

Northern Beaches Business and Industry Stakeholder Committee

Terms of Reference 2024

1 NAME

Northern Beaches Business and Industry Stakeholder Committee.

2 PURPOSE

The purpose of the Northern Beaches Business and Industry Stakeholder Committee (the Committee) is to provide a high-level industry forum to understand changing economic and business needs and opportunities across the Northern Beaches, and to advocate these to all levels of government.

The Committee will monitor delivery of the 5-year action plans within both the Northern Beaches Economic Development Strategy '*Business on the Beaches*' and **Destination Management Plan '*Destination Northern Beaches: Creating a Sustainable Visitor Economy*'**. This will include annual monitoring of the 'measures of success' set out in both plans/strategies.

The Committee will provide input at a strategic level on:

- Changing local economic conditions and business confidence
- Emerging industry trends and opportunities
- Business programs and relevant grant funding opportunities
- Progress towards meeting targets and measures in the Economic Development Strategy **and Destination Management Plan**

The Committee will include representatives of the industry sectors that reflect the economic profile of the Northern Beaches LGA, including larger employers and institutions, to act as a sounding board for research into business conditions. Representatives for local business networks to reflect the needs of micro and home-based businesses, will also be sought.

It will also include representatives from NSW Government, such as, Department Enterprise, Investment and Trade, Office of the 24hr Economy, and Transport NSW, to directly hear about and inform policy directions to support local economic development.

The role of the Committee is purely advisory and may not commit Council resources. The Committee will work within the framework of the Community Strategic Plan and does not deal with operational matters. It should be noted that employees of the Council will not be subject to the direction of the Committee or any of its members.

3 COMMITTEE CHARTER

The Northern Beaches Business and Industry Stakeholder Committee operates according to these Terms of Reference and to the relevant Charter. Terms of Reference and Charters are determined by the Chief Executive Officer of Northern Beaches Council and may be amended from time to time. The scope of the Committee is detailed in the respective Charter (refer Attachment 1).

4 MEMBERSHIP

- Membership of the Committee comprises of up to 20 members representing a range of business and stakeholder groups who wish to contribute to the Committee. The membership composition is detailed in the Charter (refer Attachment 1).
- All members of this Committee have an obligation to:
 - Review relevant documents and provide feedback to the Committee where necessary
 - If representing a network or peak agency to represent and reflect the views of that broader agency
 - Objectively consider and actively participate in group deliberations by attending all meetings and facilitated workshops scheduled for the Committee
 - Maintain and respect the confidential nature of the meeting and other members.

5 ELIGIBILITY

- The Mayor and/or up to four (4) Councillors are eligible to nominate for membership on the Committee. Appointments will be determined and endorsed by Council.
- Community representatives and other members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the objectives.
- Council will advertise nominations for community representation on the Committee.
- The selection of members will be undertaken in accordance with Council's Policy for Appointment of Committee Members.
- Should a representative vacancy occur during the terms of appointment, a new representative will be selected from eligible applications received from the original call for Expressions of Interest.
- Membership to be reviewed annually and if necessary, will be adjusted in accordance with the recommendation from the Committee.
- If no suitable alternative representatives can be found from the original Expressions of Interest, vacancies would be filled via a further call for Expressions of Interest.

6 TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the Committee the terms of Mayor/Councillors and community members have been staggered.

The aim is for established members to provide assistance to incoming Councillors after the council election and 12 months later, reciprocally from Councillors to incoming community members.

- a) The term for Councillors on the Committee is four (4) years following the election of new Council.
- b) The term for other members on the Committee is four (4) years commencing within 12 months after the election of Council.
- c) All Councillor memberships will cease during the election caretaker period. New Councillors should be appointed to Committees at the earliest opportunity following the election.
- d) The terms above are subject to the conclusion of the Committee, when all memberships cease.

7 SUPPORT PROVIDED

- a) Council's Place and Economic Development Unit will provide necessary resources to the group. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- b) The Place and Economic Development Unit is responsible for managing the committee and will be the main point of contact for members on committee related matters. Specialist staff in the areas of Economic Development, Placemaking and **Tourism**, will be available to provide expertise. The role of these representatives is to provide advice on:
 - Status of current issues
 - Broad policy objectives
 - Local Government regulations and relevant legislation.

8 TIMETABLE FOR MEETINGS

- a) The Committee is to meet two (2) times a year.
- b) The meeting will be limited to a maximum of two (2) hours duration unless the Committee resolves to extend the meeting to a particular time or until the completion of business.
- c) The schedule of meeting dates and venues will be provided to the members in advance and an agenda will be provided at least seven (7) days prior to meeting.

9 ATTENDANCE AT MEETINGS

- a) All members are expected to attend the meetings, or otherwise tender their apologies to either the Chair or Committee liaison person.
- b) If members are unable to attend - members may delegate their position to another member of their organisation, with the approval of the Chairperson.

- c) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chair. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- d) While other Councillors may attend Committee meetings as observers, the meetings will not be open to other members of the public.
- e) On the invitation of the Chair, individuals or organisational representatives may be invited to attend a meeting in a one off guest capacity for the purposes of giving presentations or providing specific advice or expertise.

10 MEETING PRACTICES AND PROCEDURES

- a) The Council will ensure that each meeting is properly recorded with the use of minutes.
- b) Meeting minutes will be reported to Councillors by a method as determined by the Chief Executive Officer.
- c) The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.
- d) The Mayor is the Chair of the Committee or their nominated representative.
- e) The Chair directs the progress of the Committee meeting. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda.
- f) The Chair role is to facilitate the conduct of the meetings and ensure the Committee focuses on its primary goal and objectives.
- g) This Committee is advisory in purpose and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of Council.
- h) It will be at the discretion of the Chair when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied.

11 MODEL CODE OF CONDUCT FOR COMMITTEES

- a) All members of the Committee are required to observe Council's Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee.
- b) Members shall act in a professional and responsible manner with the information they obtain.
- c) Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The group requires openness and honesty in order to function well and members should feel free to express their opinions and views without fear of recrimination.
- d) A breach of the Terms of Reference may lead to the member being removed from the Committee by the Chair.
- e) Members of Committee do not have the authority to make representations to the media on Council or the Committee's' behalf. In accordance with Council's Media

Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Committee.

- f) Conflicts of Interest: Council recognises that community representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes in accordance with Parts 4 and 5 of the Code of Conduct.
- g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council or other agencies. If so, members are required to maintain the security of any confidential or personal information and not access, unless the member is authorised to do so.

12 COUNCIL VALUES

All members of the Committee and all meeting attendees are expected to observe Northern Beaches Council Values outlined below:

- **Trust**: Because being open brings out our best.
- **Integrity**: Because we are proud to doing what we say.
- **Teamwork**: Because working together delivers.
- **Service**: Because we care as custodians for the community.
- **Respect**: Because valuing everyone is how we make a difference.

13 NEXT REVIEW DATE:

- This Terms of Reference will be reviewed prior to the establishment of a new Committee.
- Amendments to this Terms of Reference may only be determined by Council.

CHARTER: Northern Beaches Business and Industry Committee

<p>Established: late 2023</p>	<p>Function: To provide a high level industry forum to understand changing economic and business needs and opportunities across the Northern Beaches, and to advocate these to all levels of government. Committee to include representatives of the industry sectors that reflect the economic profile of the LGA to act as a sounding board for research into business conditions.</p>
<p>Stakeholder Representative Term:</p> <ul style="list-style-type: none"> • Mayor/Councillors: Appointment for four (4) years or until election caretaker period. • Community and Stakeholder Representatives: Appointment for four (4) years including one (1) year following council election. 	
<p>Quorum and Voting</p> <ul style="list-style-type: none"> • The quorum for each meeting will be one + half plus the Mayor or another Councillor. • If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made. • The Committee should have the intention of reaching consensus when endorsing items and recommendations. 	<p>Composition/Membership</p> <p>Membership of the Committee comprises of up to 20 representatives of industry, business organisations and NSW Government agencies.</p> <p>The Chairperson is the Mayor or their nominated delegate on this group and Deputy Chair as elected by the Mayor. The following Council members will be appointed:</p> <ul style="list-style-type: none"> • Mayor (Chair) and four (4) appointed Councillors (1 per Ward) <p>The group will consist of up to 10 industry representatives, including but not limited to:</p> <ul style="list-style-type: none"> • Tourism sector (major Hotel and/or tourism operator) • Hospitality and Arts sector (Large Food and Beverage or Entertainment organization) • Manufacturing/Innovation sector (Pharmaceutical or High-tech) • Health Care sector (hospital or aged care provider) • Community Services and Social Enterprise (disability employment provider) • Construction sector (construction company or association) • Tertiary Education Sector (College/Tafe) <p>Representatives from local business networks also sought to reflect needs of micro businesses.</p> <p>NSW Government agencies, such as Destination NSW, Department of Enterprise, Investment, Office of the 24hr Economy and Trade and Transport NSW, invited to join to update on key strategies and policies.</p>
<p>Reporting Procedures:</p> <p>Meeting minutes will be reported to Councillors by a method as determined by the Chief Executive Officer.</p>	
<p>Meetings:</p> <ul style="list-style-type: none"> • The Committee are to meet two (2) times throughout the year. • The schedule of meeting dates will be distributed at the formation of the Committee. • Agenda items, time and venue will be provided to the members in an agenda at least seven (7) days prior to the meeting. 	

<p>Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.</p> <ul style="list-style-type: none"> • Lead Council Officer: Manager Place and Economic Development • Business Unit: Place and Economic Development • Additional Council Officers: Economic Development Advisor, Team Leader Place Making, Tourism and Destination Specialist. 	<p>Council Members Appointed:</p>
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Revision History

Revision	Date	Status	TRIM Ref
1	10/7/2023	Terms of Reference (TOR) and Charter	2023/426682
2	September 2024	Review for new term of Council	2023/426682