

Terms of Reference

Business & Economic Development Advisory Committee



<p>Name of Committee:</p>	<p>Business and Economic Development Advisory Committee</p>
<p>Purpose of Committee:</p>	<p>The Business and Economic Development Advisory Committee (BEDAC) has been established to provide advice to the City of Kingston in relation to the growth and development of the Kingston economy and issues relating to the creation of local employment opportunities within the community.</p> <p>The BEDAC acts as an advisory committee to Council, with one or more Councillors (maximum of three) nominated on a biennial basis upon establishment and renewal of this Terms of Reference.</p> <p>The establishment of the BEDAC provides an important forum for identifying municipal-wide issues and opportunities as well as advising Council on effective policy and service provision regarding business and economic development within the City of Kingston.</p> <p>As with all City of Kingston Advisory Committees, the BEDAC has a strategic focus relevant across the entire municipality and at a regional level.</p> <p>The committee should provide specialist advice to Council as an input into decisions that impact municipal-wide Council policy.</p> <p>Council may, on occasion, approach BEDAC and its members to provide an independent judgement to business related matters, such as participating in the evaluation of grants programs and consultation on important issues.</p> <p>BEDAC has no delegated decision-making power from Council.</p>
<p>Council Plan Objectives:</p>	<p>To provide advice to Council on the provision of :</p> <ul style="list-style-type: none"> • Vibrant active urban centres • An informed, learning and connected City of Kingston • A thriving, profitable and sustainable local economy • A community with functional traffic, parking and transport links



<p>Criteria for membership:</p>	<ul style="list-style-type: none"> • Currently operating a business within the City of Kingston or a local resident with specific expertise in a business related area such as research and development relevant to business (e.g. a researcher at CSIRO or a University involved with the development of an advanced manufacturing process); • Strong business networks and linkages; • An ability to constructively participate in an advisory capacity; • An ability to represent a broad range of views that reflect the diversity of the community; • A broad understanding of the influence of business and economics on the local community and its social, environmental and economic well-being. • A strong understanding of the local and regional economies and the changes that are occurring globally; • Good knowledge and understanding of the local issues that are relevant to business, employment, logistics and economic development; • A willingness to contribute positively to meetings in a fair and unbiased manner; • An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston; • An ability and willingness to encourage participation from and provide feedback to the community regarding business and economic development; • A capacity to commit to the Advisory Committee for the required duration; • A willingness to celebrate the success and achievements of businesses in the City of Kingston.
<p>Selection of Members:</p>	<p>The selection of the membership will involve calling for nominations. An advertisement may be placed in the local media and on Council’s website. Specific representatives may be invited to nominate. Council can also directly appoint members if it chooses. A nomination form must be completed by interested representatives and all nominations will be assessed against the Criteria for Membership.</p> <p>Appointments will be for a period of two years by Council Resolution. Should there be a need for the BEDAC to continue beyond this time, a re-appointment process will be undertaken for all members in accordance with the selection.</p>
<p>Chairperson</p>	<p>The role of Chairperson shall be undertaken by a Councillor.</p> <p>A Councillor may also choose not to undertake the role of Chair. In this case an independent Advisory Committee member may be elected to the role through a vote or consensus among the independent members.</p> <p>The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.</p> <p>A deputy Chairperson should be elected to chair meetings in the absence of the Chairperson.</p>



<p>Quorum and Voting:</p>	<p>The Committee will operate with ‘one third plus one’ of the total membership.</p> <p>It is preferable that decisions of the BEDAC are made by consensus however; there may be circumstances where a matter is decided by a vote.</p> <p>Each member is entitled to one vote, except that the Chairperson who may exercise a casting vote should this be necessary.</p>
<p>Executive Support:</p>	<p>The Governance Department will:</p> <ul style="list-style-type: none"> • Provide terms of reference to new committee members. • Facilitate a review process for the committee and its Terms of Reference every two years. • Provide information and education on good governance issues such as; conflict of interest, confidentiality and register of interests. • Offer training for the chairperson if required. • Oversee the recruitment and selection process for committee membership. <p>A representative from the Kingston Business team will:</p> <ul style="list-style-type: none"> • Compile and circulate agendas, attend meetings, compile and distribute minutes. <p>The General Manager of Planning and Development and selected Council Officers will provide professional advice to the committee as required.</p>
<p>Membership:</p>	<p>The BEDAC will consist of the following membership structure:</p> <ul style="list-style-type: none"> • A maximum of three (3) Councillor representatives (appointed by Council resolution) • A maximum of ten (10) representatives from business operators, service providers/agencies or organisations who have expertise and experience in business operations, economic development, employment or logistics in the City of Kingston
<p>Meetings:</p>	<p>Meetings of the BEDAC will be held quarterly or more often by arrangement with the committee members and Chairperson. A schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled or re-scheduled. A Council venue that is central for all members to access will be nominated for meetings.</p> <p>It is expected that each member of the BEDAC will attend a minimum of three (3) meetings each year.</p> <p>The BEDAC may hold joint meetings to deal with issues that cover the reach of more than one Advisory Committee.</p>



<p>Conflict of Interest and Confidentiality:</p>	<p>The Local Government Act identifies general and material conflicts of interest which require disclosure as and when they arise. Members of the BEDAC must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the BEDAC.</p> <p>Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.</p> <p>It is intended that the BEDAC will be a forum for discussing proposed policies and actions that may impact the Kingston Community.</p> <p>It is envisaged that members will be provided with information that is not available in the public realm. It will be critical that committee members are seen as a group that can be trusted with confidential information.</p> <p>The BEDAC's ability to fulfill its purpose will be severely hampered if that trust is undermined in any way. Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non-committee members is limited to information already available to the public.</p> <p>Confidential discussion will not be disclosed without the Chair's prior approval.</p>
<p>Guiding Principles:</p>	<ul style="list-style-type: none"> ● We are inclusive, open minded and respectful of everyone's perspective ● We put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community ● Challenging and exploring are an integral part of what we do and how we operate ● We represent and commit to the value of the committee ● We actively participate and engage in the work of the committee ● We are punctual, well prepared, timely with responses and we follow through ● We are realistic about what we can achieve ● We have a strong focus on outcomes
<p>Reporting:</p>	<ul style="list-style-type: none"> ● A report of each BEDAC meeting is to be presented to a Councillor Information Session. ● Minutes each meeting will be provided to all Councillors of the City of Kingston.



Related Documents:	<u>Council Plan 2021-2025</u> <u>Living Kingston 2035</u>
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