

# **Attachment B**

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



**CITY OF SYDNEY**

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

**DRAFT TERMS OF REFERENCE**

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## CITY OF SYDNEY

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

#### DRAFT 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 2022.

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 twelve (12) members including:

#### ***Member Representatives***

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

#### ***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 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. 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 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 a Panel member fee of no more than \$300 for each meeting they attend, however, 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.