

Business Advisory Group Terms of Reference

Purpose and objective

1. The purpose of the Business Advisory Group (the Group) is to provide strategic advice to Council on:
 - a. The implementation and review of the Town's Economic Development Strategy;
 - b. The implementation of economic development initiatives, including events, campaigns and other economic development projects and partnerships;
 - c. Opportunities for the Town to collaborate with local businesses; and
 - d. Opportunities to improve the Town's processes to make it easier for businesses to interact with the Town.
2. This advice is related to the following strategic outcomes from the Strategic Community Plan 2022 – 2032:
 - a. EC1 – Facilitating a strong local economy.
 - b. CL2 – Communication and engagement with community.

Term

3. All memberships are for a two-year term. Elected members are appointed following an ordinary local government election and community members are appointed the year following an ordinary local government election.

Membership

4. The Group shall be comprised of:
 - a. Three elected members
 - b. Twelve community members
 - c. Four officers (including the minute secretary). Other officers may be invited on a meeting by meeting basis.

5. Should any community member be unable to fulfil their role the advisory group at any point in time they may apply in writing to the Chief Executive Officer to be released from the group. The Chief Executive Officer will then reappoint their replacement from those previous applicants in order of merit until a replacement has been filled. The Chief Executive Officer may choose for the community member position to remain vacant depending on the nature of the groups' terms of reference and / or length of time remaining for the group's term.

Roles and Responsibilities

6. Each member of the Group is responsible for attending meetings, registering for the Group's private YourThoughts page, reviewing relevant material to enable informed discussion, and making timely decisions/actions to progress the objectives of the Group.
7. Each member is expected to abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.
8. In addition to these, the specific roles for each membership type are as follows:
 - a. Elected members are responsible for ensuring that the Group adheres to the direction set by Council and contributing as the elected representatives of the community.
 - b. Community members are responsible for contributing to the delivery of the Group's objectives within the scope of their skills, knowledge and capabilities.
 - c. Officers are responsible for conducting necessary research as required by the Group, providing professional advice and expertise, and for administering meetings.

Meeting Procedures

9. The Group will elect a presiding member and deputy presiding member at its first meeting. The presiding member will facilitate discussions at meetings and be consulted on the general operation of the Group and meeting preparation (including the agenda).
10. The Group will meet three times per annum as a minimum.
11. A meeting quorum will be at least 50% of the participating members of the Group. Recommendations of the Group are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the presiding member can make the final decision.

12. If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable.
13. The Town will maintain summary meeting notes of the items discussed at each meeting and the outcomes from discussions (please note: verbatim minutes of discussion will not be taken).
14. The agenda and meeting notes are to be prepared by the Town, as follows:
 - a. The agenda will be distributed no later than three working days before the meeting on the Town's website.
 - b. The meeting notes will be distributed no later than five working days after the meeting on the Town's website.
 - c. Both the agenda and meeting notes are to be developed in the prescribed form.
15. Meetings will only be open to members and not the general public.
16. Overall Group oversight is the responsibility of the Town's Chief Community Planner.

Reporting

17. The Group is expected to report to Council, in accordance with Policy 101 Governance of Council Advisory and Working Groups.