

Terms of Reference

Maroondah Business Advisory Committee

Background

The Maroondah Business Advisory Committee was established in 2017 to provide a framework for the collaborative sharing of local business intelligence, sector specific opportunities and challenges to enhance the role of Council's positive impact on local businesses.

Role of committee

The role of the Maroondah Business Advisory Committee (MBAC) will be to:

- 1 provide a formal link between Council and key stakeholders/business leaders in the economy
- 2 provide an opportunity for creative ideas, positive contributions and solutions to business issues affecting local businesses
- 3 provide strategic direction and feedback on local economic performance and industry specific challenges and opportunities
- 4 act as a sounding board for future Council funded proposals/projects
- 5 work with Council to develop submissions and comment on related Local, State and Federal Government policies, strategies and funding
- 6 provide feed-back and practical advice regarding additional ways in which the Council can engage with and further assist key sectors within the business community
- 7 as part of their responsibilities, committee members are expected to participate in and provide input to stakeholder engagement activities to the support the strategic activities of Council.

Membership

- **Councillors** - three (as appointed annually by Council)
- **Business** - a maximum of 10 business representatives
- **Maroondah Business Group** - one executive member

Contact us

Phone 1300 88 22 33 or 9298 4598 Fax 9298 4345

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- **Council officers**

- Chief Executive Officer
- Director People & Places
- Manager Business & Precincts
- Team Leader Business Support Programs and Engagement
- Administrative support.
- Other officers and guests to be in attendance depending on the issues for consideration.
- If members resign or Council is required to terminate membership of any Committee member, vacancies will be advertised on Council's website.
- The MBAC membership will consist of members from businesses located across the municipality of sizes and sectors that reflect the composition and diversity of the local economy. Membership will also seek to achieve balance across skill sets, relevant business experience.

Business representatives must be:

- 1 A local business owner, operator or manager located in the City of Maroondah
- 2 Willing to commit a minimum 10 hours per annum (four quarterly meetings) and 8 hours per annum for post meeting related activities
- 3 Willing to attend key business-related functions and events (eg BizWeek, Maroondah Business Excellence Awards)
- 4 Willing to act as an ambassador for MBAC and Council's business-related activities
- 5 Willing to participate in and provide input to stakeholder engagement activities to the support the strategic activities of Council.

Business representatives must have:

- 1 demonstrated business experience
- 2 an understanding of the key issues facing businesses in Maroondah and the Eastern Region
- 3 an understanding of the challenges and issues experienced by businesses within their industry
- 4 established networks and/or affiliations with peak industry associations
- 5 the ability to work collaboratively with other businesses, government and key stakeholders.

Proxies

No proxies are permitted for any Committee Member (unless otherwise approved by Council).

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Chair of committee

Tenure of membership

The appointment of Councillor representatives is conducted on an annual basis in accordance with Statutory Council meeting outcomes - usually held in November.

All other positions will be for an initial period of two years with the possibility of extension for a further two years.

Conflict of interest

In the event of a conflict of interest arising, a committee member will disclose the interest prior to the matter being considered. The Chair will determine if the member remains or leave the room whilst the matter is discussed.

Resignation or expulsion

Members of the MBAC may resign at any time in writing, attention to the Manager – Business & Precincts. Membership may be terminated for any of the following reasons:

- 1 The member's business (and/or employment) is no longer within the City of Maroondah.
- 2 Failure to attend two consecutive meetings without prior notice.
- 3 The member does not declare a conflict of interest, breaches confidentiality or exhibits behaviour unbecoming a member of this Committee.
- 4 The member expresses views on behalf of MBAC or Council.

Meetings

- 1 Meetings will be held four times per year for approximately two and a half hours. Separate sub-committees or working groups may be formed from time to time as issues arise.
- 2 Meetings shall not proceed without **50%** of business representatives in attendance.
- 3 The meeting cycle may be changed during the life of the Committee with a majority vote of the Committee.
- 4 Further Committee meetings may arise from time to time as issues dictate.
- 5 Members of the MBAC may be approached outside of the formal meeting cycle on an individual basis to provide further input into the development of programs or issues.
- 6 Meeting agendas will be set by the Manager – Business & Activity Centre Development, in consultation with the MBAC Chair. All members will be asked, at least six working days before the meeting, if they

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have any items for the agenda.

- 7 The agenda will be provided to the Committee not less than 48 hours before the time fixed for the next meeting.
- 8 Meetings are conducted in accordance with meeting procedure principles as prescribed by Maroondah City Council.
- 9 A record of all meetings will be undertaken and distributed to all members, two weeks prior to the next meeting.
- 10 No proxies are permitted for any Committee Member (unless otherwise approved by Council).

Record of proceedings

All meetings are to be minuted and such records are to be entitled a 'Record of Proceedings'. This reflects the legal status of the Committee in being an advisory body, providing advice on issues to Council.

The format of a 'Record of Proceedings'

- 1 Headers to display name of Committee and meeting date.
- 2 Footers to display page numbers.
- 3 At a minimum, the Agenda will include standard headings such as Apologies, Confirmation of Minutes, Declaration of Conflict of Interest and Discussion items.

Circulation of agenda items and record of proceedings

Agenda items and record of proceedings from previous meetings will be circulated to members prior to each meeting.

Agenda items should be provided at least one week prior to the meeting to the responsible Council officer to allow for consideration and comment.

Agendas will be circulated to all members of the Committee at least five working days prior to the meeting date.

The Record of Proceedings will be provisionally endorsed by the Chair of the Committee. Following this the Record of Proceedings will be tabled in an Ordinary Meeting of Council.

The Record of Proceedings will be ratified by the full Committee at the next Committee meeting.

Report to Council

The Committee will report to Council on an annual basis in relation to the work it has undertaken in the preceding 12 months.

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Voting rights

- 1 All Councillors have voting rights.
- 2 All Business representatives have voting rights
- 3 Council officers are to provide administrative support and technical advice to the Committee and do not have voting rights

Tenure of the Committee

The Committee is to have a tenure equating to the term of the current Council.

Terms of reference

The Terms of Reference of the Committee will be subject to review every four years at the commencement of a new Council term, or earlier if deemed necessary by either Council or the Committee.

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