**SMALL BUSINESS ADVISORY GROUP**

**TERMS OF REFERENCE**

**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.

**Scope of Work:**

* 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.

**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 City will aim to have representation from Karratha, Dampier, Roebourne, Wickham and Point Samson on the Group.

The City will also aim to have representation from the following sectors:

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

The City will aim to have representation from at least one aboriginal business on 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 second Monday of the month.

The Chairman in collaboration with the Project Officer sets the agenda for the meeting. Members can request matters be included on the Agenda via a request to the Project Officer.

The Chairman can authorize external parties to attend meetings either to give a presentation or to be present as observers.

**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.

**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.
* Ensure that any assigned action is appropriately assigned.

**Quorum**

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

**Term of office**

One year