

Terms of Reference

Name: Maribyrnong Business Economic Development and Innovation
Advisory Panel

Approved by: Council

Date Approved: 16 May 2023

Last reviewed: 16 May 2023

1. PURPOSE

The business community is an important part of the City of Maribyrnong that creates local employment, adds vibrancy to our community and plays a critical role in issues such as environmental sustainability.

The Council Plan 2021 – 2025 places strong emphasis on supporting our local business community.

The primary role of this Panel is to provide high-level expert advice to Council on:

- Economic development activities and advocacy required to support the recovery of Maribyrnong's businesses and economy affected by the Covid-19 pandemic, including the retail and hospitality sectors and emerging sectors such as tech start-ups and commercial creative industries.
- The support of our night time economy consistent with the objectives of our Festivals and Activation Framework adopted by Council in October 2022.
- Strategies for Council to support a range of economic areas such as trade and investment attraction, talent attraction, the innovation economy, green economy, sustainable finance, equitable economy and the visitor economy.
- The development and implementation of strategic initiatives and future economic strategies to set the pathway for Maribyrnong's contribution over the medium to long term of our local economy, particularly the Footscray Activity Centre and areas undergoing significant transition including Tottenham, West Footscray, Maidstone and Braybrook in a post Covid-19 environment.

This panel will provide an opportunity for Maribyrnong City Council to proactively seek expert advice from representatives of these groups who are so key to real and sustained economic recovery.

The Panel's advice must be in alignment with Maribyrnong City Council's policies, strategies and operational plans.

2. RESPONSIBILITIES

The Maribyrnong Business, Economic Development and Innovation Advisory Panel will:

- Provide strategic advice and feedback on the delivery of Council Plan goals and actions; Economic Development initiatives, programs and priorities; emerging economic development issues for the City of Maribyrnong; 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.
- Raise advocacy issues for Council to consider on behalf of business and industry.
- Appoint a Deputy Chairperson from the panel members.

Council will:

- Provide secretarial support to the Panel.
- Provide an induction and orientation package for Panel members, and provide any additional support required to on-board new members and support them in their role.

3. COMPOSITION

Name	No. of positions	Type of Appointment	Term
Panel Members			
Business and Industry Members	7	Appointed	3 years
Representative from Victoria University (Higher Education)	1	Nominated	3 years
Representative from GPT Group / Highpoint (Large format retail)	1	Nominated	3 years
Western Health / Footscray Hospital	1	Nominated	3 years
Footscray Arts Centre	1	Nominated	3 years
Mayor (or Delegate)	1	Nominated	1 year
Nominated Councillor	1	Nominated	1 year
Total Panel Members	13		

3.1. Member appointments

In addition to Councillor appointments, the Panel comprises representatives from Maribyrnong's key business sectors. It is anticipated members will bring business experience and skills, relevant network connections, innovative thinking, enthusiasm and passion for Maribyrnong's future prosperity.

Council recognises the significance of Victoria University, GPT Group (Highpoint Shopping Centre), Western Health (Footscray Hospital) and Footscray Arts Centre

as key stakeholders in the local economy and one position on the Advisory Panel is allocated to each organisation via nomination.

Industries / business sectors to be targeted for the 7 available Business and Industry member positions include:

- Retail (high street/small format)
- Creative Industries
- Manufacturing / logistics / construction
- Evening economy: hospitality / entertainment
- Employment & training services
- Professional services
- Technology and start-ups
- First Nations businesses
- Migrant businesses
- Home-based businesses

All appointed members must have a business that is located in or operates extensively in the City of Maribyrnong, or be a member/employee of an organisation with such interest.

3.2. Panel selection process and method of appointment

A public Expression of Interest (EOI) process will be undertaken for the 7 Business and Industry Member positions, and an assessment of applications by Council staff based on the criteria to ensure a diversity of industries are represented on the Advisory Panel. Individual skills and attributes of the applicants will also be taken into account.

Applications for membership to the Advisory Panel will be assessed according to the following selection criteria:

- a requirement for representatives to live, work or study in the City of Maribyrnong
- a statement of purpose by the representative, that is, the reason for applying
- a list of the skills, knowledge and/or experience which will be brought to the Advisory Panel.

Following the call for representatives, applications for the Advisory Panel will be assessed against the selection criteria by a panel comprising City of Maribyrnong officers.

The Chief Executive Officer will make the decision on representative appointments.

Applicants will be advised in writing of the outcome of their nomination.

Other members will be nominated by their respective agency.

If a member is unable to fulfil their duties and a position deemed vacant, the Advisory Panel will reach out to relevant stakeholder groups to advertise the vacant position.

3.3. Responsibilities of members

Members are required to:

- Declare any interest, pecuniary interest or conflict of interest.
- Keep informed of current developments, issues and concerns in the local community.

- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.
- Promote principals of accessibility and inclusion.
- Review, complete and sign the Code of Conduct.

3.4. Chair

The chairperson is responsible for presiding over the meeting.

- The Chairperson is the Mayor or nominated Councillor from Maribyrnong City Council.
- In the Chairperson's absence, the other Councillor representative will take on the Chairperson duties. If both Councillors are unavailable the Deputy Chair or another member of the Advisory Panel can be nominated to act as interim Chair for the meeting.
- Decisions made at Advisory Panel meetings will only be valid if a quorum of members is met.

3.5. Deputy-Chair

The Deputy-Chair is elected from the Business and Industry members in the first meeting of the Advisory Panel.

- The Deputy-Chair is appointed for a 3 year term, though may elect to step down during that term.
- If the Deputy-Chair elects to step down, a replacement will be elected at the next Advisory Panel meeting.
- *NOTE: There is no remuneration for the Deputy Chair role*

3.6. Meeting administration and protocol

The Advisory Panel will meet approximately four times a year, or as need requires, on dates to be set out in advance for each year. Each meeting will be approximately 1.5 hours duration.

Maribyrnong City Council will provide secretariat services, including the preparation of meeting papers and minutes. Advisory Panel comments will be recorded in the meeting minutes, prepared by Council staff and agreed to by Advisory Panel members.

This Advisory Panel is specifically an opportunity for input and engagement. It is not constituted as a committee of Council under the Local Government Act 2020. It does not take on any statutory roles. All members of the advisory panel are required to comply with all obligations under the Maribyrnong City Council Code of Conduct when participating in any activities associated with the advisory panel.

The Advisory Panel is not an executive panel and is not authorised to undertake work on behalf of Maribyrnong City Council or any other organisation represented at the advisory panel.

Advisory Panel members are not authorised to represent Maribyrnong City Council in any communication with the public.

4. OPERATING PROCEDURES

4.1. Quorum

A quorum for the Advisory Panel will require attendance of a minimum of seven (7) members (or half the total number of members, plus one, in the event that the Panel has reduced membership).

4.2. Term

The Advisory Panel will be convened for a three-year period. Members will be appointed for a term up to three years. Members may be eligible for re-appointment for a further three-year term.

A position will be deemed vacant if a member fails to attend for three consecutive meetings.

Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence.

4.3. Remuneration

There is no financial remuneration for Advisory Panel members.

4.4. Evaluation and Review

The Terms of Reference and membership will be reviewed and evaluated every three years.