



Terms of Reference

Enterprise Maribyrnong Committee

Objective

The Enterprise Maribyrnong Special Committee ('the Committee') assists Council to achieve its vision of Maribyrnong as a leader in urban economic transition and renewal, and to create vibrant and successful urban places with excellent business opportunities and meaningful employment.

Responsibilities

The responsibilities of the Committee include:

- Provision of strategic advice on the delivery of Council Plan goals and actions; Economic Development initiatives, programs and priorities; emerging economic development issues for the City; and the impact of State and Commonwealth economic development policy.
- Receive reports and provide comment and advice on relevant Council policies, strategies and activities as they relate to economic development.
- Promote and contribute to improving networks and connections with peak bodies; regional organisations; and key community and stakeholder groups relevant to the Economic Development policy area.
- Assist Council to identify and develop effective partnerships with other levels of Government, business organisations and peak organisations to ensure a coordinated and collaborative approach to critical economic development issues in Maribyrnong.
- Assist in identifying opportunities for business expansion to both local and new businesses.
- Proactively promote Maribyrnong's business credentials.
- Provide input on individual projects where directed by Council.
- Provide advice based on expertise on granting of business improvement district grants for Footscray and Yarraville Business Centres on proposals to improve enterprise the local areas.

Delegated Authority

The Committee is established as a Special Committee pursuant to Section 86 of the Local Government Act 1989 ('the Act'). The Committee provides advice based on expertise on granting of the business improvement district grants for Footscray & Yarraville Business Centres in line with grants criteria.

Membership

The Committee comprises representatives from Maribyrnong's key business sectors such as manufacturing, education, retail, and creative industries and Councillor representation. It is anticipated members will bring business experience and skills, relevant network connections, innovative thinking, enthusiasm and passion for Maribyrnong's future prosperity.

The Committee comprises a maximum of eleven (11) members including an independent Chair, the Mayor and two (2) additional Councillor representatives.

All members must have a business, property or community interest within the City of Maribyrnong, or be a member/employee of an organisation with such interest. Where membership is limited to a single sector, organisation members will be invited. An Expression of Interest process will be undertaken for sectors with multiple organisations. Representatives will include:

Members	Business Sector	Membership Process
1	Independent Chair	EOI to be undertaken
1	Education, Training and Footscray University Town	Single sector Representation – VU.
1	Retail Regional	Single sector Representation – Highpoint.
2	Retail Local (with registered trader organisations – Footscray and Yarraville)	EOI to be undertaken
3	Manufacturing, Transport and Logistics, Creative Industries, and Finance	EOI to be undertaken

Ex-officio members may be appointed to assist with nominated projects during the life of the committee.

The Committee will be supported by the City Business unit.

Tenure

The Mayor and Councillors are appointed for a term of twelve (12) months.

All other members of the Committee are appointed for a term of twenty four (24) months.

Review

The Terms of Reference will be reviewed every two (2) years.

Meetings

Conduct of all meetings must comply with the Act, Council’s Governance Local Law and Meeting Procedure and any Council resolutions.

Five (5) meetings will be held per annum (March, May, July, September and November) and generally be of two hours duration. No meetings will be held during a caretaker period before an election.

Members must commit to attending all meetings. The office of any member may be deemed vacant if they are absent for three (3) or more meetings per annum.

All members, including the Chair, present at a meeting, will have one vote on each matter.

The quorum of any meeting will be a majority of members of the Committee. A question before the Committee must be determined by majority vote of members present, following the procedures set out in section 90 of the Act.

All meetings of the Committee are open to the public unless the Committee resolves that the meeting is closed as per section 89(2) of the Act.

Conflicts of interest

All members of the Committee must comply with conflict of interest rules as set out in the Act by disclosing a conflict of interest and removing him/herself from the decision making process.

All members must complete and submit:

- a) A primary return within 30 days of becoming a member; and
- b) An ordinary return twice a year thereafter

Members of the public may apply to inspect the return of any committee member.

Confidential information

Committee members must not disclose confidential information. *Confidential information* means information which is:

- provided to the committee in relation to a matter considered at a closed meeting;
- designated as 'confidential' by resolution of the committee; or
- designated as confidential by the CEO and the Council/committee has not resolved the information is not confidential

Evaluation and reporting

Minutes of meetings must be kept as per the requirements set out in section 93 of the Act.

The committee must report to Council:

- a) Annually on the outcomes of its activities and priorities identified for the following year; and
- b) At any other time as required by Council.