Belmont Business Advisory Group

Terms of Reference

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1. Purpose and Advisory Role

1.1 The Belmont Business Advisory Group (BBAG) provides advice to the City of Belmont (City) administration and facilitates communication, consultation and two-way engagement with representatives of key stakeholder groups.

1.2 The BBAG assists the City's administration by:

a) Acting as a link between the administration and the Belmont community.

b) Providing a forum where community members and stakeholders can assist in the development and implementation of the City's business and economic development strategies and plans.

c) Focusing on matters that the City can address within its financial and legislative remit. Where broader issues are raised, the BBAG may provide information or advice if it considers the City has a role as an advocate, partner or supporter.

1.3 The BBAG is an advisory body to the City's administration only. It does not provide advice directly to Council, nor does it have any decision making function or delegated authority.

1.4 Where the BBAG reaches a collective view on a matter, it may endorse the view by simple majority. Endorsed views are to be recorded in the minutes and provided as advice to the City's administration. Such views represent that of the BBAG only, and do not bind the City or obligate it to act.

2. Aims and Objectives

2.1 The BBAG will:

a) Provide recommendations and feedback to the City on the preparation and implementation of business and economic development strategies and plans.

b) Provide forums to identify and articulate relevant information on developments, services and activities of interest within the City of Belmont.

c) Raise issues and opportunities which impact members of the Belmont community in relation to business and economic development matters, strategies and plans.

d) Broadly represent community views on matters brought before the Advisory Group.

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3. Composition

3.1 The BBAG shall comprise up to sixteen (16) members. The members shall include:

3.2 Business owners and operators from within the City of Belmont.

3.3 Service providers and/or other relevant stakeholders. This membership is to the organisation, not by a specific individual within that organisation.

3.4 Representatives of other sectors/communities considered relevant.

3.5 All membership categories outlined in 3.3, 3.4 and 3.5 are subject to the endorsement process described in section 4.3.

3.6 City of Belmont officers are non-members, provide management and administration support to the BBAG and may include:

a) Chief Executive Officer or Director Development and Communities.

b) Manager Economic and Community Development.

c) Coordinator Economic Development.

d) Economic Development Officer and/or other officers as required.

4. Membership and Appointment

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 City of Belmont officers will make a recommendation to the City's Executive Leadership Team (ELT) for endorsement of membership.

4.4 Members may resign at any time by written notice to the City.

4.6 Members are required to notify the City if they are unable to attend a meeting.

4.7 Proxy members are not permitted. For organisational members, the organisation may nominate an alternative representative when the primary representative is unavailable.

4.8 Membership may be terminated by the Chief Executive Officer if a member:

a) Fails to attend two consecutive meetings without notice;
b) Conducts themselves contrary to these Terms of Reference; or

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c) Has been convicted of any crime or offence immediately prior to or during their tenure; or

d) Brings the BBAG, or by association, the City, into disrepute.

4.9 Where termination is proposed, the member will be given written notice and 14 days to respond before a final decision is made by the Chief Executive Officer.

4.10 The City may review, reorganise or disband the BBAG at its discretion.

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 venue.

5.3 The annual calendar of meetings will be distributed to members by the City at the beginning of the calendar year.

5.4 Meetings may only be called by City of Belmont Officers.

5.5 The Chairperson of all meetings shall be a City of Belmont officer listed in section 3.2.

5.6 If no City officer is present, the meeting cannot be held and will be rescheduled.

5.7 Any invitations to individuals or organisations to attend or present at a meeting must be authorised in advance by a City of Belmont officer listed in section 3.2.

5.8 Observers may attend meetings where authorised in advance, and on each occasion by the Chief Executive Officer or Director Development and Communities. Observers may include;

a) Representatives from community organisations.

b) Officers from State Government Departments.

c) Elected members.

5.9 Observer attendance will only be approved where there is a specific and legitimate purpose for observing the meeting, such as for relevant educational purposes or to gain contextual understanding of the BBAG's work.

5.10 Observers are not permitted to participate in discussion.

5.11 Draft minutes will be prepared by the City and distributed to BBAG members within 14 working days of each meeting. Minutes will be made available for perusal by the City's Elected Members. The BBAG will confirm the minutes at the following meeting.

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6 Roles, Responsibilities and Constraints

6.1 All members will:

a) Act in a professional and responsible manner and uphold the behavioural standards set out in the City of Belmont's Code of Conduct.

b) Participate constructively and respectfully.

c) Follow the directions of the City of Belmont's staff.

d) Not share items identified as confidential outside the group.

e) Members must not accept gifts, benefits or hospitality in their capacity as an BBAG member where it could, or could be perceived to, compromise their impartiality in undertaking the role.

f) Members must not attend or participate in BBAG meetings or activities while under the influence of alcohol or illegal drugs.

g) Respect cultural protocols and promote inclusive dialogue.

6.2 Members must disclose any direct or indirect financial or non-financial interest in a matter before it is discussed.

6.3 Unless the Chairperson determines that the interest is minor or indirect and would not adversely affect the member's impartiality, the member must leave the meeting for that item.

6.4 All disclosures, and any determinations by the Chairperson on that disclosure, will be recorded in the minutes.

7 Working Groups

7.1 The BBAG may recommend the formation of working groups to explore specific matters.

7.2 A working group may only be established where authorised in writing by the Chief Executive Officer, Director Development and Communities, or Manager Economic and Community Development.

7.3 Working groups must report back to the BBAG but cannot act or make commitments on behalf of the City or BBAG

7.4 Working groups may include non-members where approved as part of the authorisation.

7.5 Working groups have no delegated authority.

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8 Limitations

8.1 Advisory groups act in an advisory capacity only and have no delegated authority.

8.2 The BBAG must not:

a) Enter into contractual relationships on behalf of the Council or City of Belmont.

b) Issue a media release, or social media post 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:

Administration means the Chief Executive Officer and employees of the City of Belmont, as distinct from the Council.

Confidential Item means an item identified by the City as confidential in the agenda or at a meeting, which must not be disclosed outside of the Group.

Council means the Council of the City of Belmont.

Interest means a financial or non-financial interest that could reasonably be perceived to influence a member's ability to participate objectively in discussions.

Organisational Member means a membership position allocated to an organisation, with the organisation nominating a representative to attend meetings. The membership remains with the organisation, not the individual.

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