

Terms of Reference

March 2024

Maroondah Business Advisory Committee

Background

The Maroondah Business Advisory Committee (the Committee) is one of seven Council Advisory Committees that provide advice, feedback and input to support the activities of Council in working towards the community vision outlined in *Maroondah 2040: Our future together*.

The 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

- Provide a formal link between Council and key stakeholders/business leaders in the economy
- Provide an opportunity for creative ideas, positive contributions and solutions to business issues affecting local businesses
- Provide strategic direction and feedback on local economic performance and industry specific challenges and opportunities
- Act as a sounding board for future Council funded proposals/projects
- Work with Council to develop submissions and comment on related Local, State and Federal Government policies, strategies and funding
- Provide feedback and practical advice regarding additional ways in which the Council can engage with and further assist key sectors within the business community
- 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.

Policy/Strategy Focus

The Committee will provide its input on a range of areas specific to business, the local economy and employment. It will also provide input to the actions that emerge from the strategic work.

Membership

The appointment of Councillor representatives is conducted on an annual basis in accordance with the Statutory Council meeting outcomes held in November for the forthcoming calendar year.

All community representatives will be appointed for an initial two (2) year term, with an option for a further two (2) year extension. Further two (2) year extensions of tenure for community representatives may potentially be considered, based on mutual agreement.

Recruitment to Committee positions will be undertaken every four (4) years, within twelve (12) months of a new Council term and during a Committee term as vacancies arise.

The Committee will consist of:

- **Councillors** - three (3) as appointed annually by Council
- **Business representatives** - maximum of 10 representatives
- **Maroondah Business Group** - one executive member
- **Chief Executive Officer**
- **Director People & Places**
- **Manager Business & Precincts**
- **Team Leader Business Support, Programs and Engagement**
- **Council Officers** - two ex-officio officers to provide administrative support and technical advice. Other Council officers may be in attendance depending on the issues for consideration.

Business representatives 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 along with relevant business experience.

The Committee may co-opt individuals as required for specific purposes.

A review of membership for an individual will be undertaken should members fail to adhere to the requirements of these Terms of Reference or not attend two (2) consecutive meetings over a 12-month period.

Business representatives are not able to nominate proxies to attend on their behalf.

As part of their responsibilities, Committee members may be invited to participate in and provide input to a range of stakeholder engagement activities to support strategic activities of Council throughout the Council term. This may include deliberative engagement activities of Council as required by the *Local Government Act 2020*.

Committee members may resign at any time, in writing to Council, attention to the Manager Business & Precincts.

Committee membership may be terminated by Council for any of the following reasons:

- The member's business (and/or employment) is no longer located within the City of Maroondah.
- Failure to attend two (2) consecutive Committee meetings without prior notice.

- The member does not declare a conflict of interest, breaches confidentiality or exhibits unacceptable behaviour.
- The member expresses unauthorised views in a public setting, made specifically on behalf of the Committee or Council.
- The member ceases to live in, work in, or have expertise relevant to the City of Maroondah.
- The member does not adhere to the Code of Conduct as outlined in these Terms of Reference.

Roles and Responsibilities

Chairperson

A Councillor will be appointed as the Chairperson for the Committee. This appointment will be reviewed on an annual basis in accordance with the annual review of Councillor Advisory Committee representation. The duties of the Chair are to chair meetings of the Committee and represent the Committee as required. This may include representing the Committee at any relevant events and acting as the signatory to formal Committee correspondence (e.g. advocacy letters).

Deputy Chairperson

A Councillor will also be appointed as the Deputy Chairperson for the Committee, to act as Chair should the Chairperson be unable to attend a meeting or unavailable to represent the Committee.

Other Roles

Role	Responsibilities
Councillor representatives	Councillor representatives, including those with Chairperson and Deputy Chairperson roles, are involved in developing the agenda for committee meetings, participating in committee discussions, considering feedback and recommendations of the committee, and reporting back to Council on activities of the Committee.
Business representatives	<p>These representatives are business owners, operators or managers located in the City of Maroondah. Their role is to bring their knowledge, experience and expertise to provide advice and input through advisory committee meetings and associated activities on issues and topics as relevant to the scope of the Committee.</p> <p>Business representatives act as ambassadors for the Committee and may be required to provide input to stakeholder engagement activities to the support the strategic activities of Council outside formal Committee meetings. Representatives should be willing to attend key business-related functions and events (e.g. BizWeek, Maroondah Business Excellence Awards).</p> <p>Business representatives must have:</p> <ul style="list-style-type: none"> • demonstrated business experience • an understanding of the key issues facing businesses in Maroondah and the Eastern Region

Role	Responsibilities
	<ul style="list-style-type: none"> • an understanding of the challenges and issues experienced by businesses within their industry • established networks and/or affiliations with peak industry associations • the ability to work collaboratively with other businesses, government and key stakeholders.
Council management representative/s	An identified Council management representative oversees Committee operations and is the formal point contact point for the Committee.
Council officer representative/s	Ex-officio Council officer representatives provide administrative and technical support to the operation and facilitation of the Committee. Guest Council officers may be invited to present and/or participate in committee meetings depending on the agenda.

Conflict of Interest

In the event of a conflict of interest arising, a Committee Member will disclose their interest prior to the matter being considered. The Chairperson will determine if the member should leave the room whilst the matter is discussed.

Code of Conduct

In performing the role of a Committee member, the member must:

- Act with integrity and honesty
- Treat others in a respectful manner
- Exercise reasonable care and diligence
- Not make improper use of their position
- Not make improper use of information acquired because of their position
- Not express any unauthorised views publicly on behalf of the Committee or Council.

Councillor representatives are to abide by the requirements of the Councillor Code of Conduct.

Meetings

- Meetings will be held four (4) times per year for approximately two and a half hours. Additional meetings may be held and/or separate sub-committees/working groups may be formed from time to

time as issues arise.

- Meetings shall not proceed without 50% of business representatives, and a minimum of one Councillor representative in attendance.
- The meeting cycle may be changed during the life of the Committee with a majority vote of the Committee.
- Members of the Committee may be approached outside of the formal meeting cycle on an individual basis to provide further input into the development of programs, projects or policy matters.
- Meeting Agendas will be set by the Manager Business & Precincts, in consultation with the Chairperson.
- Meeting Minutes will be reviewed and approved by the Manager Business & Precincts, in consultation with the Chairperson. Minutes of meetings will be noted and received at a Council Meeting and tabled for endorsement at the next possible advisory committee meeting.
- Committee members will have an opportunity to propose content during each calendar year to be considered for inclusion in the Agenda.
- Meetings are conducted in accordance with meeting procedure principles as prescribed by Council's Governance Rules.

Voting Rights

Committee members may be required to vote on procedural matters to reach a consensus. Voting does not extend to include any decision normally made by Council.

Council officers provide administrative support and technical advice to the Committee and do not have voting rights.

Committee Minutes

All meetings are to be formally minuted reflecting the role of the Committee as an advisory body, providing advice on issues to Council.

At a minimum, these Minutes are to include:

- The name of Committee
- The date, time and location of the meeting
- Attendees and apologies
- Confirmation of previous minutes
- Conflict of Interest disclosure
- Discussion Items
- Any recommendations from the Committee to Council.

Circulation of Agenda and Minutes

The Agenda and Minutes from previous meetings will be circulated to members at least five (5) working days prior to each meeting.

The Minutes will be provisionally endorsed by the Chair of the Committee and distributed to the Committee at least four (4) weeks after a meeting has taken place. The Minutes will be tabled at a forthcoming Ordinary Meeting of Council.

The Minutes will be endorsed by the Committee at the next 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 twelve (12) months.

Terms of Reference

The Terms of Reference will be subject to review and Committee endorsement every four (4) years, within twelve (12) months of a new Council term; or earlier if deemed necessary by either Council or the Committee.