



Small Business Advisory Group Terms of Reference

1. Establishment

The Small Business Advisory Group was established by the City of Karratha on DD Month Year (Resolution No. {insert number})

2. 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 how the small business sector can grow and prosper and how the business environment in the City can be improved. The group will act as the link between the Council and the small business community. The group will operate in an advisory capacity. Decisions will be made by the Council.

3. Scope:

- Involve the local business community in work being undertaken by the City to identify opportunities to grow the local small business sector and address constraints that hinder such growth.
- Help align City efforts on small business development support to the priorities from a local small business sector perspective.
- Advise Council on key issues, directions and recommendations.

4. Powers of the Small Business Advisory Group

The Small Business Advisory Group does not have any powers other than the ability to make recommendations to Council. Resolutions of the Group will not be binding to Council, unless specific delegation has been extended by Council.

5. Term of Committee

The function and form of the Small Business Advisory Group will be reviewed bi-annually following Council elections or earlier as determined by Council.

6. Membership

The Group will consist of a minimum of 10 members and a maximum of 14 members including a Chair and Project Officer. The Business Investment and Attraction Advisor will be the Project Officer and will take responsibility for reporting to and administering the group and reporting to Council on the group's recommendations.

The Chairman will be selected based on consultation between the Project Officer and members of the group.

The group will aim to reflect the geographical constitution of the Karratha City. Hence areas of Karratha, Dampier, Roebourne, Wickham, Cossack and Point Samson should be represented.

The group will aim to reflect the sectorial composition of businesses operating in the City of Karratha.

The chairman is to be elected at the Group's first meeting by a simple majority vote. The Project Officer will be a non-voting member of the Group.

7. Meetings

The group will meet quarterly 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 Project Officer- after discussion with members - sets the agenda for the meeting.

The Chairman and/or the Project Officer can call external parties to the meeting either to give a presentation or to be present as observers, if considered relevant to matters being considered by the Group.

8. Selection criteria

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

9. 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 Project Officer regarding meeting agenda; and
- Ensure that any assigned action is appropriately assigned.

10. Quorum

A quorum is 50% of the overall number of members constituting the group. A quorum is required to justify a meeting of the group.

11. Delegated Authority

There are no delegations provided to this Advisory Group.

12. Ethical Behaviour

Members of the Advisory Group will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work.

Further, members will not publicly discuss or comment on matters relevant to the activities of the Advisory Group, other than as authorised by the Council.

13. Liabilities of Members

No civil liability attaches to a member of an Advisory Group for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or group's powers, functions or duties. Such a liability attaches instead to the Council.

14. Amendments to Terms of Reference

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment
Amendment #1
Amendment #2
Amendment #3

DD Month Year
