



GLEN EIRA  
CITY COUNCIL

| <b>Terms of Reference</b> |   |
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| 1. Name                   | <b>Glen Eira Business and Economy Advisory Committee</b>  |
| 2. Classification         | Advisory Committee  |
| 3. Background             | The Glen Eira Business and Economy Advisory Committee (GEBEAC) will enable Council to work closely with local business members to identify and plan for the needs of the Glen Eira business community now and into the future and support the delivery of key objectives to achieve Council's goal of '10,000 more local jobs by 2031' as outlined in the Local Economy and Place Making Action Plan.   |
| 4. Function and Role      | <p>To provide advice and recommendations to Council in relation to business and economic planning, including:</p> <ul style="list-style-type: none"><li>• helping to direct Council's ongoing COVID-19 response to support local businesses;</li><li>• discussing the types of services that would benefit local businesses to be sustainable;</li><li>• providing information and feedback to Council on current business activities and trends in the local economy and the impact on businesses;</li><li>• providing information and feedback to Council on the impacts of Council policies on local businesses;</li><li>• identifying opportunities for Council to attract business investment;</li><li>• developing relationships between various business sectors with Council to foster collaboration and information sharing;</li><li>• advocating to Council on behalf of the individual business sectors represented and identify when tailored action is required;</li><li>• provide feedback to Council on proposed projects and activities; and;</li></ul> |

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|  | <ul style="list-style-type: none"> <li>provide feedback on business support mechanisms and initiatives in place and proposed by Council.</li> </ul>  |
| 5. Term of Committee                   | Until 26 October 2024  |
| 6. Membership and Term of Membership   | <p>A minimum of 3 Councillors appointed annually by Council.</p> <p>A minimum of (3) three and up to (10) ten community representatives – being non-voting members, who are local business owners, operators or managers located in Glen Eira.</p> <p>All Advisory Committee members are required to hold a current valid Working with Children Check.</p> <p>Community members will represent key employer groups in Glen Eira – such as Construction, Professional and Technical Services, Education &amp; Training, Manufacturing, Arts/Creative, Health, Wholesale &amp; Retail Trade, Hospitality &amp; Food and Tourism &amp; Events</p> <p>Appointment of members shall commence on the date of the resolution appointing them and end on the earlier of:</p> <ul style="list-style-type: none"> <li>The cessation of the committee;</li> <li>The member(s) resigning;</li> <li>Council resolving to remove a member from the Committee.</li> </ul> |
| 7. Chairperson and Term of Chairperson | <p>Chairperson: A Councillor appointed by the Committee annually.</p> <p>If the Chairperson is not present at the commencement of the meeting, the members present may appoint a Councillor member to be the acting Chairperson for that meeting.</p>  |
| 8. Voting Rights                       | Councillors only have voting rights, with Chairperson having casting vote.   |
| 9. Quorum                              | Two (2) Councillors and (3) community members.   |
| 10. Conduct of Members                 | Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> apply to all members.   |
| 11. Role of Council Staff Attendee(s)  | <p>Council staff will provide executive and secretariat support.</p> <p>Council Officers who may attend meetings include:</p> <ul style="list-style-type: none"> <li>Director Planning, Place &amp; Sustainability</li> <li>Manager City Futures</li> <li>Coordinator City Economy &amp; Place Making</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>▪ Strategic Economic Development Officer</li> <li>▪ Other Council staff as required</li> </ul>   |
| 12. Meeting Frequency                              | <p>Four (4) times annually</p> <p>All meetings have a hybrid option where members can join virtually if unable to attend in person as long as appropriate notice is given (minimum of 24 hours) to the meeting organiser.</p> |
| 13. Reporting Requirements                         | <p>Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for endorsement.</p>   |
| 14. Other Relevant Information                     | <p>Council reviews the ongoing need for Advisory Committees annually. Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.</p>  |
| 15. Committee Contact Details                      | <p>Coordinator City Economy</p>   |
| 16. Date of Council Approval of Terms of Reference | <p>6 February 2024</p>  |
| 17. Date of Next Review of Terms of Reference      | <p>November 2024</p>  |