

Position Description

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| Position Title: | Community Representative, Business and Economy Advisory Committee |
| Business Unit: | City Futures |
| Status: | Volunteer |
| Reviewed: | October 2021 |

1. About the City of Glen Eira

Glen Eira City Council serves a vibrant and diverse community of more than 141,000 people, approximately 60,000 households, 160 different ethnic groups and over 14,000 registered businesses. Council provides a range of services to the community, from planning, designing, building and maintaining the City's roads, drains, footpaths, parks and facilities, to catering for children, families, young people and the elderly, collecting waste, providing animal management, traffic and local law services, working with local businesses, providing libraries and staging cultural events for the community.

2. About the Business and Economy Advisory Committee

The Business and Economy Advisory Committee (BAEAC) has been established to enable Council to work closely with local business members to identify and plan for the need of the Glen Eira business community now and into the future. The BAEAC operates in an advisory role that includes:

- Helping to direct Council's ongoing COVID-19 response to support local businesses;
- Discussing the types of services that would benefit local businesses to be sustainable;
- Providing information and feedback to Council on current business activities and trends in the local economy and the impact on businesses;
- Identifying opportunities for Council to attract business investment;
- Developing relationships between various business sectors with Council to foster collaboration and information sharing;
- Advocating to Council on behalf of the individual business sectors represented and identify when tailored action is required;
- Provide feedback to Council on proposed projects and activities; and
- Provide feedback on business support mechanisms and initiatives in place and proposed by Council.

BAEAC operates within the Terms of Reference that Council sets. Membership of the BAEAC includes three Councillors and up to ten community representatives who are local business owners, operators or managers located in Glen Eira.

3. Community representative role

The role of BAEAC community representatives is to contribute to the achievement of BAEAC's overall role as outlined above, drawing on members' interest, experience, local knowledge and ideas.

The community representative position is open to:

- Local business owners
- Local business operators
- Local business managers

Community members will represent key employer groups in Glen Eira including Construction, Professional & Technical Services, Education & Training, Manufacturing, Arts/Creative, Health, Wholesale & Retail Trade, Hospitality & Food and Tourism & Events.

The role is non-voting and voluntary and does not including acting or speaking on behalf of the Committee or Council.

4. Selection Criteria

a. Community

- Local business owner, operator or manager located within the City of Glen Eira
- Demonstrated interest in and commitment to community involvement
- Links to professional affiliations and or business networks.

b. Knowledge and skills

- Demonstrated business Experience relevant to the Glen Eira community
- Understanding of the key issues facing business in Glen Eira
- Understanding of the key issues and challenges experienced by businesses within their industry
- Knowledge of or interest in Council's role in serving the Glen Eira community is desirable
- Knowledge of the legal limitations of Council is desirable

c. Interpersonal skills

- Willingness to effectively participate and contribute in meetings

5. Other Information

The role is voluntary and attracts no remuneration. In accepting the role, the incumbent commits to:

- Attending at least three BAEAC meetings per annum
- Abiding by Council's policies and procedures
- Requesting leave of absences and notifying Chair of apologies prior to meetings

Council will appoint community representatives to the BAEAC on a biennial basis.

Existing members may reapply.

Position is subject to the satisfactory completion of police records check.

Members names are made publically available on Council's website, and in meeting minutes, considered and endorsed at Glen Eira Council meetings.