



Small Business Advisory Group Terms of Reference

Adoption Date:	28 November 2022
Last Reviewed:	1 November 2022
Next Review Date:	
Division/Department:	Planning & Place
Responsible Officer:	Manager – Strategic Planning & Place
HPE CM Record Number:	22/242373

Acknowledgement of country

Woollahra Council acknowledges the Gadigal and Birrabirragal people who are the traditional custodians of this land and pay respects to elders past, present and emerging.

1 Who we are

We are the Small Business Advisory Group (the Advisory Group).

2 Background

This Advisory Group (originally known as the Small Business & Start-Ups Group) was established by Council resolution on 30 October 2017, with the aim of focusing on small business, including start-ups. On December 2020, a revised Terms of Reference (ToR) was developed for a revised group from then on being known as the Small Business Working Party.

Following a review of Sub-Committees and Working Parties in October 2022, Council resolved on 10 October 2022 to continue with the Small Business Working Party, however with a revised ToR that more comprehensively detailed the objectives of the Working Party, including measures so that Council and the community would know if the Working Party was meeting its objectives.

3 What We Do

Our purpose is to promote and support small business in the Woollahra Local Government Area (LGA).

Our objectives are to:

- Provide a forum in which Council, business and industry representatives can discuss and debate, plan and progress local economic development matters to support small business within the LGA.
- Investigate ways in which Council can support local businesses, including advocating for funding from relevant State and / or Federal Government grant assistance programs.
- Make Woollahra an easier place for businesses to establish and operate.
- Ensure that decisions made across all Council's service areas takes into account any implications for small businesses.
- Advocate for and support Council's involvement in any relevant and appropriate small business friendly / economic development initiatives offered by the State and / or Federal Government.
- To provide and receive two-way feedback from business and industry in the local area.
- Ensure that membership of this Advisory Group includes the necessary expertise, experience and capability to satisfactorily promote & support business across our LGA.

The Advisory Group does not:

- Operate in a regulatory or authoritative capacity.
- Exercise control over Councils budget or expenditure or is able to direct Council staff.
- Make decisions that are binding on Council.

4 Advisory Group Performance

Every two years, the performance of the Advisory Group will be reviewed against the objectives included in this ToR document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Advisory Group is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Advisory Group may be required.

5 Membership

The Advisory Group will consist of:

Woollahra Councillors:

The Mayor (ex-officio);

Up to four (4) Councillors, nominated by the Mayor, following an Expression of Interest (EOI) process undertaken with Councilors, noting that the Mayor will nominate the Chair of the Advisory Group

Small Business Representatives:

Small business representatives may be asked to join a meeting of the Advisory Group at certain times /or for certain purposes. The selection of these representatives will be made by the Mayor in consultation with the General Manager and the Councillor members of the Advisory Group.

Council Staff:

Director Planning & Place

Manager - Strategic Planning & Place

Coordinator Economic Development

General Manager (optional)

At any time, total membership of the Advisory Group should not exceed 10 people.

6 Quorum

A minimum of three (3) Councillor members of the Advisory Group shall constitute a quorum for a meeting.

7 Strategic Advice

The Advisory Group may request specific, specialist, strategic advice from persons or organisations should circumstances require. This advice is to be provided on a voluntary basis or as part of an existing agreement Council may have with such an organisation.

8 Term of Advisory Group Membership

The term of the Advisory Group for Councillors members will be annual or as often as Sub-Committees and Working Parties are re-determined by Council and the Mayor.

Staff membership will be at the discretion of the General Manager.

9 Delegated Authority

The Advisory Group is an advisory committee only and has no delegated authority. The recommendations of the Advisory Group will be reported to the Environmental Planning Committee as required. The Advisory Group cannot make directions that impact on Council's budget or that bind Council on the use of its resources, nor can they direct staff.

10 Meeting Procedures

1. The frequency of meetings of the Advisory Group will be at the discretion of the Chair with no more than four meetings a year. Meetings will generally be held in person at the Woollahra Council Chambers or online.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Advisory Group, not less than five (5) days prior to the meeting.
3. Members of the Advisory Group are requested to advise Council if they are not able to attend any meeting by contacting the appropriate Council staff prior to the meeting.
4. Minutes of all meetings shall be made accessible to the public.
5. Presentations to the Advisory Group will be permitted at the invitation of the Chair. Presentations should be limited to four (4) minutes, however, this time limit may be extended with the agreement of the Chair.
6. Administrative support will be provided by Woollahra Council staff

11 Duties

All Advisory Group members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

Chair

1. The Chair shall preside at all meetings of the Advisory Group.
2. The Chair will determine the frequency of meetings. At the end of each meeting consideration is to be given to the date of the next meeting.
3. In the absence of the Chair, the Advisory Group will determine by majority vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

Advisory Group Members

1. All Advisory Group members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra LGA.

2. Act in a manner consistent with Woollahra Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7

Staff

1. Advisory Group meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. A minimum of two (2) staff must attend meetings, with one to be in a management role.
2. The responsible staff member shall submit all minutes of the Advisory Group to the Environmental Planning Committee for information and action as required.

Policy Amendments

Date	Responsible Officer	Description