

Notice of Meeting

Business and Industry Advisory Committee Meeting

A Business and Industry Advisory Committee Meeting of Byron Shire Council will be held as follows:

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 30 March 2023
Time	11.30am

Shannon Burt
Director Sustainable Environment and Economy

I2023/408
Distributed 23/03/23

CONFLICT OF INTERESTS

What is a “Conflict of Interests” - A conflict of interests can be of two types:

Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Code of Conduct for Councillors (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness – a person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in the Code of Conduct for Councillors.

Who has a Pecuniary Interest? - a person has a pecuniary interest in a matter if the pecuniary interest is the interest of the person, or another person with whom the person is associated (see below).

Relatives, Partners - a person is taken to have a pecuniary interest in a matter if:

- The person’s spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. “Relative”, in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person’s spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter - however, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or

- (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - a person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as of the provisions in the Code of Conduct (particularly if you have a significant non-pecuniary interest)

Committee members are reminded that they should declare and manage all conflicts of interest in respect of any matter on this Agenda, in accordance with the [Code of Conduct](#).

RECORDING OF VOTING ON PLANNING MATTERS

Clause 375A of the Local Government Act 1993 – Recording of voting on planning matters

- (1) In this section, **planning decision** means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979:
- (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
- (b) not including the making of an order under that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

OATH AND AFFIRMATION FOR COUNCILLORS

Councillors are reminded of the oath of office or affirmation of office made at or before their first meeting of the council in accordance with Clause 233A of the Local Government Act 1993. This includes undertaking the duties of the office of councillor in the best interests of the people of Byron Shire and the Byron Shire Council and faithfully and impartially carrying out the functions, powers, authorities and discretions vested under the Act or any other Act to the best of one's ability and judgment.

BYRON SHIRE COUNCIL

BUSINESS OF MEETING

1. APOLOGIES

2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

3. STAFF REPORTS

Sustainable Environment and Economy

3.1	Confirmation of Minutes from 30 June 2022 meeting and status of nominations for business members	6
3.2	Meeting Schedule for 2023 Business and Industry Advisory Committee	23
3.3	Projects Update	27
3.4	Business, Industry and Visitor Economy Strategy	33

Report No. 3.1 Confirmation of Minutes from 30 June 2022 meeting and status of nominations for business members

5

Directorate: Sustainable Environment and Economy

Report Author: Lisa Richards, Business and Visitor Economy Officer

File No: I2022/1200

Summary:

10 The minutes of the 30 June 2022 Business and Industry Advisory Committee meeting were adopted by Council on 25 August 2022.

15 At this meeting Council resolved to change the name of the committee and make changes to the constitution including reducing the number of Councillors required for quorum to one and to advertise for four members of the business community from a range of industry sectors.

20 Nominations were advertised in October 2022 and one nomination was received. Given Council is now developing the Committee's key guiding document – the Business, Industry and Visitor Economy Strategy (BIVE), it is proposed that the inclusion of four business representatives on the Committee be reconsidered after the Strategy is developed. It is also recommended that the Committee continue to invite business organisations, as outlined in this report, to future Committee workshops on the BIVE.

25 **RECOMMENDATION:**

1. That the minutes of the Business and Industry Advisory Committee Meeting held on 30 June 2022 be confirmed.
2. That the Business and Industry Advisory Committee continue to invite representatives of business organisations as outlined in this report to participate in workshops on the development of the Business, Industry and Visitor Economy Strategy, and that the inclusion of four business representatives on the Committee be reconsidered after the BIVE is developed.
3. That the Constitution of the Business and Industry Advisory Committee be amended accordingly.



30

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

3.1

Attachments:

- 1 Minutes 30/06/2022 Strategic Business Advisory Committee, I2022/757 , page 12 [↓](#) 
 - 2 Business and Industry Advisory Committee Constitution following Res 22-399 25 August 2022, E2022/86761 , page 16 [↓](#) 
- 5

Report

Attachment 1 to this report provides the minutes of the Business and Industry Advisory Committee Meeting of 30 June 2022 .

Report to Council

- 5 The minutes were reported to Council on 25 August 2022.

Comments

In accordance with the Committee Recommendations, Council resolved the following:

22-398 Resolved that Council notes the minutes of the Strategic Business Advisory Committee Meeting held on 30 June 2022. (Lyon/Hunter)

- 10 **22-399 Resolved** that Council adopts the following Committee Recommendations:

Report No. 3.1 Review Constitution of Strategic Business Advisory Committee File No: I2022/469

Committee Recommendation 3.1.1 1.

- 15 1. That the Strategic Business Advisory Committee recommend to Council to adopt the constitution at Attachment 1 (E2021/148723), with amendments to:
- a) the number of Councillors required for quorum to be one, at Point 7.
 - b) Point 5 Membership, to include four members of the business community from a range of industry sectors.
 - 20 c) Key Objective 2. to 'Where appropriate take a leadership role to encourage new and emerging sectors to flourish'
 - d) the name of the committee to the Business and Industry Advisory Committee.
2. That the Strategic Business Advisory Committee recommend to Council to call for nominations for representatives from the business community from a range of business sectors.

- 25 The Constitution has been updated as per the above resolution and posted on Council's website.

In relation to resolution 22-399, part 1b, nominations for four new members from a range of industry sectors was advertised on Council's website from 10 October 2022 and in the Echo newspaper 12 October 2022.

- 30 One nomination was received, and they have been advised that, with the development of the Business, Industry and Visitor Economy Strategy, the Committee will consider how best to engage with businesses on this project and their inclusion in future committee meetings.

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

3.1

The Business, Industry and Visitor Economy Strategy (BIVE) is a key piece of work that the Committee will be supporting development of in 2023. The BIVE is the primary agenda item at today's meeting and will be for future Committee meetings.

5 To make the most out of today's workshop on the BIVE, invitations have been extended to the following businesses organisations:

- Destination Byron
 - Northern Rivers Food
 - Sourdough Business Pathways
 - a representatives from each of the Chambers of Commerce
- 10
- Byron Bay
 - Brunswick Heads
 - Mullumbimby
 - North Byron
- a representative from identified key sectors:
- 15
- visitor economy
 - food product manufacturing
 - professional business services
 - agriculture
 - health care and social assistance
- 20
- education and training
 - creative industries

This is in line with the Committee's constitution:

- *To achieve this [committee's purpose and objectives], different formats for each meeting will be used such as field days and workshops with guest speakers and industry leaders.*
- 25
- *The Committee Councillors and staff set the theme and invite the leading business people, relevant speakers, experts, and attendees for each meeting.*

30 Staff recommended that the Committee continue this approach during the development of the BIVE, and that the inclusion of four business representatives to the committee be deferred until the BIVE is developed.

Strategic Considerations

Community Strategic Plan and Operational Plan

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
Community Objective 4: We manage growth and change	4.3: Promote and support local business development, education and	4.3.1: Facilitate and support sustainable development	4.3.1.1	Review the format of the Economic Development Strategy and Action Plan

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

3.1

responsibly	employment opportunities	of our business community		
Community Objective 4: We manage growth and change responsibly	4.3: Promote and support local business development, education and employment opportunities	4.3.1: Facilitate and support sustainable development of our business community	4.3.1.2	Continue to strengthen partnerships between Council and the business community
Community Objective 4: We manage growth and change responsibly	4.4: Support tourism and events that reflect our culture and lifestyle	4.4.1: Build a tourism industry that delivers local and regional benefits in line with the community's values	4.4.1.2	Continue to liaise with our business and tourism industry.

Recent Resolutions

22-399

Resolved that Council adopts the following Committee Recommendations: Report No. 3.1 Review Constitution of Strategic Business Advisory Committee File No: I2022/469
 5 Committee Recommendation 3.1.1 1.

That the Strategic Business Advisory Committee recommend to Council to adopt the constitution at Attachment 1 (E2021/148723), with amendments to:

a) the number of Councillors required for quorum to be one, at Point 7.

10 b) Point 5 Membership, to include four members of the business community from a range of industry sectors.

c) Key Objective 2. to 'Where appropriate take a leadership role to encourage new and emerging sectors to flourish'

d) the name of the committee to the Business and Industry Advisory Committee.

15 2. That the Strategic Business Advisory Committee recommend to Council to call for nominations for representatives from the business community from a range of business sectors.

Legal/Statutory/Policy Considerations

n/a

Financial Considerations

5 Advertising costs will be covered by Environmental and Economic Planning advertising budget 2601.003

Consultation and Engagement

Advertisement for new members will be included in the local newspaper and on Council's website.

Minutes of Meeting
Strategic Business Advisory Committee
Meeting

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 30 June 2022
Time	4.30pm



BYRON SHIRE COUNCIL

STRATEGIC BUSINESS ADVISORY COMMITTEE MEETING MINUTES 30 JUNE
2022

**Minutes of the Strategic Business Advisory Committee Meeting held on Thursday,
30 June 2022**

File No: I2022/757

PRESENT: Cr M Lyon (Mayor), Cr A Hunter, Cr A Pugh

Staff: Shannon Burt (Director Sustainable Environment and Economy)

Sharyn French (Manager Environmental and Economic Planning)

Sharyn French (Minute Taker)

Guest: Rob Hall (.id (informed decisions)) via zoom

Cr Lyon (Chair) opened the meeting at 4.39pm and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

Lisa Richards (Business and Visitor Economy Officer)

DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

There were no declarations of interest.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

Report No. 3.1 Review Constitution of Strategic Business Advisory Committee
File No: I2022/469

Committee Recommendation:

1. **That the Strategic Business Advisory Committee recommend to Council to adopt the constitution at Attachment 1 (E2021/148723), with amendments to:**
 - a) **the number of Councillors required for quorum to be one, at Point 7.**
 - b) **Point 5 Membership, to include four members of the business community from a range of industry sectors.**
 - c) **Key Objective 2. to 'Where appropriate take a leadership role to encourage new and emerging sectors to flourish'**

BYRON SHIRE COUNCIL

STRATEGIC BUSINESS ADVISORY COMMITTEE MEETING MINUTES 30 JUNE
2022

- d) **the name of the committee to the Business and Industry Advisory Committee.**
2. **That the Strategic Business Advisory Committee recommend to Council to call for nominations for representatives from the business community from a range of business sectors.**

(Lyon/Hunter)

The recommendation was put to the vote and declared carried..

**Report No. 3.2 Presentation from .id informed decisions - Economic Health
Check Report**
File No: I2022/649

Committee Recommendation:

That the Strategic Business Advisory Committee notes the report and presentation provided by .id informed decisions.

(Hunter/Lyon)

The recommendation was put to the vote and declared carried..

Report No. 3.3 Projects update - business industry and visitor economy
File No: I2022/689

Committee Recommendation:

That the Strategic Business Advisory Committee notes the business update report.

(Hunter/Pugh)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 6.19pm.



BYRON SHIRE COUNCIL

**BUSINESS AND INDUSTRY ADVISORY
COMMITTEE**

CONSTITUTION

Constitution: Business and Industry Advisory Committee

INFORMATION ABOUT THIS DOCUMENT

(INTERNAL USE ONLY)

Date Adopted by Council	25 August 2022	Resolution No.	22-399
Responsibility	Director Sustainable Environment and Economy		
Review Timeframe	Each Term of Council		
Last Review Date:	August 2022	Next Scheduled Review Date	December 2024

Document History

Doc No.	Date Amended	Details Comments eg Resolution No.
E2021/148723	February 2022	Draft Strategic Business Advisory Committee
E2022/86761	August 2022	Res 22-399 Adopted Business and Industry Advisory Committee

Further Document Information and Relationships

Related Legislation	Section 355, Local Government Act (1993)
Related Policies	Code of Conduct 2016 Work Health Safety Policy Code of Meeting Practice
Related Procedures/ Protocols, Statements, documents	

Constitution: Business and Industry Advisory Committee

Table of Contents

1. Preamble 4

2. Purpose 4

3. Timeframe for Committee..... 4

4. Responsible Directorate 4

5. Membership 4

6. Induction 5

7. Quorum..... 5

8. Confidentiality 5

9. Election of Chairperson 5

10. Voting..... 5

11. Majority Decision..... 5

12. Convening Meetings 6

13. Agenda Preparation 6

14. Conduct of Business 6

15. Records of meetings 6

16. Absence from Committee Meetings 6

17. Section 377 Delegation 7

18. Meeting Practice 7

19. Miscellaneous 7

Constitution: Business and Industry Advisory Committee

1. Preamble

The Business and Industry Advisory Committee is a Committee of the Council and does not have executive power or authority to implement actions.

The role of the Committee is to provide appropriate specialist advice and recommendations to Council on matters relevant to this Constitution.

2. Purpose

The purpose of the Business and Industry Advisory Committee is:

1. To assist Council in the development, implementation and review of the new business industry and visitor economy strategy.
2. To identify and report business and visitor economy matters to Council including, but not limited to opportunities or concerns, funding opportunities, government policy, best practice/guidelines.

Key strategic objectives include:

1. Support the resilience and longevity of local industry, business and employment
2. Where appropriate take a leadership role to encourage new and emerging sectors to flourish
3. Build informed and connected businesses

These objectives cover job security and creation, entrepreneurship and innovation, business resilience, collaboration and leadership, promotion of investment, education and training as well as support for a sustainable visitor economy.

To achieve this, different formats for each meeting will be used such as field days and workshops with guest speakers and industry leaders.

The Committee Councillors and staff set the theme and invite the leading business people, relevant speakers, experts and attendees for each meeting.

3. Timeframe for Committee

The lifespan of the Business and Industry Advisory Committee is for the term of Council 2022-2024.

4. Responsible Directorate

This Committee is administered by the Sustainable Environment and Economy Directorate. The Director or their delegate will attend these meetings and minutes will be taken by a member of their staff.

5. Membership

Council must appoint all Committee members. Appointment must take place prior to a member being conferred the responsibilities and rights as set out in this document.

Constitution: Business and Industry Advisory Committee

Council may release individual members from the Committee at any time by a resolution of council. Council may also appoint any new members to a Committee at any time by a resolution of council. Membership is to include:

- 3 Councillors
- Four members of the business community from a range of industry sectors
- Byron Shire General Manager (or staff member delegate)

Note: Staff members participating on the Committee do not have any voting entitlements.

Councillors and Council staff set the theme of each meeting and invite the relevant business leaders, speakers, experts and attendees for each meeting.

6. Induction

All members will be required to participate in an induction process at the establishment of a new Committee, and at any time a replacement voting member joins a Committee. The induction will be scheduled prior to the first meeting of the Committee and will cover topics such as this Constitution, the Code of Meeting Practice, Conflicts of Interest and Code of Conduct.

Replacement voting members will be inducted by experienced Committee members at, or prior to, their first meeting.

7. Quorum

A quorum is to constitute at least half the number of members, one of which is to be a Councillor. The General Manager or delegate, who must be a member of staff, is to attend the Committee meeting and is not counted in the quorum for the meeting.

8. Confidentiality

Members of the Committee will, in those circumstances where confidential matters are subject to deliberation, maintain confidentiality.

9. Election of Chairperson

The position of Chairperson is to be elected from Councillors comprising the Committee but only in circumstances where the Mayor elects not to assume the position of Chairperson.

10. Voting

- a) Each member of the Committee (with the exception of staff members) is to have one vote, with the Chairperson to have a casting vote in addition to a deliberative vote.
- b) Members of the Committee who are not Councillors may abstain from voting in any circumstances without such abstention being recorded in the negative.

11. Majority Decision

A majority decision of the Committee requires a majority of appointed members to be present and voting on any item subject to the requirements of a quorum being met at the meeting.

Constitution: Business and Industry Advisory Committee

12. Convening Meetings

Meetings will be held as required, generally every quarter. An annual timetable of meetings will be prepared in advance and adopted by Council for the following 12 months.

A meeting of the Committee may be convened in response to either the direction of the Mayor (or in the Mayor's absence the Deputy Mayor) in written form to the General Manager; or two Councillors in written form to the General Manager, or by resolution of the Council.

13. Agenda Preparation

It is the responsibility of the chairperson to prepare the agenda in consultation with the relevant Director, setting out the terms of business to be considered.

The agenda is an organised list of the business, in order, that will be transacted at the meeting. An agenda for each meeting, containing a brief report on each item, is to be provided to Committee members and available on Council's website at least 7 days prior to the meeting being held.

Each item of business to discuss at the meeting is required to be listed on the agenda and in written form. Verbal reports at the meeting are not an acceptable practice.

For some matters, it will be necessary to attach other relevant information to the agenda to inform and direct discussion. Such information is to be circulated with the agenda.

Committee members may request items for inclusion in future agendas, through the Chair.

14. Conduct of Business

Each item of business is discussed in the order in which it appears on the agenda. No new matters will be introduced at the meeting. New items of business may be included in a future agenda as noted in clause 13 above.

15. Records of meetings

- a) The minutes of meetings are to be circulated to members of the group within 7 days of the meeting so that members can provide feedback through the Chair on the draft unconfirmed minutes.
- b) Any recommendation of a Committee that requires a resolution of Council will be reported to Council through a staff report to Council from the responsible Directorate for the Committee, and the staff report will include as an attachment, a copy of the minutes of the Committee meeting at which the recommendation was made.

16. Absence from Committee Meetings

All Committee members are required to advise the chair when they are unable to attend Committee meetings. The absence of Committee members from the meeting is to be recorded in the minutes. A Committee member (other than the Mayor) ceases to be a member of a Committee if the member:

- a) Has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absence, or
- b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

Constitution: Business and Industry Advisory Committee

17. Section 377 Delegation

The Committee does not have any delegated functions pursuant to section 377 of the Local Government Act (1993) and does not have the power to direct staff.

18. Meeting Practice

Meetings are to be conducted in accordance with this Constitution and, where required, reference to Council's Code of Meeting Practice.

19. Miscellaneous

- a) **Insurance:** All group members are covered by the public liability policy of Council. This insurance does not preclude the Committee from due diligence and all Council policies must be adhered to.
- b) **Code of Conduct:** All group members to abide by Council's adopted Code of Conduct at all times.
- c) **Pecuniary Interest:** Pecuniary Interest may be defined as an interest that a person has in a matter, as a group member or employee of a company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other person includes the spouse or de-facto partner or relative of the group member.

Section 446 of the Local Government Act states that "a member of a council committee, other than a committee that is wholly advisory, must disclose pecuniary interests..."

Even though the Local Government Act provides an exemption to disclose pecuniary interests Council's preference is for all members to declare pecuniary interests where applicable.

- d) **Work Health Safety:** All group members are required to comply with the "Worker Responsibilities" as prescribed in the Work Health Safety Policy.

Report No. 3.2 Meeting Schedule for 2023 Business and Industry Advisory Committee

Directorate: Sustainable Environment and Economy

Report Author: Arika McElroy, Project Support Officer

5 **File No:** I2023/83

Summary:

This report advises committee members of the scheduled committee meeting dates for 2023 and informs of the process for agendas.

10

RECOMMENDATION:

1. That the Business and Industry Advisory Committee notes the scheduled meeting dates and times for 2023.
- 15 2. That the Business and Industry Advisory Committee advise of any agenda items for future meetings.

Report

The following dates have been scheduled for the Committee's meetings for 2023, to be held in the Conference Room:

- Thursday 30 March, 11.30am
- 5 • Thursday 15 June, 4.30pm
- Thursday 31 August, 9.00am
- Thursday 16 November, 11.30am

At each meeting staff will provide report/s on the status of current projects for the agenda.

10 Projects update report will also be provided at each meeting in 2023. Speakers and guests will be scheduled and invited:

- according to project milestones in the development, implementation and review of the new business, industry, and visitor economy strategy and
- to report on business and visitor economy matters, with a focus on supporting resilient and connected industry sectors.

15 We would like to hear your suggestions for future agenda items in line with the purpose of the Committee, which is stated in the Constitution as follows.

The purpose of the Business and Industry Advisory Committee is:

1. To assist Council in the development, implementation and review of the new business industry and visitor economy strategy.
- 20 2. To identify and report business and visitor economy matters to Council including, but not limited to opportunities or concerns, funding opportunities, government policy, best practice/guidelines.

Key strategic objectives include:

1. Support the resilience and longevity of local industry, business and employment
- 25 2. Where appropriate take a leadership role to encourage new and emerging sectors to flourish
3. Build informed and connected businesses

30 These objectives cover job security and creation, entrepreneurship and innovation, business resilience, collaboration and leadership, promotion of investment, education and training as well as support for a sustainable visitor economy.

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

3.2

To achieve this, different formats for each meeting will be used such as field days and workshops with guest speakers and industry leaders.

The Committee Councillors and staff set the theme and invite the leading business people, relevant speakers, experts and attendees for each meeting.

- 5 Committee members may also request items for inclusion in agendas for the above purpose, through the Chair.

Generally, agenda items are due 5 weeks prior to the meeting date. A reminder will be sent to Committee members by email to meet this deadline. Agenda items are to be requested to the Chair by the below due dates, to allow time for report preparations.

Meeting Date	Agenda item due date
Thursday 15 June	Thursday 11 May
Thursday 31 August	Thursday 27 July
Thursday 16 November	Thursday 12 October

- 10 A link from Council's website to the agenda for each meeting will be provided to members, by email, at least 7 days prior to the meeting date.

Strategic Considerations

Community Strategic Plan and Operational Plan

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
1: Effective Leadership We have effective decision making and community leadership that is open and informed	1.1: Enhance trust and accountability through open and transparent leadership	1.1.2: Governance - Ensure legislative compliance and support Councillors to carry out their civic duties	1.1.2.4	Deliver Council meeting secretariat – including agenda preparation, minutes and council resolutions monitoring

Recent Resolutions

- 15 • 22-744, 15 December 2022

Legal/Statutory/Policy Considerations

None relevant to the report.

Financial Considerations

5 Consultation and Engagement

N/A

Report No. 3.3 Projects Update

Directorate: Sustainable Environment and Economy

Report Author: Lisa Richards, Business and Visitor Economy Officer

File No: I2023/383

5 **Summary:**

This report provides an update on current and upcoming business and industry-related projects.

10

RECOMMENDATION:

That the Committee notes the Projects Update report.

15

Report

Byron Shire School-Based Apprenticeship and Traineeship Information Evening

5 In late July 2022, Council and Regional Industry Education Partnership, Training Services supported an event held by Mullumbimby High School on the school-based apprenticeship and traineeship (SBAT) program. [About SBATs \(nsw.gov.au\)](https://www.nsw.gov.au/about-us/industry-education-partnership)

10 Over 70 high school students, their parents and local businesses attended this event. Mullumbimby and Brunswick Heads businesses were invited. Since this event, 20 Mullumbimby High school students have expressed interest in the School Based Apprenticeship and Traineeship Program (SBAT), with 4 currently placed in the program.

15 On Monday 21 November 2022 Council partnered with Regional Industry Education Partnership, Training Services to deliver a Shire-wide information and networking event to connect more local businesses with local high school students from Mullumbimby High School, Byron Bay High School, Hinterland Christian College and Shearwater, The Mullumbimby Steiner School. The event included information on job opportunities and school-based apprenticeships and traineeships with a networking component.

There was a Panel of speakers, including a student who has been through the SBAT program, a business who has benefitted from the program, Regional Development Australia and Training Services NSW.

20 Over 100 businesses, students and parents registered. Registered businesses represented a variety of sectors, including but not limited to manufacturing, hospitality, aged care and child care.

Due to the success of this event, Council is considering holding this format as an annual event.

25 Sourdough Business Pathways and StartUp Northern Rivers Social Enterprise Entrepreneurs Event

Council sponsored an event held by Sourdough Business Pathways and StartUp Northern Rivers on Monday 26 September at Byron Community Centre.

30 The event focused on bringing together local and inter-state social enterprise entrepreneurs and the StartUp Northern Rivers Alumni and startup community. The event hosted guests travelling to the Social Enterprise World Forum (SEWF) in Brisbane.

The event will feature guest speaker Tom Dawkins of Start Some Good and the Centre for Social Impact, and a panel of social enterprise businesses; 2 from interstate and 2 from local B-Corp businesses.

35 This was an excellent opportunity for Byron Shire to showcase our diverse community of social enterprises and to learn from others from this sector from further afield.

Events Strategy Update

5 The objective for the Byron Shire Events Strategy is to set a common direction for future small to medium events for the Byron Shire Council and local communities. The Strategy will acknowledge the breadth of events provided in the shire, with a focus on small to medium sized events to encourage and enable best practice event planning. It will also consider existing venues and land available to host small to medium events and actions needed to streamline event planning and approvals processes.

10 To maximise efficiencies for the Council and deliver a holistic outcome for the local communities, the Events Strategy is being developed in parallel with the Business, Industry and Visitor Economy Strategy.

Consultants (Tilma Group) began initial engagement with key event stakeholders from 15 March; this will continue over the coming months in different formats. Insights will be shared at future meetings.

Business E-newsletter

15 At the June 2022 Strategic Business Advisory Committee meeting, business e-newsletter statistics were requested. The following statistics are as of September 2022.

- Business e-newsletter commenced in June 2020
- Currently 195 Subscribers
- 33 newsletters sent to date
- 20 • 750 total emails sent with 67.2% open rate

Each newsletter is forwarded to local Chambers of Commerce and include latest research, data, Council news and workshops.

Strategic Considerations

Community Strategic Plan and Operational Plan

25

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
4: Ethical Growth We manage growth and change responsibly	4.3: Promote and support our local economy	4.3.1: Diverse economy - Develop a Business and Visitor Economy Strategy to	4.3.1.1	Progress development of Business and Visitor Economy Strategy

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

3.3

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
4: Ethical Growth We manage growth and change responsibly		support a resilient and diverse economy		
	4.3: Promote and support our local economy	4.3.2 Social enterprise - Support social enterprise and local procurement where appropriate		
	4.3: Promote and support our local economy	4.3.3: Business advice and support - Support, participate, and advocate for sustainable business	4.3.3.1	Deliver Sourdough Business Pathways MoU
	4.3: Promote and support our local economy	4.3.3: Business advice and support - Support, participate, and advocate for sustainable business	4.3.3.2	Continue to strengthen partnerships between Council and the business community / industry
	4.3: Promote and support our local economy	4.3.3: Business advice and support - Support, participate, and advocate for	4.3.3.3	Publish quarterly business e-newsletter

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

3.3

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
4: Ethical Growth We manage growth and change responsibly		sustainable business		
	4.3: Promote and support our local economy	4.3.3: Business advice and support - Support, participate, and advocate for sustainable business	4.3.3.4	Continue to support Small Business Month
	4.3: Promote and support our local economy	4.3.3: Business advice and support - Support, participate, and advocate for sustainable business	4.3.3.5	Continue to support businesses growth and continuity through provision of information and workshops
	4.3: Promote and support our local economy	4.3.3: Business advice and support - Support, participate, and advocate for sustainable business	4.3.3.6	Partner with other agencies to deliver workshops such as mental health, businesses recovery/adaptation, planning and accessibility
	4.3: Promote and support our local economy	4.3.3: Business advice and support - Support, participate, and advocate for sustainable business	4.3.3.7	Collaborate with government, agency and industry on business policy and legislative reforms

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
4: Ethical Growth We manage growth and change responsibly	4.3: Promote and support our local economy	4.3.4 Employment - Support business initiatives that create local jobs	—	—

Recent Resolutions

- 21-199

Legal/Statutory/Policy Considerations

5 None relevant to this report.

Financial Considerations

As per program and project budget allocations.

Consultation and Engagement

As per program and project plans.

Report No. 3.4 Business, Industry and Visitor Economy Strategy

Directorate: Sustainable Environment and Economy

Report Author: Jess Gilmore, Events & Economy Team Leader

5 **File No:** I2023/26

Summary:

Michael Campbell of Lucid Economics will facilitate a workshop on the Business Industry and Visitor Economy Strategy (BIVE) with the Committee and invited business organisations.

10 The purpose of the workshop is to review the findings of the background research and will include a review of initial analysis of the key findings.

15 **RECOMMENDATION:**

That the Business and Industry Advisory Committee notes the report.

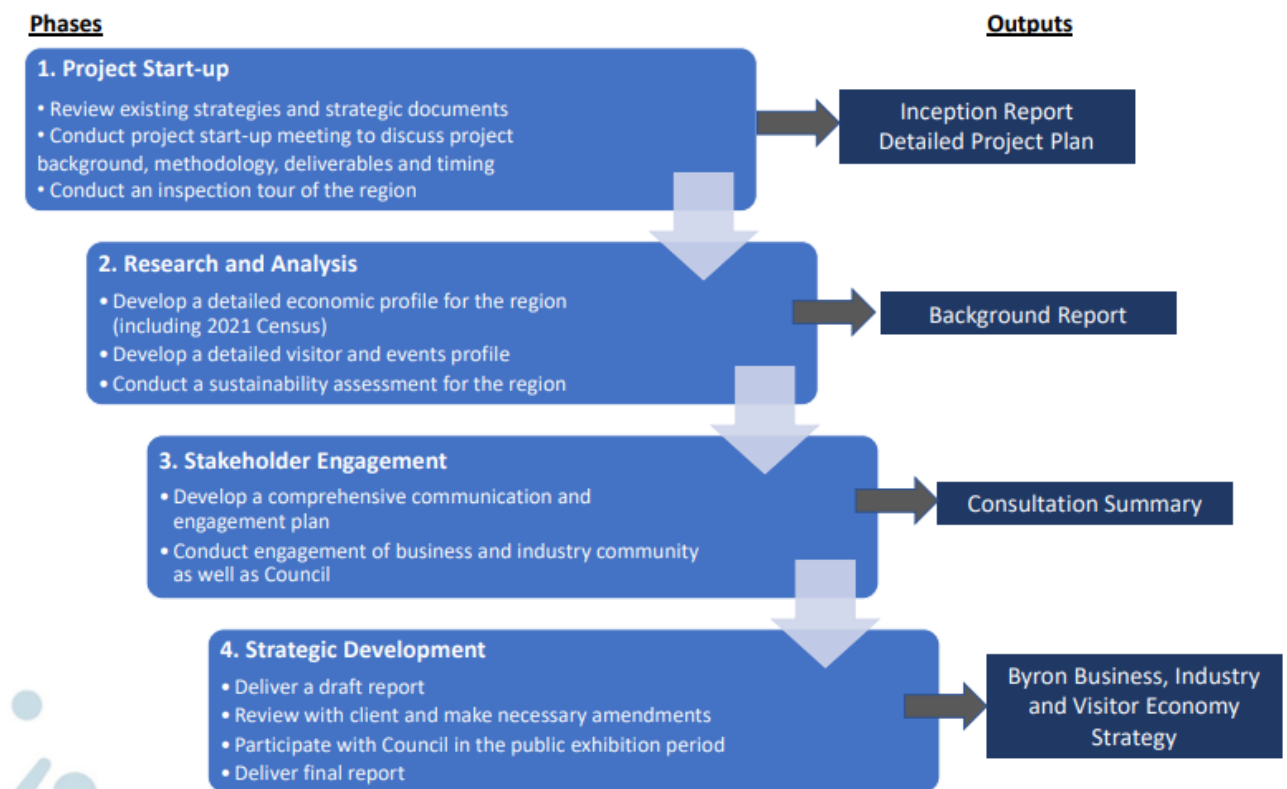
20

Report

A lot has happened (and is happening) in our rapidly changing economy. From events and tourism bouncing back after COVID to the impacts of last year’s flood disaster and the effects of recent interest rate rises.

- 5 Following Council’s resolution (21-199) to endorse the framework and progress toward development of a whole of business industry strategy, work has progressed, and Lucid Economics has been engaged to develop the strategy.

The figure below shows the project approach. Consultation with the Business Industry Advisory Committee forms part of the stakeholder engagement (stage 3).



10

Next steps

The figure above guides the next steps. More consultation will be undertaken over the coming months.

- 15 A further update will be provided to the Business Industry Advisory Committee at the next meeting on 15 June.

Strategic Considerations

Community Strategic Plan and Operational Plan

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
4: Ethical Growth We manage growth and change responsibly	4.3: Promote and support our local economy	4.3.1: Diverse economy - Develop a Business and Visitor Economy Strategy to support a resilient and diverse economy	4.3.1.1	Progress development of Business and Visitor Economy Strategy
Community Objective 4: We manage growth and change responsibly	4.3: Promote and support local business development, education and employment opportunities	4.3.1: Facilitate and support sustainable development of our business community	4.3.1.2	Continue to strengthen partnerships between Council and the business community
Community Objective 4: We manage growth and change responsibly	4.4: Support tourism and events that reflect our culture and lifestyle	4.4.1: Build a tourism industry that delivers local and regional benefits in line with the community's values	4.4.1.2	Continue to liaise with our business and tourism industry.

Recent Resolutions

- 5 • 21-199 resolved that Council: 1. Endorses the framework and process to develop the whole of business industry strategy as outlined in the report.

Financial Considerations

Budget already allocated.

Consultation and Engagement

Consultation is currently taking place with a number of identified key stakeholders across business, industry, community, agencies, and Council.