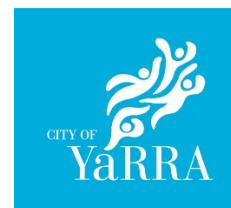


Business Advisory Committee

TERMS OF REFERENCE



Name of Committee	Business Advisory Committee
Purpose of the Committee	<p>The purpose of the Business Advisory Committee (the Committee) is to provide input into:</p> <ul style="list-style-type: none">• Economic Development Strategy• Input and advise on how Council can better support local business• Tourism and Visitation• Retail and Service precincts• Circular Economy• Jobs and Employment• Climate Emergency <p>The Business Advisory Committee is an advisory committee of Council. The Committee has a purely strategic focus.</p> <p>The Committee should focus on issues and opportunities that are relevant across the entire municipality.</p> <p>The Committee has no delegated decision-making power from Council.</p>
Council Plan Objectives	To be completed on the adoption of the new Council Plan.
Membership criteria	<p>The Committee will consist of the following membership structure:</p> <ul style="list-style-type: none">• Two (2) Councillors (appointed annually)• Ten (10) community members. Of the 10 members, a maximum of 5 may be members from agencies or organisations who have expertise and experience in the provision of trading and economic development services in the City of Yarra.
Selection Criteria:	<p>Applicants will be requested to submit a short statement of capabilities addressing the following criteria:</p> <ul style="list-style-type: none">• Currently a local business proprietor, property owner and/or employee based in the City of Yarra;• A broad understanding of the influence of business and economics on the local community and its social, environmental and economic well-being.• An ability and willingness to encourage participation from and provide feedback to the community regarding business and economic development;• Current business experience and skills, relevant network connections• A capacity to commit to the Advisory Committee for the required duration

	As far as practicable, the composition of community members will reflect the diversity of the community in accordance with the Council Committees Policy.
Chairperson:	<p>The role of Chairperson shall be undertaken by a Councillor.</p> <p>The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.</p> <p>A deputy Chairperson (being a Councillor) must be elected to chair meetings in the absence of the Chairperson.</p>
Quorum:	A quorum of the Committee will be 'one third plus one' of the total number of members.
Meetings:	<p>Meetings of the Committee will be held quarterly or more often upon approval of the General Manager (taking into account workload, need, relevance).</p> <p>A schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled, re-scheduled or conducted online.</p> <p>A Council venue that is central for all members to access will be nominated for meetings. Meetings may be held at an external venue by agreement of the Committee and provides necessary accessibility requirements of all members. All members should be able to attend online meetings when requested by Council officers.</p> <p>It is expected that each member of the Arts Advisory Committee will attend a minimum of three (3) meetings each year.</p> <p>A Committee member representing an organisation may send a delegate to a meeting if they are unable to attend.</p> <p>If a Committee member misses two (2) consecutive meetings, they will be asked to confirm if they wish to continue on the Committee.</p> <p>If a Committee member is absent from three (3) meetings during a two year period without explanation, the Committee member may be asked to resign.</p> <p>Committee meetings are closed to the public.</p>
Governance Obligations	<p>Conflict of interest</p> <p>Members of the Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Committee.</p> <p>Councillor Committee members must disclose any conflict of interest in a matter being considered by the Committee in accordance with the <i>Local Government Act 2020</i> and Council's Governance Rules.</p> <p>A non-Councillor Committee member will have a conflict of interest if they have a personal or private interest that may compromise their ability to act in the public interest.</p> <p>If a non-Councillor Committee member believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any discussion had or decision made in relation to the matter and leave the room for the item. The declaration will be recorded in the minutes of the meeting.</p> <p>Any matter deemed by a non-Councillor Committee member to give rise to a conflict of interest shall be reported to the Chairperson and Council secretariat either prior to a meeting or before the specific item is discussed and dealt with in line with any relevant Council policies or guidelines.</p>

	<p>Confidential Information and Privacy</p> <p>Committee members must not disclose information that they know or should reasonably know is confidential information.</p> <p>Committee members have an obligation to not publicly disclose any materials or information obtained or discussed through their membership of the Committee that is not already publicly available (other than because of a breach of a Committee member's obligations under these Terms of Reference).</p> <p>Committee members should be mindful of their obligations under the <i>Privacy and Data Protection Act 2014</i> regarding the use and disclosure of information.</p> <p>Standards of Conduct</p> <p>To ensure Council's advisory committees are conducted in a respectful and efficient manner, members of all advisory committees must:</p> <ul style="list-style-type: none"> • act with integrity; • impartially exercise their responsibilities in the interests of the local community; • not improperly seek to confer an advantage or impose a disadvantage on any person, including themselves; • listen actively and acknowledge diverse perspectives; • communicate openly and honestly while maintaining professionalism; • treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, Council officers and other members of the Committee; • commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying; • take reasonable care of their own health and safety and that of others; • commit to regular attendance at committee meetings; and • contribute positively to discussions and decision-making processes. <p>Any alleged breaches of the standards of conduct will be dealt with in accordance with the Council Committees Policy.</p> <p>Transparency</p> <p>In order to maintain transparency of Committee operations the following information is to be published on Council's website in respect to each committee</p> <ul style="list-style-type: none"> • Terms of reference • Names of all members (where appropriate) • Summary of meetings (which includes attendees, conflict of interest declarations and matters discussed)
Related documents	<ul style="list-style-type: none"> • Council Plan • Economic Development Strategy • Arts and Culture Strategy • Climate Emergency Strategy • Council Committees Policy