



NORFOLK ISLAND REGIONAL COUNCIL
BUSINESS INNOVATION AND TOURISM ADVISORY COMMITTEE (BITAC)

TERMS OF REFERENCE

1. NAME

The Norfolk Island Regional Council Business, Innovation and Tourism Advisory Committee (BITAC)

2. AIMS

- To assist Council in building a diverse and sustainable Norfolk Island economy through the identification of business opportunities.

3. OBJECTIVES

- To advise Council on the implementation of the NIRC Community Strategic Plan, Norfolk Island Tourism Strategic Plan 2013-2023, and annual Operational Plan as they relate to economic development, business growth and tourism activities across Norfolk Island.
- To assist Council in developing innovative business solutions to drive economic growth of the island community.
- To assist Council in identifying barriers for business and explore innovative solutions to address these challenges.
- To evaluate progress against the Norfolk Island Economic Development Implementation Plan and identify steps forward.
- To provide advice and assist in the development of an Economic Development Strategy 2023 – 2028.

4. DETERMINATIONS

The BITAC operates on a consensus basis, which submits recommendations for consideration by the Standing Committee of Council.

All activities conducted by the BITAC are to be cognisant of Council's adopted Integrated Planning and Reporting Framework:

<http://www.norfolkisland.gov.nf/your-council/council-documents/plans>

BITAC Membership

Membership of the Business, Innovation and Tourism Advisory Committee shall consist of not less than five people with particular representation from the Business operators, Tourism operators and Innovation sectors in the community:

Non-voting members shall be invited from:

- One (1) Representative from Regional Development Australia
- Commonwealth Representative (Parks Australia/DITRDC)

The Committee may have input from expert stakeholders, groups or individuals on economic development issues relevant to that specific meeting. This will be facilitated by the Manager Economic Development.

Council officers

The General Manager may attend any of the Committee meetings but does not hold voting rights and shall nominate at least one staff member for the Advisory Committee, to perform secretarial and administrative functions such as organising meetings and the taking of minutes.

The role of the staff member is to arrange for the agenda and minutes and to provide guidance on topics specific to the Advisory Committee; staff do not have voting rights.

5. NORFOLK ISLAND REGIONAL COUNCIL'S VISION, MISSION AND VALUES

It is expected that members have an understanding and commitment to support the vision, mission and values of Norfolk Island Regional Council (see Item 6. Council's Vision, Mission and Values).

Vision

Norfolk Island – the Best Small Island in the World.

Mission

The Norfolk Island Regional Council will provide local civic leadership and governance through good decision making, accountability and transparency.

We will protect and enhance our unique culture, heritage, traditions, and environment for the Norfolk Island people. We will do this through promoting a healthy and sustainable lifestyle, by looking after our community assets, and by fostering a prosperous economy.

Values

I CARE • Integrity • Communication • Accountability • Respect • Excellence

6. RESPONSIBILITIES OF MEMBERS

All members must be informed of, and abide by, Council's Code of Conduct and its Model Code of Meeting Practice.

Members will be asked to give feedback on relevant issues and strategies through their own business partnerships, personal and professional networks, and circle of friends to gauge response and enhance decision-making.

As an Advisory Committee there may be tasks required to be performed outside of regular scheduled meetings.

BITAC members may be requested to make site visits or excursions to areas of interest as part of their role on the committee.

7. ELIGIBILITY FOR APPOINTMENT

Council seeks members of the community aged 16 years or over who live on Norfolk Island and have a genuine interest in matters that relate to Norfolk Island's economic development, business opportunities, innovation, tourism and are committed to improving and enhancing Norfolk Island's unique economy and tourism opportunities.

8. APPOINTMENT OF MEMBERS

The following rules of appointment apply:

- The Council will actively seek applications for membership from sectors of the community as outlined above to represent the Norfolk Island population on matters relating to Business opportunities, innovation, economic development and tourism more generally.
- All nominations for Advisory Committees are formally submitted in writing to Council for appointment.
- The appointment and removal of members is at the discretion of the Interim Administrator.
- Members of advisory committees of Council are volunteers; therefore, do not receive payment for services

9. TENURE OF MEMBERSHIP

The tenure of membership of a Business, Innovation and Tourism Advisory Committee member is two years.

The Council may remove a member from the BITAC. Reasons for removal may include absenteeism or Conduct which does not meet the Council's Code of Conduct or Model Code of Meeting Practice. If a member fails to attend three consecutive meetings without obtaining a leave of absence from the BITAC, Council may declare that the position vacant.

Vacancies occurring during the Term of the Advisory Committee will be advertised and appointed by the Council.

10. PROCEDURES AND PROCEEDINGS

A quorum of 50 per cent, plus one, is required for the Business, Innovation and Tourism Advisory Committee meetings, unless Council has approved otherwise.

All committees will meet as a minimum, quarterly (every three months), unless Council has approved otherwise.

The Committee shall elect a Chair and a Deputy Chair on an annual basis.

Minutes of the Reserves and Conservation Advisory Committee meetings will be considered within the framework of the Standing Committee of Council.

Members may raise specific matters that they believe are within the Committee Terms of Reference for discussion, comment and consideration. Where practicable, members should notify the Chair of items of general business that they would like to discuss in the meeting so that such items can be

listed on the meeting agenda. Where there is insufficient time to discuss an item of general business, whether raised before or at the meeting, consideration will be given to placing it on the agenda of the next meeting or dealing with the matter out of session.

The main focus of the meeting will be in a workshop format.

11. NOTICE OF ORDINARY MEETINGS

Members of the Business, Innovation and Tourism Advisory Committee shall receive at least three (3) working days' written notice of meetings and such notice shall include an agenda for that meeting. Meetings may be in person or via Microsoft Teams.

12. COUNCIL STAFF

The General Manager may approve the use by the BITAC of the services, staff, or facilities of Council.

13. AMENDMENTS TO TERMS OF REFERENCE

These Terms of Reference will only be amended by a resolution of the Norfolk Island Regional Council.