



Local Business Advisory Committee Terms of Reference

1. Purpose

The purpose of the Local Business Advisory Committee is to provide advice to Council in relation to the growth of the Moorabool Shire economy and the generation of local employment opportunities through increased levels of investment and business development.

2. Objectives

The Committee is an Advisory Committee of Council with the following functions:

- a) Review and make recommendations for the on-going implementation of key documents such as the Economic Development Strategy;
- b) Identify issues impacting on the business community within Moorabool Shire;
- c) Discuss and inform Council decisions on key business strategies, projects and programs;
- d) Assist in understanding the challenges facing business both locally and within a regional context;
- e) Provide an opportunity for creative ideas, positive contributions and solutions to business issues impacting upon the economy;
- f) Participate in business events and training;
- g) Contribute to discussions and activities within meetings.

3. Definitions

- **Acting Chairperson** means a Councillor (appointed as a sub representative) or alternative Senior Council Officer/delegate, in the absence of the Chairperson.
- **Chairperson** means a Councillor or Senior Officer of Council Staff appointed to support the Committee.
- **Chief Executive Officer** means the Chief Executive Officer of Council.
- **Committee** means any Council created Advisory Committee.
- **Community Member** is a member of a Committee who is not a Councillor or a member of Council staff.

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- **Council** means Moorabool Shire Council.
- **Councillor** means a Councillor of Moorabool Shire Council.

4. Dates, Times and Places of Meetings

- 4.1 Times and dates of meetings of Advisory Committees shall be at the discretion of the Chairperson, after seeking the views of members of the Committee.
- 4.2 The Advisory Committees will hold a minimum of five meetings over the period February – November inclusive. Additional meetings throughout the period will be subject to the approval of the Chairperson.
- 4.3 Meetings shall be held at the Council Chambers, 15 Stead Street Ballan, the Darley Civic and Community Hub, 182 Halletts Way Darley or an appropriate alternative location.
- 4.4 An agenda for meetings held, will be delivered to each Committee member at least 48 hours prior to the date of each meeting

5. Membership and Attendance

5.1 Appointments to Committees

- a) Council shall undertake an expression of interest process calling for community members, where an Advisory Committee is to be established.
- b) The following criteria shall apply for the selection of members:
 - i) Skills, experience and other attributes of the applicant.
 - ii) Qualifications and degree of business acumen.
 - iii) The level of experience and interest in the work of the Committee.
 - iv) A broad distribution of applicants, in terms of the geographic and physical location within municipality.
 - v) Broad representation of applicants that reflect the diversity of Moorabool Shire.
- c) Necessary arrangements will be made by Council administration to facilitate the short-listing and selection of community applicants for Committees.
- d) Where professional membership is necessary (i.e. industry specialist), an invitation will be extended to the appropriate body, seeking the appointment of a representative.
- e) The Committee will be convened by Council and shall comprise:
 - i) Councillor/s Representative.
 - ii) Chief Executive Officer.
 - iii) Executive Manager Community Planning and Economic Development.
 - iv) Coordinator Economic Development and Activation.

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- v) Up to ten ordinary members selected from the following community groups, industries and/or sectors:
- Community Members
 - To be selected through public advertising and nominations.
 - Professional Membership
 - Ballan & District Chamber of Commerce President or nominated person.
 - Bizconnect Moorabool President or nominated person.

5.2 Term of Appointment

Councillor members shall be appointed each year at the Statutory Meeting of Council.

The period of appointment for Community members shall be for the duration of the existing Council term.

The period of appointment for professional membership shall be for the life of the Committee, or as deemed necessary by the Chairperson.

5.3 Attendance

A Committee member shall endeavour to advise the Chairperson and/or delegate of non-attendance at any meeting.

5.4 Failure to Attend Meetings

Any member who is unable to attend three (3) consecutive Advisory Committee meetings shall notify the Chairperson or Chief Executive Officer in writing as to his/her availability to continue to be a member of the Committee.

5.5 Resignation of Committee Member

A Committee member may resign from the Committee by advising the Chairperson or Chief Executive Officer in writing.

6. Conflict of Interest and Confidentiality

6.1 Committee Members will enter into a *Pledge of Confidentially* agreement at the commencement of their term.

6.2 Committee Members must disclose a Conflict of Interest in accordance with the Local Government Act 2020.

6.3 In the event of a Conflict of Interest arising the Committee Member:

- a) Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.
- b) Must leave the room and not participant in any discussion and/or decision.
- c) The disclosure must be recorded in the meeting minutes.

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7. Quorum

- 7.1 A quorum is the majority of appointed members but must include either the Chairperson or Acting Chairperson.
- 7.2 If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse. If a quorum fails after the commencement of the meeting, the meeting shall lapse.
- 7.3 Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.

8. Chairperson

- 8.1 Meetings will be chaired by a Councillor or relevant Senior Officer of Council Staff and /or delegate.
- 8.2 Duties and Discretions
 - a) must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Committee Member, member of Council staff, or member of the community; and
 - b) must call to order any person who is disruptive or unruly during any meeting.

9. Operations

- 9.1 Meetings shall be held in accordance with adopted Council meeting guidelines (ie. Local Law or other adopted guidelines as required).
- 9.2 The Committee has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration.
- 9.3 The Committee shall follow the general consensus principle, when determining its preferred position on matters under discussion.
- 9.4 Committee members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations.
- 9.5 The Council will provide the necessary support to assist the Committee to function effectively including:
 - a) Maintaining contacts details of members.
 - b) Preparing and distributing agendas and prior reading materials.
 - c) Preparing and distributing meeting minutes.

10. Sub-Committees

- 10.1 The Advisory Committee may auspice the establishment of special interest working groups as needed to progress specific initiatives for a defined period of time.
- 10.2 Subject to the approval of the Committee, these Sub-Committees may invite other members as required to address the specific subject matter at hand.

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10.3 All Sub-Committees will comprise two or more Committee Members and may include relevant Council Staff.

11. Media

11.1 Committee Members are not to represent the Committee to the media.

12. Reporting

12.1 Endorsed minutes of the Committee meetings shall be presented to the next practicable Ordinary Meeting of Council.

13. Review

13.1 A review of the role, function, membership and productivity of the Advisory Committee will be conducted once every four years or as required to ensure currency, effectiveness and stakeholder engagement.

13.2 Council retains the right to:

- a) Review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary.
- b) Revoke these Terms of Reference at any time.

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