



Small Business Advisory Group Terms of Reference

1. Establishment

The Small Business Advisory Group was established by the City of Karratha on 20 February 2017, Council resolution number – 153719.

2. Purpose

The purpose of the Small Business Advisory Group is to provide advice to Council on small business matters.

3. Objectives

To provide advice to Council on:

- Local procurement;
- Reduce business costs;
- Business support and development; and
- Opportunity for growth and diversification.

4. Powers of the Advisory Group

The Small Business Advisory Group does not have any powers other than the ability to make recommendations to Council. Resolutions of the Advisory Group will not be binding to Council.

5. Term of Advisory Group

The function and form of the Small Business Advisory Group will be reviewed every two years at the time of Local Government Elections at which time the term of membership for business representatives expires.

6. Membership

Membership shall comprise:

- City of Karratha Director Development Services (Chair);
- City of Karratha Business Engagement Coordinator; and
- Business representatives committed to the advancement of the business environment in the City of Karratha.

7. Meetings

Meetings are held quarterly unless otherwise determined by the Chair.

8. Quorum

A quorum is constituted to be not less than fifty percent of the total number of members of the Advisory Group.

9. Place and Duration of Meeting

Meetings will be conducted at a suitable venue in Karratha. Meetings will have a duration that generally does not exceed one (1) hour.

10. Reporting

Minutes are to be reported at the next City of Karratha Ordinary Council Meeting as an Information Item. Formal recommendations of the Advisory Group requiring Council decision shall be presented as a Council report for consideration.

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.

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 - Res no. 153719	20 February 2017
Amendment #1 – Res no: 154010	19 February 2018
Amendment #2	
Amendment #3	