

CITY OF BELMONT

Terms of Reference – Belmont Business Advisory Group

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City of Belmont

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Contents

1.	Purpose	2
2.	Aims and Objectives	2
3.	Composition.....	3
4.	Membership Terms.....	3
5.	Meetings	3
6.	Advisory Group Guidelines	4
7.	Working Groups.....	4
8.	No Delegation of Powers	4
9.	Definitions	4

I. Purpose

The Belmont Business Advisory Group (BBAG) has been established to:

- 1.1 Provide strategic direction and leadership to ensure:
 - a. a link between Council, the local government and the Belmont community.
 - b. forums exist and community members and stakeholders are given the opportunity to assist in the development and implementation of the City's business and economic development outcomes.
 - c. primary focus is on issues which the Council has the ability (financially and legislatively) to address rather than issues which are the responsibility of Commonwealth or State Government Departments, the non-Government sector or other community groups. The Advisory Group may, however, provide information and advice on such issues if it considers the City has a role to play, as an advocate, partner or supporter.

2. Aims and Objectives

The BBAG will:

- 2.1 Provide recommendations, feedback and monitor the progress of the business and economic development outcomes to be consistent with 1.1(b).
- 2.2 Provide forums to identify and articulate relevant information on developments, services and activities of interest within the City of Belmont.
- 2.3 Raise issues and opportunities which impact on business and economic development in the City.
- 2.4 Broadly represent business and community views on matters brought before the Advisory Group.

3. Composition

The BBAG shall comprise up to twenty (20) members. The members shall include:

- 3.1 Up to Two (2) representatives of the Council.
- 3.2 Up to Three (3) City of Belmont Officers:
 - a. Director Development & Communities.
 - b. Manager Economic & Community Development.
 - c. Coordinator Economic Development.
- 3.3 Business Members from various industry sectors.
- 3.4 Service providers and/or other relevant stakeholders.
- 3.5 When required, the group will include members representing other sectors/community members.

- 3.6 A Chairperson who is nominated or self-nominated from the membership.
- 3.7 A Deputy Chairperson who is nominated or self-nominated from the membership.
- 3.8 The Deputy Chairperson will represent the Chair in the case of his/her absence.
- 3.9 A temporary Chairperson will be chosen from the members present in the case of the Chairperson and Deputy Chairperson's absence.

4. Membership Terms

- 4.1 Advisory Group members will be appointed for a period of two (2) years in line with each local government ordinary election.
- 4.2 Expressions of Interest (EOI) are to be called for all community membership positions at the completion of the two (2) year period, or if a replacement member is required to fill vacancies.
- 4.3 Following the close of EOIs, the Chairperson (if not available, the Deputy Chairperson) and two City of Belmont officers will make a recommendation to the City's Executive Leadership Team (ELT) for endorsement of membership.
- 4.4 The Chairperson and Deputy Chairperson are to be appointed by nomination or self-nomination at the November or December Meeting each year or the first meeting following the resignation of the Chairperson or Deputy Chairperson. A City of Belmont Officer will Chair the first part of the meeting to facilitate the appointment of the Chair.
- 4.5 The Chairperson or Deputy Chairperson can resign from their position at any time. The Chairperson or Deputy Chairperson are requested to submit their intention to resign in writing via email or letter.

5. Meetings

- 5.1 A minimum of three (3) meetings will be held per year and will be scheduled for two (2) hours unless prior agreement is made to extend a meeting for a specific purpose.
- 5.2 Meetings will be held at the City of Belmont Civic Centre, unless otherwise agreed to be held at an alternative community based venue.
- 5.3 The annual calendar of meetings will be distributed to members by the City's relevant Administration Officer at the beginning of the calendar year.
- 5.4 Meetings may only be called by City of Belmont Officers and a City of Belmont Officer must be present.

6. Advisory Group Guidelines

Advisory Group Members will comply with the Guidelines attached at Appendix A to these Terms of Reference.

7. Working Groups

The BBAG may recommend appointment of Working Groups to investigate specific issues and report back to the BBAG at each meeting. Working groups must not take any action without approval of the BBAG. Working groups can include people who are not BBAG members as long as this has been approved by the BBAG.

8. No Delegation of Powers

- 8.1 The local government has the discretion to review the role of, re-organisation or disbandment of the advisory group.
- 8.2 Advisory groups act in an advisory capacity only and have no delegated authority.
- 8.3 The Group must not:
 - a. enter into contractual relationships on behalf of the Council or City of Belmont.
 - b. issue a media release on behalf of the BBAG or the City of Belmont.
 - c. use the City of Belmont's Crest or Logo for external purposes.

9. Definitions

In these Terms of Reference:

Business Member means an individual who owns/occupies a business/property or represents a business in the City of Belmont.

Council means the Council of the local government.

local government means the City of Belmont.

Attachments:

- Advisory Group Guidelines.

Alternative Formats

This document is available on the City of Belmont website and can be requested in alternative formats including electronic format by email, in hardcopy both in large and standard print. For further information please contact the Community Development team on (08) 9477 7219. For language assistance please contact TIS (Translating and Interpreting Service) on 131 450.