

## 12.7 Adoption of the Business Advisory Group Terms of Reference

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Lisa Tidy
<b>Responsible officer</b>	David Doy
<b>Voting requirement</b>	Simple majority
<b>Attachments</b>	1. Terms of Reference - Business Advisory Group [ <b>12.7.1</b> - 3 pages]

<b>Recommendation</b>	
That Council endorses the terms of reference for the Business Advisory Group as included in attachment 1.	

### Purpose

To endorse the terms of reference for the Business Advisory Group as included in attachment 1.

### In brief

- On 14 October 2020 the first Business Advisory Group (BAG) meeting was held and the draft terms of reference was discussed.
- Pending a single change, there was consensus in the BAG that the document go to December OCM for final endorsement.

### Background

- At the Ordinary Council Meeting (OCM) held on 18 February 2020, Council resolved to establish a Business Advisory Group, and an expression of interest process was subsequently undertaken to attract new members.
- At the 18 August 2020 OCM, the BAG membership and draft terms of reference was endorsed.
- On 14 October 2020, the first BAG meeting was held. The draft terms of reference were presented to the Group.

### Strategic alignment

<b>Civic Leadership</b>	
Strategic outcome	Intended public value outcome or impact
CL02 - A community that is authentically engaged and informed in a timely manner.	The terms of reference guide the Business Advisory Group members on their role and methods of engagement with the Town.
CL03 - Well thought out and managed projects that are delivered successfully.	Business Advisory Group members are aware of the level of involvement and feedback they will be required to provide on Town projects and initiatives.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	There is a governance process for the Business Advisory Group to ensure members and Town staff are aware of their role and the agreed processes.

Economic	
Strategic outcome	Intended public value outcome or impact
EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.	Business Advisory Group members are aware of their role in supporting the Town's strategic economic outcomes.

## Engagement

### Internal engagement

Governance	Advice provided on the terms of reference and impact of <i>Policy 101 Governance and Council advisory and working groups</i> .
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### External engagement

Stakeholders	Business Advisory Group members
Period of engagement	n/a
Level of engagement	2. Consult
Methods of engagement	The draft terms of reference was included with the meeting agenda for pre reading. The document was discussed at the 14 October 2020 Business Advisory Group meeting.
Advertising	n/a
Submission summary	n/a
Key findings	Minor change was requested to Clause 14.

## Legal compliance

Not applicable.

## Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable				Low	
Environmental	Not applicable				Medium	
Health and	Not applicable				Low	

safety						
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Not applicable				Low	
Service delivery	Business Advisory Group does not adhere to the terms of reference, resulting in project/ service delivery delays.	Insignificant	Unlikely	Low	Medium	ACCEPT the risk and deal with an issue if it arises.

## Financial implications

<b>Current budget impact</b>	Sufficient funds exist within the annual budget to address this recommendation.
<b>Future budget impact</b>	Not applicable.

## Analysis

4. On 14 October 2020 the first Business Advisory Group meeting was held. One of the items for discussion on the inaugural agenda was the draft terms of reference, which is contained in attachment 1. Just one (1) change was proposed to Clause 14 (the term meeting minutes changed to meeting notes), which has been amended to reflect that feedback. No other feedback was provided.
5. The members approved the document to go to December OCM for final endorsement.

## Relevant documents

[Policy 101 - Governance and Council Advisory and Working Groups.](#)