

Role

The Small Business Advisory Group is established based on the City of Karratha being a signatory of the Small Business Friendly City Charter. The Small Business Advisory Group provides strategic advice to the Karratha City Council on issues affecting the business environment in the City. The group will act as the link between the Council and the small business community. Recommendations of the group are not binding to the City of Karratha.

Scope of Work:

- Liaise and consult with the business community to identify issues hindering the growth of businesses in the City or affecting them negatively.
- Examine the issues and obstacles and determine means to address them.
- Advise Council on issues and obstacles facing the business community and provide proposed solutions.

Membership

The group will consist of a minimum of 10 members and a maximum of 14 members including a Chair and Vice Chair. The Business investment and Attraction Advisor will act as the Vice Chairman to ensure that the link between the Council and the group is strong.

The group has to reflect the geographical constitution of the Karratha City. Hence areas of Karratha, Dampier, Roebourne, Wickham, Cossack and Point Samson should be represented. The number of representation will vary based on the population of each area.

The group has to reflect the sectorial composition of businesses operating in the City of Karratha. Sectors represented should include but should not be restricted to the following sectors:

- Tourism and hospitality.
- Transport.
- Logistics.
- Retail.
- Health.
- Engineering/construction.
- Financial services.
- Education and professional services.
- Marine.

The number of representatives per sector is to be determined based on a ratio of the sector's representation in the community.

At least one aboriginal business has to be represented in the group.

Group meetings

The group is to meet once every month unless there is an urgent necessity to meet earlier. The group will meet every first Monday of the month.

The Chairman in collaboration with the Vice Chairman- after discussion with members- sets the agenda for the meeting.

The Chairman and/or the Vice Chairman have the right to call external parties to the meeting either to present or be present as observers.

Selection criteria

- Demonstrated commitment to the advancement of the business environment in the City.
- Commitment to participate fully in group activities.

Role of the Chairman

- Facilitate orderly and constructive discussion between members.
- Maintain a positive and constructive atmosphere at the group meetings ensuring all members have equal opportunity to contribute ideas and opinions.
- Liaise with the Vice Chairman regarding meeting agenda.
- Ensure that any assigned action is appropriately assigned.

Quorum

A quorum is 50% of the overall number of members constituting the group.

Term of office

To be determined