



City Economy Advisory Committee

Terms of Reference

Endorsed by FMC on 11 July 2023

TERMS OF REFERENCE

City Economy Advisory Committee

Background

In accordance with established best governance practices, Council is committed to ensuring its decision-making processes are timely, informed, considered and consistent with the best interests of the city's stakeholders, residents, businesses, workers and visitors.

The City of Melbourne is responsible for the effective discharge of its duties under the Local Government Act and other relevant legislation. In upholding these duties, the Council is supported, where necessary and appropriate, by support from advisory committees.

On 27 June 2023, Council endorsed the establishment of the City Economy Advisory Committee (CEAC). The committee's primary role will be to provide advice to Council on challenges and opportunities facing Melbourne's economy. The committee will also inform the development of major Council proposals, projects or initiatives that would impact the city economy.

Purpose and objectives

The purpose of the CEAC is to provide Council with strategic advice on the city economy, and in particular, advice that will shape the city's economic recovery.

The CEAC will enable Council to draw on the perspectives of business and industry. By serving as a business round table, CEAC will enable exchange and consultation between Council and the city economy representatives and experts. In this way, it will support the economy and advance the Council plan and its agreed goals.

CEAC will have a particular focus on the city's day time economy. In particular, it will consider ways in which visitors, office workers, residents and students can be further encouraged to participate in the city economy.

CEAC will complement the role of the existing Invest Melbourne Advisory Board, which is focussed on reinforcing Melbourne's role as a key investment destination, attracting domestic and foreign direct investment and opportunities of capital city significance.

Role and responsibilities

The role of the CEAC is to:

- Provide strategic advice to Council on the current opportunities and challenges relevant to the City of Melbourne's economic recovery, and in particular, the day time economy
- Provide advice on major Council proposals, projects and initiatives that could impact the city economy
- Recommend topics for further examination, that could lend themselves to round table discussions or summits, to explore topics in depth
- Integrate perspectives and advice drawn from various existing business networks

The CEAC has no binding decision making authority or executive function in the context of City of Melbourne activities, operations or obligations.

Members of the CEAC are expected to act with due care, however they are not fiduciaries charged with fiduciary duties and responsibilities.

Membership

CEAC will comprise six to 10 members, in addition to two City of Melbourne Councillors, all appointed by the Council.

Members will have strong connections to industry bodies, small business, major employers, and other stakeholder groups. They will have the capacity to provide advice in relation to participation by visitors, office workers, residents and students in the city economy. CEAC members will have the capacity to offer strategic advice to Council on the challenges and opportunities facing the city economy.

CEAC will be selected following a public expression of interest and management nomination process.

CEAC will be chaired by one of the City of Melbourne Councillor representatives, determined by the Council. The Chair's role is to officially open, facilitate and close meetings. In the absence of the Chair from a meeting, the meeting shall appoint an acting Chair from the members present.

The composition of the CEAC will be consistent with the requirements of Council's Diversity Policy.

Tenure

Members of the CEAC will be appointed for the period ending 22 September 2024.

In the absence of the chair deeming that exceptional circumstances apply, any member not able to attend two consecutive meetings will be deemed to have resigned from CEAC.

If the Council proposes to remove a member from CEAC, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard if that member so requests.

In the event of a resignation of any member from CEAC, a replacement member can be appointed if required, with approval authority delegated to City of Melbourne management.

Conflicts of interest

In the event of a conflict of interest arising for any member of the Committee, the matter must be immediately disclosed.

Confidential and sensitive information

Members are expected to comply with the confidential information provisions contained in sections 3(1) and 125 of the *Local Government Act 2020*.

Members must treat information they receive as confidential unless otherwise advised. The documents presented to the CEAC will often be in draft format and not ready for wider community distribution.

Members must not use confidential information other than for the purpose of performing their function as a member of the CEAC.

Confidential information including draft documents cannot be referred to or used in any grant applications, presentations or in the private working roles of members.

Public comment

Where CEAC members are invited to provide public comment, they will need to ensure they engage with Council beforehand, to ensure alignment with Council's position. Failure to provide an opportunity for review would mean that the CEAC member would be in breach of their role.

Meeting frequency

CEAC meetings will take place at minimum three times per year.

Agenda, minutes and other papers

Documents will be sent to members with a minimum of five business days in advance of a Committee meeting. This will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- Any other documents/information/attachments to be considered at the meeting.

Quorum requirements

A meeting quorum will be the majority of committee members.

Amendment, modification or variation

These Terms of Reference may be amended by recommendation of management to councillors by briefing paper, subject to the Council's Delegations Policy. The current and active version will be published on the City of Melbourne website.

Evaluation and review

City of Melbourne will evaluate the CEAC's performance and report to Council within four weeks of the end of the term on the outcomes of its activities.

Insurance

Members of the CEAC will be covered under the Council's insurance program and will not be responsible for any cost or liability incurred by Council as a consequence of Council acting on the advice of the CEAC.

Expenses

No member of the CEAC will incur any expense in relation to his or her activities as a member of the CEAC, without the prior approval of Council's nominated officer.

Indemnity

Council will indemnify the members of the CEAC against any claim or cost that arises from their activities as a member of the CEAC, providing such activities are consistent with these terms of reference and the law.