Panel will be chaired by a member and elected for a one-year term by panel members at the first meeting of each calendar year.

Members will be invited to nominate themselves or another member for the position of Chair or Co-Chair. Panel members will then vote on nominees for the position of Chair.

After the initial one-year term, the Chair will act as Co-Chair for a further one-year term. The Co-Chair will provide support to the new Chair as required.

During the inaugural term, a Co-Chair will also be elected for a one-year term. If the position of Chair becomes vacant for any reason, the panel members will vote to either elect another existing member to be the Chair until the end of the calendar year, or continue to the end of the term without replacing the panel member.

City of Sydney Council staff and elected representatives do not have voting rights for selection of Chair and Co-Chair.

8. Collaboration with other committees and levels of government

The advisory panel will engage, connect and collaborate with other relevant groups and/or committees as required. This will include, but not be limited to, groups and/or committees formed by other levels of government, such as the 24-hour Economy Advisory Group convened by the NSW Government.

9. Payment

The City may pay Panel members, other than Councillors, a sitting fee of no more than \$300 for each meeting they attend. Government, peak bodies and large business representatives may be asked to opt out.

Panel members may be reimbursed out-of-pocket expenses incurred by attending the advisory panel meetings such as payment for transport expenses.

Where applicable, panel meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.

Attachment B

**Revised Terms of Reference
Cultural and Creative Sector
Advisory Panel**

CITY OF SYDNEY

CULTURAL AND CREATIVE SECTOR ADVISORY PANEL

TERMS OF REFERENCE

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Date of last review:

City of Sydney Cultural and Creative Sector Advisory Panel

Terms of Reference 2022

1. Purpose

The purpose of the Cultural and Creative Sector Advisory Panel will be to provide strategic advice on making space for culture and focus on addressing the loss of creative employment floor space in Sydney which is a critical issue that has been exacerbated by the pandemic.

The Panel will help set the pathway for the City's contribution over the medium term to cultural infrastructure programs and sustainable recovery of the City's creative and cultural life including:

- providing advice on the development and implementation of the Sustainable Sydney 2030 – 2050 and City of Sydney Creative City Cultural Policy;
- advising the City on the communication, consultation and collaboration with creative sector and property sector stakeholders;
- providing strategic advice pertaining to the retention and development of new creative employment space in Sydney;
- advising the City on its own creative infrastructure programs including defining optimal spatial needs and determining what is affordable;
- providing input as to how we value the creative sector in relation to the property sector and how we embed creative space in the planning process; and
- advocating on behalf of the cultural sector for increased visibility and strategic importance of creative employment lands and creative floorspace.

2. Limitation of authority

The Cultural and Creative Sector Advisory Panel is an advisory body to the City of Sydney Local Government Authority. The Cultural and Creative Sector Advisory Panel is not an executive body and does not have the authority to:

- expend money on behalf of Council;
- undertake any work on behalf of the City of Sydney;
- commit the Council to any arrangement;
- consider any matter outside its specific reference;
- direct Council officers in the performance of their duties; or
- represent the Council in any communication with the public or media without the permission of the City of Sydney.

3. Membership

The membership of the Cultural and Creative Sector Advisory Panel will include a broad range of members who are highly recognised in relevant professional fields and who have

demonstrated experience and knowledge in the arts and cultural sector, creative space management, the property sector, urban planning and regulation. Such people may include practitioners, business owners and people with related specialist expertise.

Membership of the Cultural and Creative Sector Advisory Panel consists of up to 20 members, and may consist of less than 15 members, including representatives from the following sectors:

- performing arts (3)
- festivals and events (1)
- music (1)
- creative production (1)
- film (1)
- visual arts (2)
- literature (1)
- creative space management (2)
- property sector (2)
- urban planning and development (2)
- building and regulation (2)
- two elected representatives, comprising the Lord Mayor (or delegate) and one City of Sydney Councillor.

Key City staff will attend meetings as observers or specialist advisors.

We encourage all applicants, including Aboriginal and Torres Strait Islander people, Australian South Sea Islander people, people with disability, LGBTIQ+ and people from culturally diverse communities to nominate for these groups.

The City will provide reasonable adjustments for individuals with disability throughout the nomination process. If you identify as a person with disability and require adjustments to the application, selection and/or assessment process, please use the contact details listed for each group or call 02 9265 9333 and indicate your preferred method of communication (email or phone).

4. Term

The Advisory Panel will be convened for a three-year period.

Members will be appointed for a term up to three years.

Members may be eligible for re-appointment for a further three-year term.

Regardless of the date of appointment, the first term of the Panel will end in December 2025.

A person ceases to be a panel member if they:

- resign;
- are absent from two consecutive meetings without notification; or
- fail to comply with these terms of reference.

Any member may resign by giving written notification to the City. The Chief Executive Officer may then appoint a new member in consultation with the panel, or the panel may choose to continue to the end of the current term without replacing the panel member.

5. Recruitment

Every three years a call for nominations will be advertised and promoted to relevant groups and organisations via media, community networks, stakeholders and organisations.

The call for nominations will advise that applications will be assessed according to the selection criteria.

6. Selection and selection criteria

An internal assessment of applicants will be undertaken by a panel of City of Sydney staff against the following selection criteria.

Panel members must:

- live, work or study in the City of Sydney Local Government Area;
- have relevant skills or experience in the relevant sector;
- provide a statement outlining the reasons they want to sit on the panel; and
- provide a list of the skills, knowledge and experience they will bring to the panel in service of the local community.

All applicants must be prepared to attend an interview as part of the selection process and, if successful, an induction session prior to the inaugural meeting.

7. Appointment

All Cultural and Creative Sector Advisory panel members, with the exception of the Councillor representative will be appointed by the Chief Executive Officer of the City of Sydney and ratified by Council.

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

The Councillor representative will be determined by Council. Their appointment is not governed by these terms of reference.

8. Chair and co-chair

The Cultural and Creative Sector Advisory Panel will be chaired by a member and elected for a one-year term by panel members at the first meeting of each calendar year.

Members will be invited to nominate themselves or another member for the position of Chair or Co-Chair. Panel members will then vote on nominees for the position of Chair.

After the initial one-year term, the Chair will act as Co-Chair for a further one-year term. The Co-Chair will provide support to the new Chair as required.

During the inaugural term, a Co-Chair will also be elected for a one-year term.

If the position of Chair becomes vacant for any reason, the panel members will vote to either elect another existing member to be the Chair until the end of the calendar year, or continue to the end of the term without replacing the panel member.

City of Sydney Council staff and elected representatives do not have voting rights for selection of Chair and Co-Chair.

9. Meeting administration and protocol

The City will provide administrative support including:

- scheduling meetings of the Cultural and Creative Sector Advisory Panel with at least two weeks' written notice to all members;
- compiling and circulating agenda and relevant documents to all members;
- taking and distributing minutes that include attendance, declaration of interest and meeting resolutions;
- coordinating other meeting arrangements including accessibility of meeting procedure and materials; and
- reporting on progress to Council and the community.

The Cultural and Creative Sector Advisory Panel will meet approximately four times each year on dates and at places to be set out in advance for each year.

The quorum of a meeting of the panel will be a simple majority. No business of the Cultural and Creative Sector Advisory Panel will be considered unless a quorum is present. If, within half an hour from the time appointed for the meeting a quorum is not present, the meeting will be dissolved.

If the Chair is not present within ten minutes after the time appointed for the meeting, the Co-Chair will chair the meeting.

Questions arising at any meeting of the Cultural and Creative Sector Advisory Panel will be decided by a simple majority of the votes of members. City staff and elected representatives have no voting right.

Members and the Chair or Co-Chair can suggest additional agenda items during the meeting, provided that these items do not contravene the objectives stated in these Terms of Reference and if time allows.

10. Code of Conduct and Conflicts of Interest

Members must act lawfully, professionally, with honour and integrity. Information accessed, discussed, received, used in the Cultural and Creative Sector Advisory Panel meetings is confidential unless the panel resolves otherwise. The City of Sydney, by resolution of Council, may terminate a Cultural and Creative Sector Advisory Panel member's term for breaching these requirements, or Terms of Reference.

A member who has a pecuniary interest in matter being considered at a meeting must disclose the existence and nature of the interest. A member having disclosed a pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

A member who has a non-pecuniary interest in a matter being considered at a meeting of the Cultural and Creative Sector Advisory Panel must disclose the existence and nature of the interest if the member could be influenced, or perceived to be influenced by the non-pecuniary interest. A member having disclosed a non-pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

11. Working parties

The Cultural and Creative Sector Advisory Panel has the capacity to establish time-limited working parties to address specific issues and projects.

The Panel may invite relevant Council and community members to be part of these working groups to provide additional expertise where required.

12. Reporting and review

The City will report to Council on each meeting of the Cultural and Creative Sector Advisory Panel meeting via a CEO Update within three weeks' of the meeting.

The key activities of the Cultural and Creative Sector Advisory Panel will be reported in the City's annual report.

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 Cultural and Creative Advisory Panel and then approved by Council.

13. Payment

The City may pay Panel members, other than Councillors, a sitting fee of no more than \$300 for each meeting they attend. Government, peak bodies and large business representatives may be asked to opt out.

Panel members may be reimbursed out-of-pocket expenses incurred by attending the advisory panel meetings such as payment for transport expenses.

Where applicable, panel meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.

Attachment C

**Revised Terms of Reference
Design Advisory Panel**

Terms of Reference Design Advisory Panel

1. Purpose

- 1.1 The Design Advisory Panel (the Advisory Panel) has been established to provide officers of the City of Sydney Council (the City) with high level independent expert advice and expertise on urban design, architecture, landscape architecture, heritage, art, and sustainability. The advice is to inform the assessment by Council officers of development applications with a view to promoting the delivery of world class urban design, architecture and sustainable and inclusive design in Sydney's buildings and public spaces. The advice is to inform the assessment process. It is not the purpose of the Advisory Panel to have a role in the process of determining development applications by elected representatives of Council.
- 1.2 These terms of reference set out the rules that members of the Panel must follow.
-

2. Advice to the City

2.1 Scope

The Advisory Panel will, from time to time, be requested by the City to provide advice in relation to the matters referred to in 1.1 above, including:

- (a) significant urban design, architecture and landscape architecture projects intended to be undertaken by the City;
- (b) significant urban design, architecture and landscape architecture projects intended to be undertaken by the private sector;
- (c) development applications and projects that may have a significant public domain, public interest, heritage impact and/ or foreshore impact;
- (d) the Sustainable Sydney 2030-2050 projects, particularly regarding the future of the City's urban design and public domain quality;
- (e) the development and implementation of the City's planning and public domain policies as they affect urban design, architecture and landscape architecture;
- (f) how the City's public and private projects can achieve the City's stated environmental commitments and design excellence;
- (g) the procurement of design services;
- (h) the Central Sydney Planning Strategy and the City's planning controls including Local Environmental Plans and Development Control Plans.

2.2 Reference to Certain Material

The Advisory Panel will make recommendations and provide advice to the City on the matters referred to it having regard to the material forwarded to it in each case, and in every case having regard to the City's adopted policies including the City's:

- (a) Sustainable Sydney 2030-2050. Continuing the Vision;
- (b) Local Environment Plans and Development Control Plans;
- (c) Corporate and Strategic Plans;
- (d) Contract Policies;
- (e) Public Domain Policies;
- (f) Public Art Policies;
- (g) Environmental Management Plans;
- (h) Access Policies.

2.3 Panel provides advice only - No Delegation of Power of functions

- (a) The Advisory Panel is legally constituted pursuant to individual contracts between the City and its members to supply advisory services to the City.
- (b) It is not a Council Committee established under the Local Government Act.
- (c) It has no power or authority, whether by delegation, agency or otherwise, to exercise any function, right, duty or power of the City, whether under a statute or other law, as a landowner or in any other capacity.

3. Members

3.1 The City will seek to engage Advisory Panel members who are highly recognised in their profession and who:

- (a) have demonstrated experience and knowledge of urban design, architecture, landscape architecture, sustainable design and the arts;
- (b) possess the relevant skills and experience to provide independent expert advice.

Terms of Reference Design Advisory Panel

- 3.2 The City will seek to engage individuals so that the Advisory Panel will consist of at least three and not more than ten permanent members.
 - 3.3 Permanent members will be engaged for an initial term of two years and reviewed subsequently every two years.
 - 3.4 If a permanent member resigns from the Advisory Panel, the City may appoint a replacement member who has similar expertise and skills. The appointment may be made by the Chief Executive Officer, in consultation with the Lord Mayor, based on recommendations made by the Design Director in consultation with the Director City Planning, Development and Transport.
 - 3.5 Panel members will be paid for one hour of preparation and review time and sitting fees for attending the Panel meetings in accordance with their individual contracts.
-

4. Chairperson

- 4.1 The City will nominate and appoint a chairperson of the Advisory Panel for an initial term of two years and reviewed subsequently every two years.
 - 4.2 If the position of chairperson becomes vacant by reason that the Chairperson resigns from the position by written notice to the City, the City will appoint another chairperson. The new chairperson may be an existing or new member of the Advisory Panel.
 - 4.3 The Chairperson or their nominated representative from the Advisory Panel will accept appointment to the City's Public Art Advisory Committee.
 - 4.4 The Deputy Chair will replace the Chairperson when they are not available at meetings. If both the Chairperson and the Deputy Chair are unavailable, the Chair will nominate another Advisory Panel member to chair the meeting in advance.
-

5. Conduct and Disclosures

- 5.1 Members must act lawfully and with honour, integrity and professionalism and comply with the City's Code of Conduct.
- 5.2 Without limiting 5.1, Panel members who have a pecuniary or non-pecuniary interest in any matter with which the Advisory Panel is concerned, must disclose the nature of the interest as soon as practicable.
- 5.3 A Panel member who has a pecuniary interest or a significant non-pecuniary interest in a matter with which the Advisory Panel is concerned, must not be present at any meeting of the Advisory Panel at which the matter is being discussed or considered. A significant non-pecuniary interest generally relates to interests of close family relations, close business or friendships or strong affiliations with an organisation, sporting body or club.
- 5.4 A member who has a non-pecuniary interest in a matter with which the panel is concerned where the interest is not significant and does not present a conflict of interest must declare the interest to the meeting and advise the meeting why it is not significant and why it therefore does not present a conflict of interests.

- 5.5 A disclosure about a pecuniary or non-pecuniary interest must be recorded in the minutes of the meeting.
-

6. Meeting Procedures

- 6.1 The Advisory Panel will meet at such place and time as notified to the Panel members by the City. It is expected that it will meet approximately ten times a year on dates and at places to be set out in advance for each year.
- 6.2 The City may call an extraordinary meeting of the Advisory Panel with at least three days written notice to all members.
- 6.3 The Chairperson will preside as Chairperson at every meeting of the Advisory Panel, unless they are unavailable, in which case, clause 4.4 applies.
- 6.4 If the Chairperson is not present within ten minutes after the time appointed for the meeting, the Panel members may choose one of their number to be Chair for the purpose of the meeting.
- 6.5 Councillors and staff of the City may attend the meetings as observers.
- 6.6 The City will take minutes of the Advisory Panel meetings. The minutes will include the following:
- (a) a statement of the status and purpose of the meeting
 - (b) attendance;
 - (c) apologies;
 - (d) declarations of interest;
 - (e) a record of all recommendations made by the Advisory Panel.

Terms of Reference Design Advisory Panel

- 6.7 Meeting minutes will be reviewed and approved for circulation to the Panel members by the Panel Chair. The City will circulate minutes to all Panel members and all Panel members must confirm the accuracy of the minutes.
- 6.8 The meeting agendas are approved by the Design Director in consultation with the Director of City Planning, Development and Transport.

7. Consideration by the Panel and Providing Advice

- 7.1 Individual Panel members may be engaged by Council to provide advice to Council staff on specific projects and are required to report back to the full Panel on their review. The Panel may also recommend that individual Panel members review specific projects and report back to the full Advisory Panel.
- 7.2 The approved meeting minutes are the report of the Advisory Panel.
- 7.3 Meeting minutes will include Advice Sheets on specific projects reviewed by the Panel. Advice sheets will be made available to the City and to relevant proponents. Summaries of the advice provided by the Panel in relation to particular applications may be included in Council reports.

8. Review

- 8.1 The terms of reference and operation of the Advisory Panel may be reviewed by the City from time to time and will be reviewed after an initial term of two years.

Attachment D

**Revised Terms of Reference
Design Advisory Panel
Residential Sub-Committee**

Terms of Reference Design Advisory Panel Residential Subcommittee

1. Purpose

- 1.1 The City of Sydney has established a Residential Subcommittee to the existing Design Advisory Panel, to provide high level independent expert advice and expertise on urban design, architecture, landscape architecture and sustainability for SEPP 65 and similar residential applications. This advice will assist the City of Sydney in its promotion and delivery of high-quality built environments and design excellence. The Subcommittee will support and supplement the existing City of Sydney Design Advisory Panel.

2. Advice to the City

2.1 Scope

The Design Advisory Panel Residential Subcommittee (the Subcommittee) will be required to provide high-level independent advice and expertise on matters relating to urban design, architecture, landscape architecture, heritage and sustainability including:

- (a) Development Applications for SEPP 65 applications, multi-unit housing projects, mixed use developments, student housing, boarding houses and other development proposed under the Affordable Rental Housing SEPP (except where a Design excellence Competition has been held for the project).
- (b) Pre-lodgement applications for SEPP 65 applications, multi-unit housing projects and mixed-use developments (except where a Design excellence Competition has been held for the project).
- (c) Any other development application where council staff are of the opinion that the assessment would benefit from referral to the Subcommittee.

Note - section 96 applications to modify an approval where the Design Advisory Panel provided advice will not be referred to the subcommittee for review (except where significant changes are proposed).

Terms of Reference
Design Advisory Panel Residential Subcommittee

2.2 Reference to material

The Subcommittee will make recommendations and provide advice to the City on matters referred to it, having regard to the material forwarded to it in each case.

2.3 Subcommittee provide advice only – no delegation or power of functions

The Subcommittee is an advisory panel and is not a committee of or established by the City of Sydney. It has no power or authority, whether by delegation, agency or otherwise to exercise any function, right, duty or power of the Council, whether under a statute or other law, as a landowner, or in any other capacity. Opinions of the Subcommittee are advisory only and do not have any determinative weight in relation to the assessment of an application. The Subcommittee will supplement the existing Design Advisory Panel.

3. Members

- 3.1 The City will seek to appoint members who are highly recognised in the design profession and who have demonstrated experience and knowledge of urban design, architecture, landscape architecture, heritage, sustainable design, SEPP 65 and the Apartment Design Guide.
- 3.2 The Design Advisory Panel Residential Subcommittee will consist of four (4) members at any one time. At least one, and not more than two members will be sitting members of the Council Design Advisory Panel. The remaining subcommittee members will be drawn from a pool on a rotating basis.
- 3.3 The City will appoint a pool of members who are highly recognised in their profession and have extensive expertise, experience, and design achievement in multi-unit residential architecture, SEPP 65 and similar developments. Sitting members of the Subcommittee will be selected from the pool on a rotating basis.
- 3.4 Rotating selection from the pool of subcommittee members will allow the subcommittee to be constituted to include expertise for particular matters if required (e.g. ensuring at least one sitting member has heritage expertise when reviewing an application with heritage implications).
- 3.5 Members were engaged for an initial term of three years. Terms will be reviewed every two years.
- 3.6 If a member resigns from the Subcommittee, the City may appoint a replacement member who has similar skills and experience. The appointment may be made by the Chief Executive officer, based on recommendations made by the Director City Planning, Development and Transport.
- 3.7 Members of the Subcommittee will be paid sitting fees for attending the panel meetings and provision of other advice (including site inspections and pre-reading).
- 3.8 Subcommittee members are expected to invoice Council for days worked in a timely manner.

4. Chairperson

- 4.1 A Panel Chair will be appointed by the Director City Planning, Development and Transport. The member appointed as the Panel Chair will chair the meeting, and review/signoff meeting minutes.
-

5. Conduct and Disclosures

- 5.1 Members must act lawfully and with honour, integrity and professionalism and comply with the City's Code of Conduct.
- 5.2 Members who have a pecuniary or non-pecuniary interest in any matter which the Panel is asked to review, must disclose the nature of the interest as soon as practicable.
- 5.3 A member who has a pecuniary interest or significant non-pecuniary interest in a matter with which the panel is concerned must not be present at any meeting of the panel at which the matter is being discussed or considered. A significant non-pecuniary interest generally relates to close family relations, close business or friendships or strong associations with an organisation, sporting body or club.
- 5.4 A member who has a non-pecuniary interest in the matter with which the panel is concerned where the interest is not significant and does not present a conflict of interest must declare the interest at the meeting and advise the meeting why it is not significant and why it therefore does not present a conflict of interest.
- 5.5 A disclosure about a pecuniary or non-pecuniary interest must be recorded in the minutes of the meeting.
-

6. Meeting Procedures

- 6.1 The Subcommittee will meet at such place and time as notified to the members by the City. It is expected that the Subcommittee will meet monthly during ordinary business hours. However, depending on circumstances and needs, the number and frequency of meetings may change.
- 6.2 Panel meetings will ordinarily be scheduled for a full day (10.00am to 4.30pm). Shorter meetings will occur in the event there is not a full agenda.
- 6.3 One hour maximum will be allocated to each item on the agenda.
- 6.4 Each hour time slot will generally be structured as follows:
- (a) Assessment planner/urban designer to provide a brief overview of the key issues with the DA (10 minutes)

Terms of Reference
Design Advisory Panel Residential Subcommittee

- (b) At the applicant's request, the applicants representative and/or architect may present to the subcommittee (30 minutes)
 - (c) Applicant leaves the meeting and the panel deliberate the matter with planning staff/urban design staff (20 minutes).
- 6.5 The meeting agendas are to be approved by the Director City Planning, Development and Transport. The agenda and supporting documentation will be circulated to the members of the subcommittee 7 days prior to the panel meeting. The 7 day period will provide subcommittee members with sufficient time to inspect the sites and review the documentation prior to the meeting commencing.
- 6.6 Staff of the City of Sydney may attend the Subcommittee meetings as observers.
- 6.7 The relevant staff member will be responsible for drafting the minutes of the meeting, which will be provided to the Subcommittee Chair for signoff prior to circulation.
- 6.8 The minutes are to include the following:
- (a) A statement of the status and purpose of the meeting;
 - (b) Attendance and apologies;
 - (c) Declarations of interest;
 - (d) History of the application and a record of all previous recommendations made by the Design Review Panel/subcommittee.
 - (e) Summary of recommendations
- 6.9 The minutes are to be finalised within 7 days of the meeting being held.

7. Consideration by the Subcommittee and Providing Advice

- 7.1 Individual Subcommittee members may be engaged by Council to provide advice to Council staff on specific projects and are required to report back to the Subcommittee on their review. The Subcommittee may also recommend a member reviews a specific project and reports back to the panel.
- 7.2 The minutes of each Subcommittee meeting will be made available to council staff, the applicants, and Councillors, and will be included in development assessment reports and any reports provided to the Council's Planning Committee, Local Planning Panel and Central Sydney Planning Committee.

8. Review

- 8.1 The Terms of Reference and operation of the Design Advisory Panel Residential Subcommittee may be reviewed by the City from time to time and will be reviewed after the initial term of three years.

Attachment E

**Revised Terms of Reference
Housing For All Working Group**



CITY OF SYDNEY

HOUSING FOR ALL WORKING GROUP

TERMS OF REFERENCE

Adopted:

Owner: Social Strategy Manager

Chief Operating Officer

Review date:

Trim Reference: 2022/069433

CITY OF SYDNEY

HOUSING FOR ALL WORKING GROUP

TERMS OF REFERENCE

1. Purpose

The primary role of the Housing for All Working Group (the working group) is to bring together industry leaders and experts to share knowledge and provide strategic, expert advice and guidance to the City of Sydney (the City) on the development of agreed strategies and initiatives to increase the supply of affordable and diverse housing (including social housing) within the City of Sydney Local Government Area.

Sydney remains Australia's least affordable city. The decline in housing affordability and the inability of everyday people to access affordable and diverse housing is having an increasingly detrimental impact on socio-economic diversity, which underpins the city's rich social fabric.

Affordable and diverse housing supports a well-functioning city. For people on lower incomes it provides a critical alternative to private market housing, providing some opportunity to live in the city. It also acts as a release valve to social housing, easing the pressure on demand for an already undersupplied market.

Providing affordable and diverse housing is a key focus of the City of Sydney's long-term vision for a City for All. The working group will work collaboratively to identify opportunities and develop solutions to address this complex issue for our community.

2. Objective

- Share knowledge, provide advice and establish partnerships that create opportunities to increase affordable and diverse housing in the City of Sydney Local Government Area.
- Support and guide the implementation of initiatives and actions within the City's Housing for All: City of Sydney Local Housing Strategy.
- Advise Council on affordable housing strategies, actions and opportunities.
- Review innovative housing solutions that facilitate and promote new affordable and diverse housing projects and support services.
- Advocate to other government agencies, the private sector and relevant peak bodies on key affordable and diverse housing issues.
- Collaborate with key representatives and stakeholders from across the affordable and diverse housing sector, relevant community organisations and peak bodies.
- Identify opportunities for affordable and diverse housing projects and initiatives that are Aboriginal and Torres Strait Islander led and support vulnerable groups.
- Provide insights and guidance to Council on best practice, innovative housing models, highlight market trends and community impacts, and identify opportunities for sustainable and accessible affordable and diverse housing options where relevant.

3. Working Group Membership

The membership of the working group will include a broad range of stakeholders and organisations active within the affordable and diverse housing sector and peak bodies and agencies that represent the interests of the City's diverse communities.

Membership consists of up to ten (13) members including:

Representatives

- Up to four representatives from the Community Housing Provider (CHP) sector (currently or previously) or housing peak bodies;
- Up to two community representatives who live in and/or access affordable and diverse housing;
- Up to two representatives from research (or similar) organisations and industry. Including those (currently or previously) with relevant knowledge and expertise on affordable and diverse housing issues, including culturally appropriate housing and universal housing design;
- Up to 1 representative from the not-for-profit or philanthropic sector.

Nominees

- Up to two State Agency representatives relevant to affordable and diverse housing, including funding bodies;
- Two elected representatives, comprising the Lord Mayor (or delegate) and one City of Sydney Councillor.

The working group will be chaired by a City of Sydney Councillor, being determined by Council and their appointment is not governed by these terms of reference.

Members may be individuals or appointed as a representative of an organisation, body or agency.

Aboriginal and Torres Strait Islander housing groups, or peak bodies will be actively encouraged to apply. At least one member of the Working Group will identify as an Aboriginal or Torres Strait Islander and be an advocate for Aboriginal community needs.

Meetings will not be open to the public.

4. Working Group Selection Process

Representatives

The call for nominations for representatives from business, research, academic and peak body organisations are advised that applications will be assessed according to the following selection criteria:

Selection Criteria

- A requirement for nominees to live, work or study in or near the City of Sydney's Local Government Area;
- A statement of purpose by the nominee, that is, their reason for nominating; and
- A list of the skills, knowledge and/or experience they will bring to the working group in affordable and diverse housing.

Following the call for representatives, applications for the working group will be assessed against the selection criteria by a panel comprising City of Sydney officers.

The City's Chief Executive Officer will make the decision on representative appointments. Applicants will be advised in writing of the outcome of their nomination.

Nominees

Other members will be nominated by their respective agency.

We encourage all applicants, including Aboriginal and Torres Strait Islander people, Australian South Sea Islander people, people with disability, LGBTIQ+ people and people from culturally diverse communities to apply.

The City will provide reasonable adjustments for individuals with disability throughout the nomination process. If you identify as a person with disability and require adjustments to the application, selection and/or assessment process, please use the contact details listed for each group or call 02 9265 9333 and indicate your preferred method of communication (email or phone).

5. Term

The working group will be convened for a three-year period.

Members will be appointed for a term up to three years. Members may be eligible for re-appointment for a further three-year term.

Regardless of the date of appointment, the first term of the working group will end in December 2025.

6. Meeting operation and protocol

The working group will meet approximately four times a year, or as need requires, on dates to be set out in advance for each year. Each meeting will be approximately 1.5 hours duration.

The City will provide secretariat services, including the preparation of meeting papers and minutes. Working group comments will be recorded in the meeting minutes, prepared by City staff and agreed to by working group members. All agendas will be listed in the Councillor Diary and minutes will be circulate to all Councillors by way of CEO Update.

All comments provided by the working group will be formally responded to by City staff through minutes and meetings.

A member who has a pecuniary interest in a matter being considered at a meeting must disclose the existence and nature of the interest. A member having disclosed a pecuniary interest must not partake in any discussion or decision related to that interest.

A member who has a non-pecuniary interest in a matter being considered at a meeting must disclose the existence and nature of the interest if the member could be influenced, or perceived to be influenced by the non-pecuniary interest. A member having disclosed a non-pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

Key City staff will attend meetings as observers or specialist advisors.

This working group is specifically an opportunity for input and engagement. It is not constituted as a committee of Council under the Local Government Act 1993, nor a sub-committee of the Central Sydney Planning Committee under the City of Sydney Act 1988. It does not take on any of the statutory roles of those bodies. All members of the working group are required to comply with all obligations under the City of Sydney Code of Conduct when participating in any activities associated with the working group.

From time to time participants in the working group may receive confidential information. Where confidential information is provided to the working group it will be clearly identified. Participants in the working group must maintain the confidentiality of any confidential information provided to them as part of their participation in the group.

The working group is not an executive panel and is not authorised to undertake work on behalf of the City of Sydney or any other organisation represented at the working group.

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

Members who attend meetings as individuals and do not represent an organisation or agency, for example community members or individual experts, will be paid a fee for each meeting they attend. An attendance register will be kept for all meetings for reimbursement purposes.

7. Collaboration with other committees and levels of government

The working group will engage, connect and collaborate with other relevant working groups and/or committees as required. This will include, but not be limited to, groups and/or committees formed by other levels of government and the Resilient Sydney Affordable Housing Steering Committee. Specifically, the working group will complement the role and work of the Resilient Sydney Affordable Housing Steering Committee and seek to support key projects and initiatives where appropriate.

8. Payment

The City may pay Working Group members, other than Councillors, a sitting fee of no more than \$300 for each meeting they attend. Government, peak bodies and large business representatives may be asked to opt out.

Working Group members may be reimbursed out-of-pocket expenses incurred by attending the working group meetings such as payment for transport expenses.

Where applicable, working group meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.

Attachment F

**Revised Terms of Reference
Multicultural Advisory Panel**

CITY OF SYDNEY

MULTICULTURAL ADVISORY PANEL

TERMS OF REFERENCE

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City of Sydney Multicultural Advisory Panel

Terms of Reference

1. Purpose

The Primary role of the Multicultural Advisory Panel is to provide advice on policies and operations of the City of Sydney in relation to matters of importance to culturally diverse communities, including:

- advising Council on the makeup of diverse cultural groups and populations living in the City of Sydney's Local Government Area and the needs and desires of people within those groups;
- advising Council on the development and implementation of Sustainable Sydney 2030-2050 and other relevant plans as they are adopted by Council, including supporting the communication, delivery and review of the City's community engagement plan and strategy;
- promoting an increased knowledge and understanding of diverse cultures and society in the wider community and facilitating partnerships that nurture cultural diversity, capacity building, and increased community connections;
- advising Council on appropriate methods of communication to diverse cultural groups and populations, including regarding City of Sydney strategies and policies, and of events and programs produced and delivered by the City of Sydney;
- providing input to policy development, planning and advice to Council across all areas where there is likely to be an impact on multicultural communities, including multicultural businesses and economic development; and
- advocating on behalf of culturally diverse communities, including strategies to combat racism and discrimination, and promoting greater understanding and appreciation of multiculturalism.

2. Limitation of authority

The Multicultural Advisory Panel is an advisory body to the City of Sydney Local Government Authority. The Multicultural Advisory Panel is not an executive body and does not have the authority to:

- expend money on behalf of Council;
- undertake any work on behalf of the City of Sydney;
- commit the Council to any arrangement;
- consider any matter outside its specific reference;
- direct Council officers in the performance of their duties; or
- represent the Council in any communication with the public or media without the permission of the City of Sydney.

3. Membership

Membership of the Multicultural Advisory Panel consists of up to 13 members including:

- two NSW Government organisation representatives;
- four multicultural organisation representatives;
- two representatives (one each) of universities in the local government area;
- three community members; and
- two elected representatives, comprising the Lord Mayor (or delegate) and one City of Sydney Councillor.

Key City staff will attend meetings as observers or specialist advisors.

We encourage all applicants, including Aboriginal and Torres Strait Islander people, Australian South Sea Islander people, people with disability, LGBTIQ+ and people from culturally diverse communities to nominate for these groups.

The City will provide reasonable adjustments for individuals with disability throughout the nomination process. If you identify as a person with disability and require adjustments to the application, selection and/or assessment process, please use the contact details listed for each group or call 02 9265 9333 and indicate your preferred method of communication (email or phone).

4. Term

The Advisory Panel will be convened for a three-year period. Members will be appointed for a term up to three years. Members may be eligible for reappointment for a further three-year term.

Regardless of the date of appointment, the first term of the Panel will end in December 2025.

A person ceases to be a panel member if they:

- resign;
- are absent from two consecutive meetings without notification; or
- fail to comply with these terms of reference.

Any member may resign by giving written notification to the City. The Chief Executive Officer may then appoint a new member in consultation with the panel, or the panel may choose to continue to the end of the current term without replacing the panel member.

5. Recruitment

Every three years a call for nominations will be advertised and promoted to relevant groups and organisations via media, community networks, stakeholders and organisations.

The call for nominations will advise that applications will be assessed according to the selection criteria.

6. Selection and selection criteria

An internal assessment of applicants will be undertaken by a panel of City of Sydney staff against the following selection criteria.

Panel members must:

- live, work or study in the City of Sydney Local Government Area;
- have relevant skills or experience in multicultural policy development and implementation;
- a relevant cultural background;
- provide a statement outlining the reasons they want to sit on the panel; and
- provide a list of the skills, knowledge and experience they will bring to the panel in service of the local community.

All applicants must be prepared to attend an interview as part of the selection process and, if successful, an induction session prior to the inaugural meeting.

7. Appointment

All panel members, with the exception of the Councillor representative will be appointed by the Chief Executive Officer of the City of Sydney and ratified by Council.

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

The Councillor representative will be determined by Council. Their appointment is not governed by these terms of reference.

8. Chair and co-chair

The Multicultural Advisory Panel will be chaired by a member and elected for a one-year term by panel members at the first meeting of each calendar year.

Members will be invited to nominate themselves or another member for the position of Chair or Co-Chair. Panel members will then vote on nominees for the position of Chair.

After the initial one-year term, the Chair will act as Co-Chair for a further one-year term. The Co-Chair will provide support to the new Chair as required.

During the inaugural term, a Co-Chair will also be elected for a one-year term.

If the position of Chair becomes vacant for any reason, the panel members will vote to either elect another existing member to be the Chair until the end of the calendar year, or continue to the end of the term without replacing the panel member.

City of Sydney Council staff and elected representatives do not have voting rights for selection of Chair and Co-Chair.

9. Meeting administration and protocol

The City will provide administrative support including:

- scheduling meetings of the Multicultural Advisory Panel with at least two weeks' written notice to all members;
- compiling and circulating agenda and relevant documents to all members;
- taking and distributing minutes that include attendance, declaration of interest and meeting resolutions;
- coordinating other meeting arrangements including accessibility of meeting procedure and materials; and
- reporting on progress to Council and the community.

The Multicultural Advisory Panel will meet approximately four times each year on dates and at places to be set out in advance for each year.

The quorum of a meeting of the panel will be a simple majority. No business of the Multicultural Advisory Panel will be considered unless a quorum is present. If, within half an hour from the time appointed for the meeting a quorum is not present, the meeting will be dissolved.

If the Chair is not present within ten minutes after the time appointed for the meeting, the Co-Chair will chair the meeting.

Questions arising at any meeting of the Multicultural Advisory Panel will be decided by a simple majority of the votes of members. City staff and elected representatives have no voting right.

Members and the Chair or Co-Chair can suggest additional agenda items during the meeting, provided that these items do not contravene the objectives stated in these Terms of Reference and if time allows.

10. Code of Conduct and Conflicts of Interest

Members must act lawfully, professionally, with honour and integrity. Information accessed, discussed, received, used in the Multicultural Advisory Panel meetings is confidential unless the panel resolves otherwise. The City of Sydney, by resolution of Council, may terminate an Multicultural Advisory Panel member's term for breaching these requirements, or Terms of Reference.

A member who has a pecuniary interest in matter being considered at a meeting must disclose the existence and nature of the interest. A member having disclosed a pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

A member who has a non-pecuniary interest in a matter being considered at a meeting of the Multicultural Advisory Panel must disclose the existence and nature of the interest if the member could be influenced, or perceived to be influenced by the non-pecuniary interest. A member having disclosed a non-pecuniary interest must not be present at the meeting when the matter is being considered, discussed or voted on.

11. Working parties

The Multicultural Advisory Panel has the capacity to establish time-limited working parties to address specific issues and projects.

The Panel may invite relevant Council and community members to be part of these working groups to provide additional expertise where required.

12. Reporting and review

The City will report to Council on each meeting of the Multicultural Advisory Panel meeting via a CEO Update within three weeks' of the meeting.

The key activities of the Multicultural Advisory Panel will be reported in the City's annual report.

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 Multicultural Panel and then approved by Council

13. Payment

The City may pay Panel members, other than Councillors, a sitting fee of no more than \$300 for each meeting they attend. Government, peak bodies and large business representatives may be asked to opt out.

Panel members may be reimbursed out-of-pocket expenses incurred by attending the advisory panel meetings such as payment for transport expenses.

Where applicable, panel meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.

Attachment G

**Revised Terms of Reference
Public Art Advisory Panel**

TERMS OF REFERENCE

CITY OF SYDNEY PUBLIC ART ADVISORY PANEL

The Council of the City of Sydney

Town Hall House
456 Kent Street
SYDNEY NSW 2000

Reference: X002289.005

Revised May 2022

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TERMS OF REFERENCE

CITY OF SYDNEY PUBLIC ART ADVISORY PANEL

1. Purpose

- 1.1 The Public Art Advisory Panel (**the Advisory Panel**) has been established to provide strategic, independent, expert advice, insights and guidance to the City of Sydney (**the City**) on best practice in public art matters.
- 1.2 These terms of reference set out the rules that members of the Panel must follow, membership and the operation of the Advisory Panel.

2. Advice to the City

- 2.1 The Public Art Advisory Panel will advise and assist the City (as necessary) in relation to the matters referred to in 1.1 above and including:
 - (a) the implementation of the City's Public Art Strategy;
 - (b) the selection and commissioning of new works and the deaccession of existing works;
 - (c) the assessment of public art proposals in private developments;
 - (d) requests, gifts, bequests and plaques proposed by the public;
 - (e) the development of a master plan for public art;
 - (f) communication and community engagement processes for public art; and
 - (g) any other relevant matter as directed by the Council or the Chief Executive Officer (CEO).
- 2.2 The Advisory Panel will make recommendations and provide advice to the City on the matters outlined in 2.1 having regard to the City's adopted policies including:
 - (a) Sustainable Sydney 2030-2050 – Continuing the Vision
 - (b) Public Art Policies;
 - (c) Creative City Cultural Policy and Action Plan;
 - (d) Contract Policies; and
 - (d) Public Domain Policies
 - (e)
- 2.3 The Advisory Panel will engage, connect and collaborate with other relevant City Panels, Working Groups and/or Committees as required.
- 2.4 The Advisory Panel provides advice only - No delegation of Power of functions:

- (a) The Advisory Panel is legally constituted pursuant to individual contracts between the City and its members to supply advisory services to the City;
- (b) It is not a Council Committee established under the Local Government Act;
- (c) It has no power or authority, whether by delegation, agency or otherwise to exercise any function, right, duty or power of the City, whether under statute or other law, as a landowner or in any other capacity.
- (d) As the Panel is advisory and decisions are non-binding, a quorum is not required

3. Members

- 3.1 The City will seek to engage individuals who are highly recognised in their profession and who:
 - (a) have a demonstrated interest in and knowledge of public art matters; and
 - (b) possess the relevant skills and experience to provide strategic, independent expert advice, insights and guidance on public art matters.
- 3.2 The Advisory Panel will consist of at least five and not more than nine members.
- 3.3 Members will be engaged for an initial term of two years and reviewed subsequently every two years.
- 3.4 A person ceases to be a panel member if they:
 - resign; or
 - fail to comply with these terms of reference.
- 3.5 Members may resign by giving written notification to the City.
- 3.6 The CEO in consultation with the Lord Mayor will appoint a new member if required. Recommendations on the appointments will be made by the City Architect/ Executive Manager City Design and Public Art in consultation with the Chief Operating Officer. This will be based on a skill and cultural diversity assessment of the existing panel.
- 3.5 If a member resigns from the Advisory Panel during the initial term, the CEO may appoint a replacement member who has similar expertise and skills.
- 3.6 If a public art project requires local knowledge or specific expertise, the CEO may appoint a temporary member to the Advisory Panel for that purpose. A temporary member will have equal voting rights and be remunerated at the same rate as existing Panel members.

4. Chairperson and Deputy Chairperson

- 4.1 The City will nominate and appoint a Chairperson and a Deputy Chairperson of the Advisory Panel for an initial term of two years and reviewed subsequently every two years.
- 4.2 If the position of Chairperson becomes vacant for any reason, the CEO will appoint another Chairperson. The new Chairperson may be an existing or new member of the Advisory Panel.
- 4.3 The Chairperson or their nominated representative from the panel will accept appointment to the City's Design Advisory Panel.
- 4.4 The Deputy Chairperson will replace the Chairperson when they are not available at meetings. If both the Chairperson and Deputy Chairperson are unavailable, the Chairperson will nominate another Advisory Panel member to chair the meeting in advance.

5. Conduct and Disclosure

- 5.1 Members must act lawfully and with honour, integrity and professionalism and comply with the City's Code of Conduct.
- 5.2 Without limiting 5.1 a member who has a pecuniary or non-pecuniary interest in any matter with which the Advisory Panel is concerned must disclose the existence and nature of the interest as soon as practicable.
- 5.3 A member who has a pecuniary interest in a matter with which the Advisory Panel is concerned must not be present at any meeting of the Advisory Panel at which the matter is being discussed, considered or voted on.
- 5.4 A member who has a significant non-pecuniary interest in a matter with which the Advisory Panel is concerned must disclose the existence and nature of the interest if the member could be influenced, or a reasonable person would perceive that the member could be influenced, by the non-pecuniary interest. A member having disclosed a significant non-pecuniary interest must not be present at any meeting of the Advisory Panel at which the matter is being discussed, considered or voted on. A significant non-pecuniary interest generally relates to interests of close family relations, close business or friendships or strong affiliations with an organisation, sporting body or club.
- 5.5 A member who has a non-pecuniary interest where the interest is not significant and does not present a conflict of interest must declare the interest to the meeting and advise the meeting why it is not significant and why it therefore does not present a conflict of interest.
- 5.6 A disclosure about any pecuniary or non-pecuniary interests must be recorded in the minutes of the meeting.

6. Meeting Procedure

- 6.1 The Advisory Panel will meet at such place and time as notified to the Members by the City. It is expected that it will meet approximately ten times a year on dates and at places to be set out in advance for each year.
- 6.2 The City may call an extraordinary meeting of the Advisory Panel with at least three days written notice to all members.
- 6.3 Councilors and staff of the City may attend the meetings as observers or specialist advisors.
- 6.4 Questions arising at any meeting of the Advisory Panel will be decided by a simple majority of the votes of the members (including permanent and temporary members). If there are equal votes, the Chairperson of the meeting will have the casting vote.
- 6.5 The Chairperson will preside as Chairperson at every meeting of the Advisory Panel unless they are unavailable, in which case, clause 4.4 applies.
- 6.6 If the Chairperson or Deputy Chairperson is not present within ten minutes after the time appointed for the meeting, the members (including permanent and temporary members) may choose one of their number to be chairperson for the purpose of the meeting.
- 6.7 City officers will attend meetings of the Advisory Panel to take minutes and observe the meetings. City officers will have no voting rights.
- 6.8 City officers will take minutes of the Advisory Panel meetings. The minutes will include (without limitation) the following:
 - (a) attendance;
 - (b) apologies;
 - (c) declarations of interest;
 - (d) delegations of authority; and
 - (e) a record of all recommendations made by the Advisory Panel.
- 6.9 The City will circulate minutes to all members present within seven days of the meeting and all members must confirm the accuracy of the minutes within a further seven days.

7. Consideration by the Panel and Providing Advice

- 7.1 The Advisory Panel will provide a written report on any matter as directed by the City.
- 7.2 Individual Panel members may be engaged by the City to provide advice to City staff on specific projects and are required to report back to the full Panel on their review. The Panel may also recommend a member reviews a specific project and reports back to the full Advisory Panel.

- 7.3 The approved meeting minutes are the report of the Advisory Panel.
- 7.4 The approved meeting minutes include advice sheets on specific projects reviewed by the Advisory Panel. Advice sheets will be made available to the City and to relevant proponents.
- 7.5 Summaries of advice provided by the Advisory Panel in relation to particular applications may be included in Council reports.

. Review

- 8.1 The terms of reference of the Advisory Panel will be reviewed every two years.

9 Remuneration

- 9.1 Panel members will be paid sitting fees for attending the Panel meetings. Government, peak bodies and large business representatives may be asked to opt out.