
Maroondah Business Advisory Committee

Terms of Reference

July 2017

Role of Maroondah Business Advisory Committee

To provide a framework for the collaborative sharing of local business intelligence, and sector specific opportunities and challenges, that will shape and enhance the future role of Council to impact positively on local businesses.

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

- Act as a sounding board for future Council funded proposals/projects.
- Suggest new projects/programs for Council to pursue (complimentary to Annual Service Delivery Plan priorities) which will positively impact on local businesses.
- Provide a formal link between the Municipality and key stakeholders/business leaders in the economy on projects/programs.
- Work with Council to develop submissions and comment on related Local, State and Federal Government policies and strategies.
- Provide an opportunity for creative ideas, positive contributions and solutions to business issues affecting local businesses.
- 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;
- Provide input into the development of submissions for funding, and
- Provide strategic direction and feedback on local economic performance and industry specific challenges and opportunities.

Membership

- The MBAC will consist of up to 10 business representatives.
- Committee will include one representative each from both the Ringwood and Croydon Chamber of Commerce and Industry.
- If members resign or Council is required to terminate membership of any Committee member, vacancies will be advertised in Maroondah Leader, on Council's BizHub Maroondah website and through established communication channels.

Selection Criteria

The MBAC will consist of members from different sized businesses, located across the municipality and sectors that reflect the composition of the local economy. Membership will also seek to achieve balance across skill sets and relevant business experience.

Successful candidates must be:

- A local business owner, operator or employee based in the City of Maroondah.
- Willing to commit a minimum 8 hours per annum (four quarterly meetings).

Successful candidates will be able to address the following key selection criteria:

- Demonstrated business experience.
- An understanding of the key issues facing businesses in Maroondah and the Eastern Region.
- An understanding of the challenges and issues experienced by businesses within their industry.
- Established networks and/or affiliations with peak Industry Associations.
- Ability to work collaboratively with other businesses, government and key stakeholders.

Council Representation

The MBAC will be complimented by representation from Council as follows:

- 3 Councillors
- Chief Executive Officer
- Director Community & Planning
- Manager Business & Development & Realm
- Team Leader Business Support

Administrative and specialist support will be provided by a member of the Business Support team. Other officers may be present at Committee meetings dependent upon the issues for consideration.

Meetings

- a) Meetings shall not proceed without 50% of business representatives in attendance.
- b) Meetings will be held quarterly at Realm (Ringwood) and will be two-hours duration.
- c) The meeting cycle may be changed during the life of the Committee with a majority vote of the Committee.
- d) Further Committee meetings may arise from time to time as issues dictate. 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.

- e) Meeting agenda's will be set by the Manager – Business & Development, in consultation with the MBAC Chair, Director Planning and Community and Council's CEO. All members will be asked, at least 7 working days before the meeting, if they have any items for the agenda.
- f) The agenda will be provided to the Committee not less than 48 hours before the time fixed for the next meeting.
- g) Meetings are conducted in accordance with meeting procedure principles as prescribed by Maroondah City Council.
- h) A record of all meetings will be undertaken and distributed to all members, 2 weeks after each meeting.
- i) All proceedings of the MBAC shall be treated as confidential.
- j) No proxies are permitted for any Committee Member (unless otherwise approved by Council).

Chairperson

The Chair will be agreed between the nominated Councillors. The position of Chairperson shall be reviewed annually. If the Chairperson is not present at a meeting, another Councillor shall be appointed as Chairperson for that meeting.

Tenure

Members appointed to the MBAC will be appointed for the term of the current Council (to October 2020) and will be eligible to serve no more than two consecutive terms.

Appointment of Councillor membership is conducted on an annual basis in accordance with Statutory Council meeting outcomes.

Council may at any time, during the tenure of the Committee, resolve to cease its operation.

Delegation authority & decision making

The MBAC has no delegated authority to make decisions and acts in an advisory capacity to Maroondah City Council only.

Media Protocol

Members of the MBAC are entitled to make comment on matters in their capacity as a member of another organisation or as private citizens. If this occurs, it must be clear that those views are not expressed on behalf of the MBAC or Council.

Resignation or Expulsion

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

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

Changes to the Terms of Reference

Council may make changes to the Terms of Reference at any time, with a full review undertaken at the completion of the term of the current Committee.

Report to Council

The Committee is to report to Council on a yearly basis. The report will include actions, activities, achievements and any other items of note. Reporting should take place at the end of each financial year.

Review of Committee

These Terms of Reference are subject to review:

- A) after the next Council election to be held in November 2020; or
- B) earlier if deemed necessary by Council.