

Item 4.1**City of Sydney Advisory Panels and Working Group – Updated Terms of Reference****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.

On 27 June 2022, Council endorsed the appointment of advisory panel and working group members, endorsed Terms of Reference for the advisory panels and working group and requested that amendments be made to all Terms of Reference to include that advocacy is to be in alignment with the City's policies, strategies and operational plans and that management of conflicts of interest be more explicitly and consistently referenced across all Terms of Reference.

In accordance with the Council resolution, the requested updates have been made to the Terms of Reference to include that advocacy is to be in alignment with the City's policies, strategies and operational plans and to make explicit Code of Conduct and conflict of interest requirements. Administrative updates have also been made for clarity and to promote consistency (where practicable) across the panels, noting that the Terms of Reference now all use the updated City template. Council is required to endorse these updates to the Terms of Reference.

Meetings of the new advisory panels and working group will commence in September 2022.

This memorandum seeks Council endorsement of the updated Terms of Reference and requests that authority be delegated to the Chief Executive Officer to make minor amendments to the above Terms of Reference, in consultation with the relevant advisory panel or working group.

Recommendation

It is resolved that:

- (A) Council endorse the updated Terms of Reference - Business, Economic Development and Covid Recovery Advisory Panel as shown at Attachment A to the subject memorandum;
- (B) Council endorse the updated Terms of Reference – Cultural and Creative Sector Advisory Panel as shown at Attachment B to the subject memorandum;
- (C) Council endorse the updated Terms of Reference – Housing For All Working Group as shown at Attachment C to the subject memorandum;

- (D) Council endorse the updated Terms of Reference - Multicultural Advisory Panel as shown at Attachment D to the subject memorandum;
- (E) authority be delegated to the Chief Executive Officer to make minor amendments to the above Terms of Reference, in consultation with the relevant panel of working group and to correct any drafting errors and finalise design, artwork and accessible formats for publication.

MONICA BARONE

Chief Executive Officer

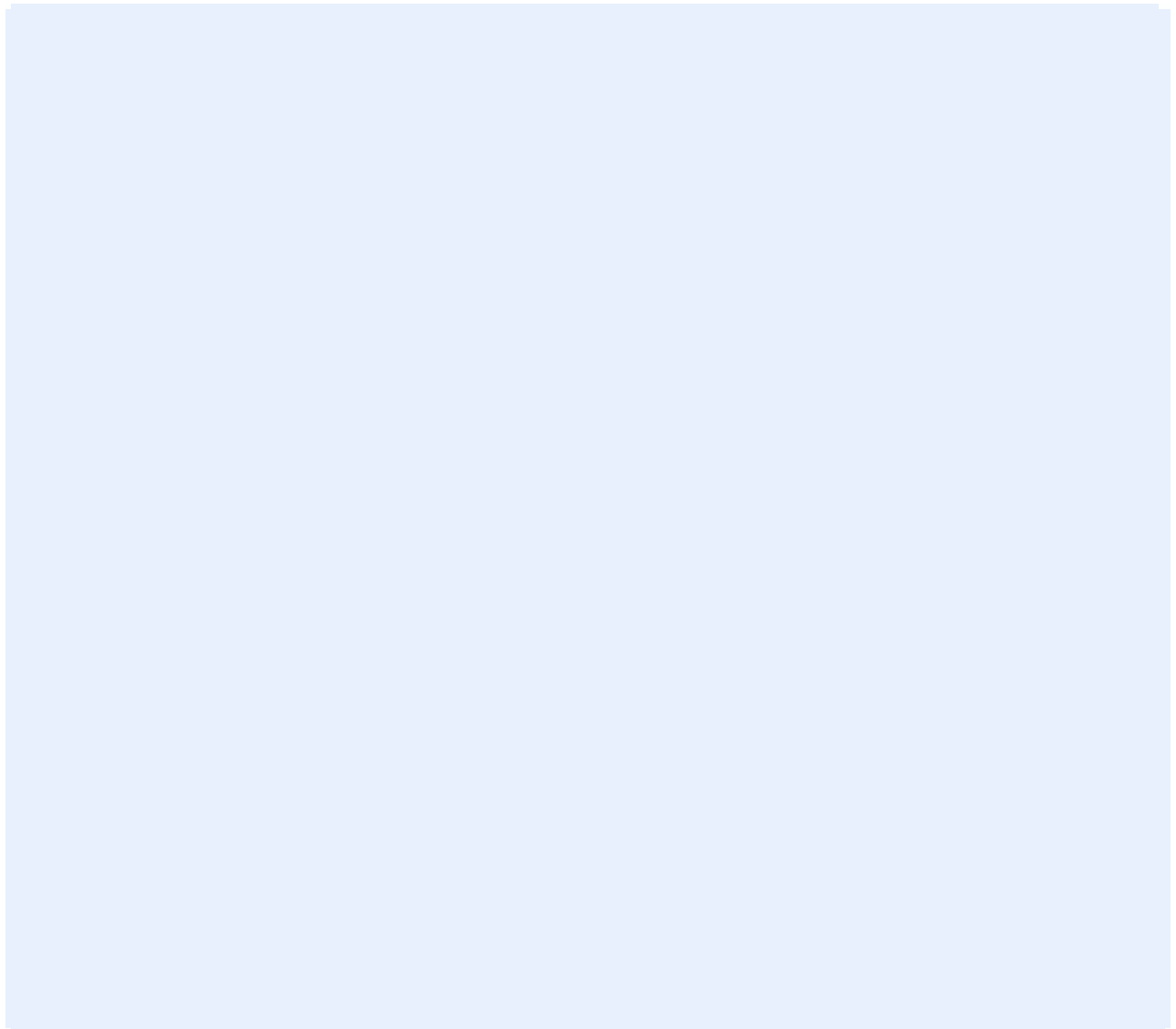
Attachments

- Attachment A.** Updated Terms of Reference - Business, Economic Development and Covid Recovery Advisory Panel
- Attachment B.** Updated Terms of Reference – Cultural and Creative Sector Advisory Panel
- Attachment C.** Updated Terms of Reference – Housing For All Working Group
- Attachment D.** Updated Terms of Reference – Multicultural Advisory Panel

Attachment A

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

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



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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 Sustainable Sydney 2030-2050 Continuing the Vision and 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.

The Panel's advice must be in alignment with the City's policies, strategies and operational plans.

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 twenty (20) members including:

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

Key City staff will attend meetings as observers or specialist advisors. Non-member attendees do not have voting rights.

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, LGBTIQA+ 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

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.

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 Administration 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.

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. Code of Conduct and Conflicts of Interest

Members of the Business, Economic Development and Covid Recovery Advisory Panel must comply with the City's Code of Conduct in their capacity as a Panel member.

Members must act lawfully, professionally, ethically and with integrity.

Information accessed, discussed, received and used in the Business, Economic Development and Covid Recovery Advisory Panel meetings is confidential unless the panel resolves otherwise. The City of Sydney, by resolution of Council, may terminate a Business, Economic Development and Covid Recovery Advisory Panel member's term for breaching these requirements, or Terms of Reference.

Conflicts of interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.

In addition, where members are engaged as City contractors or consultants, outside their work on the Advisory Panel but for work that pertains to an item on the Advisory Panel agenda, the member shall not participate in any discussion, decision-making or voting on that item.

8. Chair and Co-Chair

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

Panel 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.

9. 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.

10. 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.

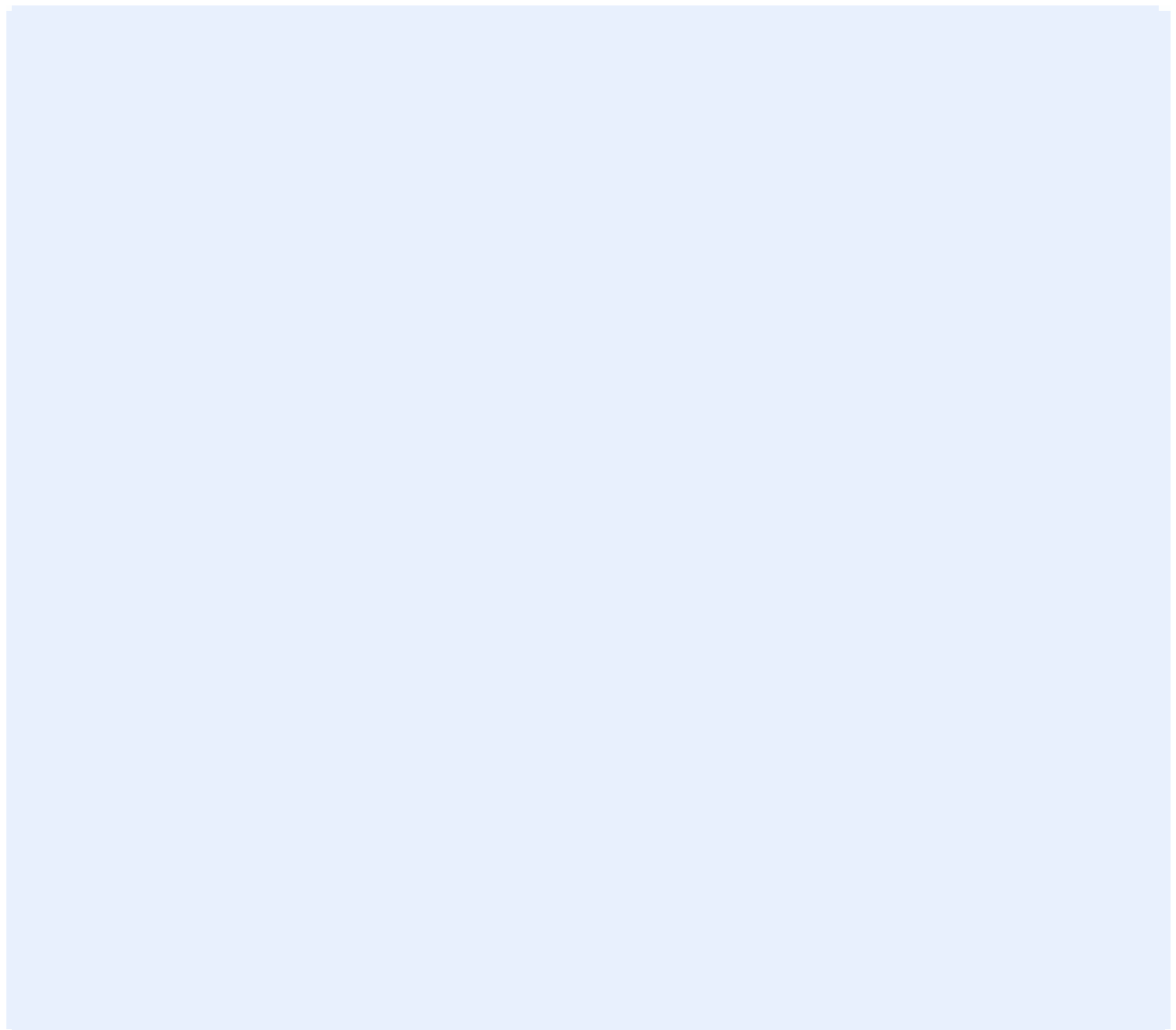
Where applicable, panel meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.



Attachment B

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

Cultural and Creative Sector Advisory Panel Terms of Reference



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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 implementation of Sustainable Sydney 2030-2050 Continuing the Vision and the 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.

The Panel's advice must be in alignment with the City's policies, strategies and operational plans.

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, including representatives from the following sectors:

- performing arts (3)
- festivals and events (1)
- music (1)
- creative production (1)
- film (1)
- visual arts (1)
- 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. Non-member attendees do not have voting rights.

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:

Cultural and Creative Sector Advisory Panel Terms of Reference

- 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 who will be 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.

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.

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 of the Cultural and Creative Sector Advisory Panel must comply with the City's Code of Conduct in their capacity as Panel member.

Members must act lawfully, professionally, ethically and with integrity.

Information accessed, discussed, received and 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.

Conflicts of interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.

In addition, where members are engaged as City contractors or consultants, outside their work on the Advisory Panel but for work that pertains to an item on the Advisory Panel agenda, the member shall not participate in any discussion, decision-making or voting on that item.

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 parties 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 the CEO Update.

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

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.

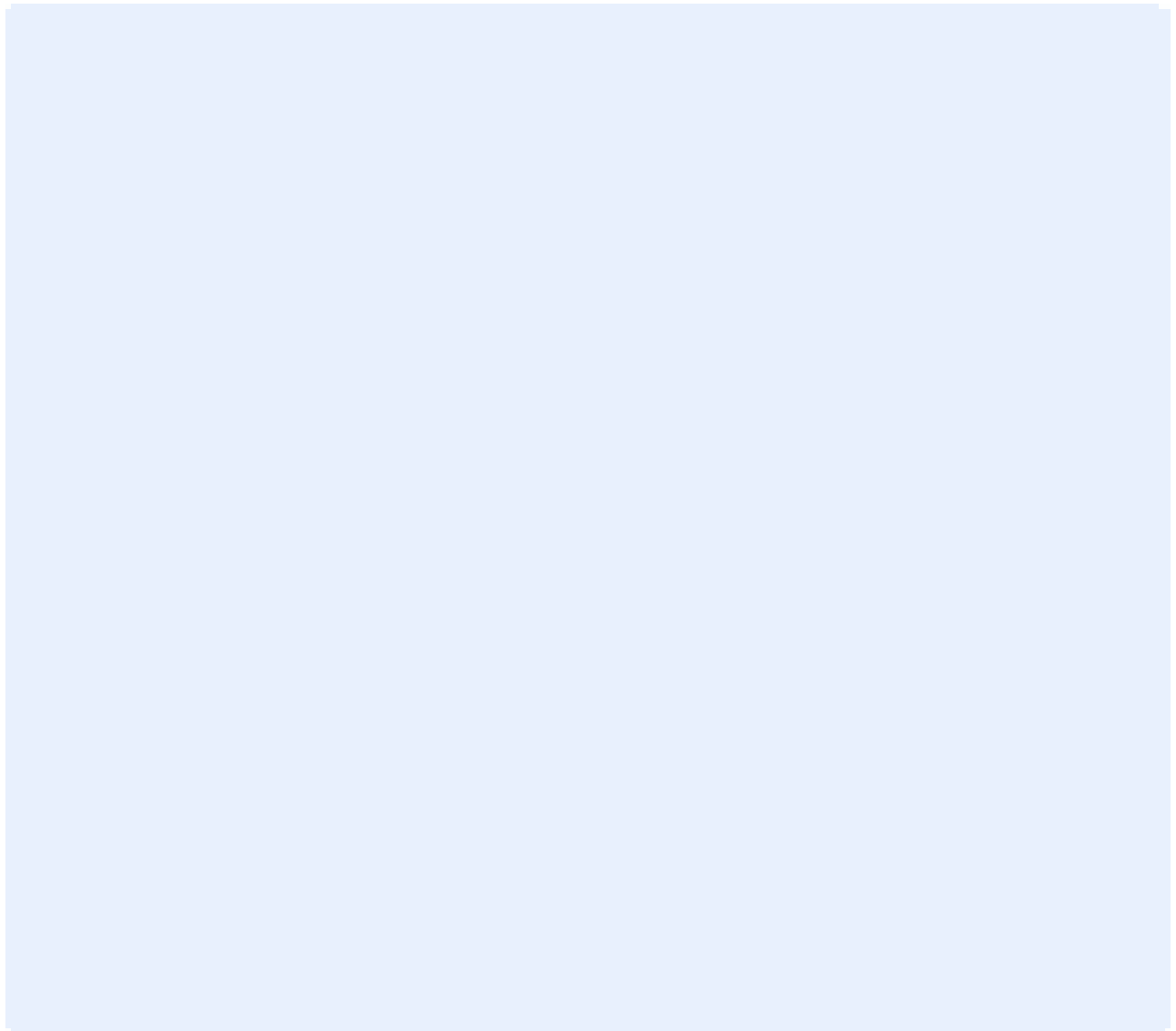
Where applicable, panel meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.



Attachment C

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

Housing For All Working Group Terms of Reference



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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.

The Working Group's advice must be in alignment with the City's policies, strategies and operational plans.

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 thirteen (13) members including:

- 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 one representative from the not-for-profit or philanthropic sector.
- 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.

Key City staff will attend meetings as observers or specialist advisors. Non-member attendees do not have voting rights.

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

The call for nominations for members 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.

Housing For All
Working Group
Terms of Reference

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.

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 Administration 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.

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 working group members may receive confidential information. Where confidential information is provided to the working group it will be clearly identified. Working group members 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.

Housing For All
Working Group
Terms of Reference

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. Code of Conduct and Conflicts of Interest

Members of the Housing For All Working Group must comply with the City's Code of Conduct in their capacity as a Working Group member.

Members must act lawfully, professionally, ethically and with integrity.

Information accessed, discussed, received and used in the Housing For All Working Group meetings is confidential unless the panel resolves otherwise. The City of Sydney, by resolution of Council, may terminate a Housing For All Working Group member's term for breaching these requirements, or Terms of Reference.

Conflicts of interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.

In addition, where members are engaged as City contractors or consultants, outside their work on the Working Group but for work that pertains to an item on the Working Group agenda, the member shall not participate in any discussion, decision-making or voting on that item.

8. 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.

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.

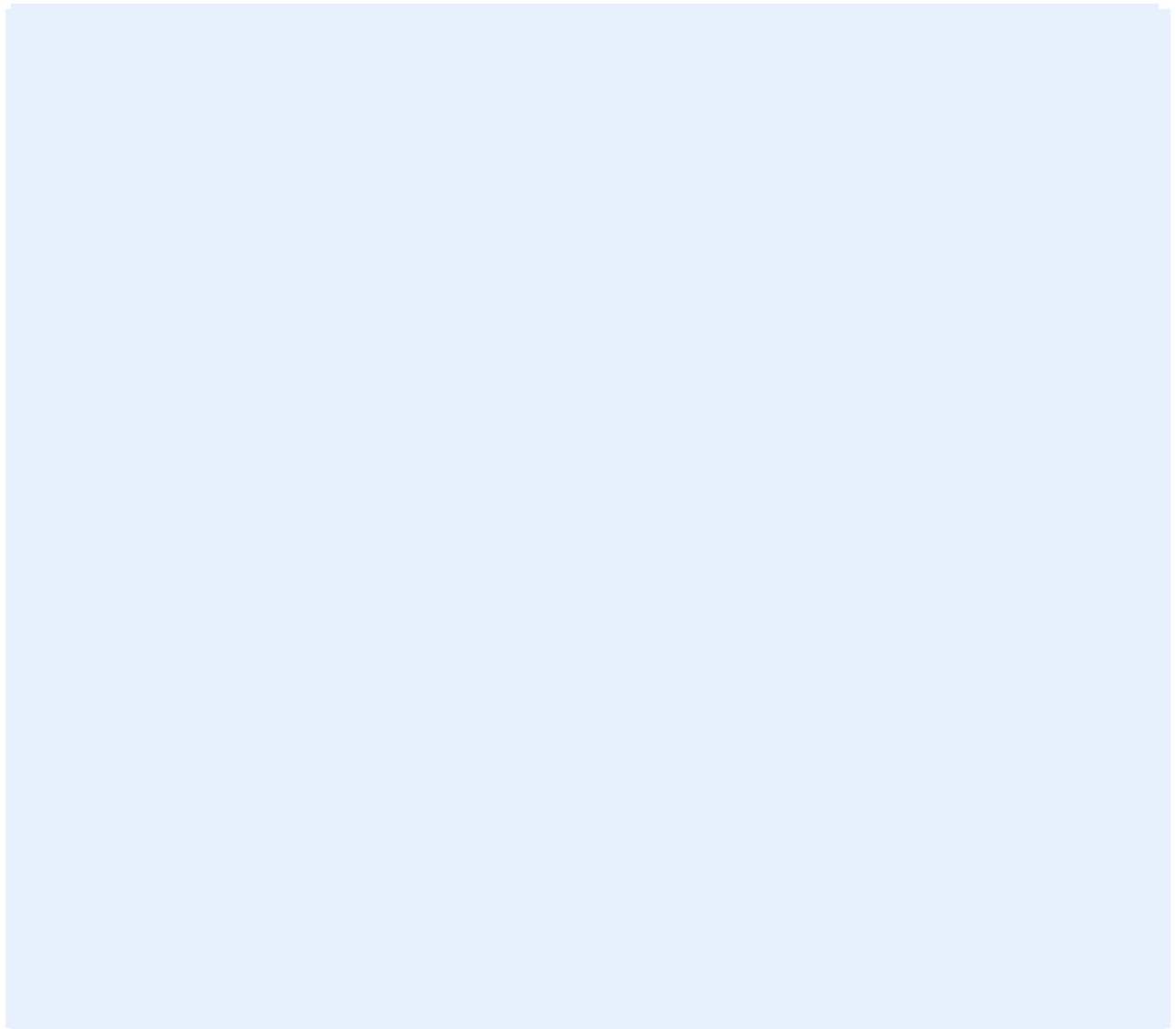
Where applicable, panel meetings will be provided with translators, printed material in alternative formats or languages and/or other accessibility services.



Attachment D

**Updated Terms of Reference
Multicultural Advisory Panel**

Multicultural Advisory Panel Terms of Reference



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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 implementation of Sustainable Sydney 2030-2050 Continuing the Vision 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.

The Panel's advice must be in alignment with the City's policies, strategies and operational plans.

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 thirteen (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. Non-member attendees do not have voting rights.

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 who will be 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.

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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.

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.

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 of the Multicultural Advisory Panel must comply with the City's Code of Conduct in their capacity as a Panel member.

Members must act lawfully, professionally, ethically and with integrity.

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

Conflicts of interest must be disclosed and managed in accordance with the Code of Conduct. It is each members responsibility to be aware of their obligations under the Code of Conduct for both pecuniary and non-pecuniary conflicts of interest.

In addition, where members are engaged as City contractors or consultants, outside their work on the Advisory Panel but for work that pertains to an item on the Advisory Panel agenda, the member shall not participate in any discussion, decision-making or voting on that item.

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 parties 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 the CEO Update.

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

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.

