City of Wanneroo

TERMS OF REFERENCE

Title:	**Business and Tourism Advisory Group**

Purpose and Role

The purpose of this Group is:

- To advise the City on business and tourism initiatives relevant to the Wanneroo region and the Northwest corridor to support the City's Economic Development Strategy, stimulate major investment, drive economic growth, and diversify our economic base.
- **Advisory Group:** The role of an Advisory Group is to act in an Advisory capacity, providing the City's Administration and the Council with its views and/or proposals relevant to the objectives for which the group was established.

  It is put together to get opinions and make Recommendations and/ or provide key information and materials to the Council, usually of a strategic nature. It may be ongoing (standing) or ad hoc (one-time) in nature. In operation, the Advisory Group cannot direct City Employees, expend monies, direct Volunteers, or do anything, which is the responsibility of the City.

1. Aims & Functions

1.1 To assist Council with the identification of strategic business issues and the development of strategies relating to these issues.

1.2 To recommend to Council on policy matters pertaining to economic development in the Wanneroo local government area (LGA).

1.3 To receive information on business and tourism development matters relevant to the City of Wanneroo.

1.4 To receive information on strategic business and tourism development partnerships (including funding partnerships/sponsorships) with external organisations.

2. Membership:

2.1 The Advisory Group shall consist of the following representation:

- Maximum of three Council Members;
- Mayor or nominee;
- Chief Executive Officer or nominated representative;
- Director Planning and Sustainability or nominee;
- Director Community and Place or nominee;
- Manager Communications and Brand or nominee;
- Manager Advocacy and Economic Development;
- Representative from Wanneroo Business Association; and
- A maximum of eight representatives from the Wanneroo business community.

2.2 Representatives from the business community are to be approved by the appropriate Director.

2.3 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council Elections, with retiring members eligible to apply.

2.4 Members must comply with the City's Code of Conduct.

2.5 The Advisory Group has authority to second individuals from outside of the Advisory Group, on a voluntary basis, for their expert advice.

2.6 Consideration will not be given to any nomination received from a person who is currently serving as an Elected Member of a neighbouring Council.

3. Chair and Deputy Chair:

3.1 The members of an Advisory Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability, it is recommended that City Officer's not be appointed to the position of Chairperson and Deputy Chairperson).

3.2 The Chairperson will preside at all meetings.

3.3 In the absence of the Chairperson, the Deputy Chairperson will assume the Chair, and in their absence, a person is to be elected by the Advisory Group present to assume the Chair.

3.4 The Chairperson is responsible for the proper conduct of the Advisory Group.

4. Meeting Procedures:

4.1 Meetings:

4.1.1 The Advisory Group shall meet on a regular basis as determined by the nominated Group members.

4.1.2 All meeting dates are to be provided in the Elected Members Diary in the 'Wanneroo Wrap' and in the City's Corporate Calendar.

4.1.3 A Notice of Meetings including an Agenda to be circulated to the Group members (including Deputy Delegates) at least 72 hours prior to each meeting where possible.

4.1.4 The Chairperson shall ensure that detailed Minutes of all meetings are kept and that copies are made available to all Group members (including Deputy Delegates) as soon as practicable after the meeting. The Minutes are to be available for public inspection.

4.1.5 Copies of all Minutes are to be forwarded electronically, through HPE Content Manager (the City's electronic record keeping system), to Council Support for filing in the Elected Members' Reading Room, and a copy placed on the Elected Members Hub Portal.

4.1.6 All Agenda and Minute documentation to be generated through Council's InfoCouncil software reporting system.

4.1.7 A Group Recommendation does not have effect, unless it has been made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.

4.1.8 All endorsed members (or the proxy or Deputy Delegate attending in lieu of the Elected Member) of the Group will have one vote. The Chairperson will have the casting vote and simple majority will prevail.

4.2 Quorum:

4.2.1 A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum (50% of voting Delegates) or at least to ensure a reasonable spread of representation in the Group. Particularly in circumstances where Recommendations will be made for Councils consideration.

4.3 Administration:

4.3.1 Advisory Group Administrator Support Administration support for the Advisory Group will be provided by the City of Wanneroo. That support person will be the Economic Development Support Officer.

4.3.2 Motions on Notice A Group member may raise at a meeting any business that the member considers appropriate, and which is relevant to the purpose of the Advisory Group, in the form of a Motion, of which seven days notice has been given in writing to the Group Administrator prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.

5. Authority of Establishment

5.1 The Business and Tourism Advisory Group is established as an Advisory Group of the City of Wanneroo by resolution of the Council in accordance with these Terms of Reference.

6. Delegated Authority:

6.1 The Advisory Group has no delegated power and has no authority to implement its recommendations without approval of Council.

6.2 The Advisory Group has no delegated authority to commit Council to the expenditure of monies.

6.3 Matters requiring Council consideration will be subject to separate specific reports to Council.

Administration Use Only			
Date of Council Establishment of Group:		October 2009	
Council Minute – Ref:		CB06-10/09	
Terms of Reference - HPE Ref:		20/80309[v6]	
HPE Container – Ref:		1455V02	
Operational Procedures - HPE Ref:		20/80309[v6]	
Last Review Date:	April 2020	Next Review Date:	February 2026