

BUSINESS COMMUNITY REFERENCE GROUP GROWTH AND PROSPERITY

TERMS OF REFERENCE

Purpose and Scope

The key purpose of the Business Community Reference Group (BCRG) will be to assist the City to identify what more it can do, in addition to current planning provisions, to support the longer term growth and prosperity of local businesses.

Business Community – Project Overview

The City has been planning for the long term growth of the City for a number of years. Hosting a range of commercial and industrial areas which are home to a thriving array of businesses of all size, the growth of the City is supported by a long term 20 year vision of a strong, self-sufficient, vibrant and diversified local and regional economy offering a range of business and employment opportunities.

The Local Planning Strategy is a 20 year plan that helps the City prepare for anticipated population growth that will be achieved by increasing density in and around activity centres located along major roads, transport nodes and public transport corridors.

In general the Local Planning Strategy aims to:

- encourage increased intensity in and around Activity Centres, transport nodes and along transport corridors,
- provide greater housing choice,
- improve access to different levels and types of retail, commercial and employment opportunities
- have vibrant and diverse commercial centres that meet both local and regional needs, encourage a sustainable and appropriate transport network to assist with the economic development of the City

In 2016, the City additionally introduced a number of new initiatives to help improve the City's engagement with local businesses and provide them with opportunities to connect and inform decision making, access training and development opportunities, find out about services and resources quickly and attend various events.

Visit the Business Hub for more information at www.melvillecity.com.au/business

Role of the Business Community Reference Group

The BCRG will serve as a link between the City and the business community, encouraging greater understanding of planning for future activities and engagement with the business sector as a whole.

The main tasks of the BCRG will be:

- To review current methods of engaging with the business community – do they provide opportunities to identify current issues/concerns and potentially, ways of dealing with them
- To become familiar with plans that have been created to foster urban development across the City and identify any 'gaps' in provision
- To identify what will help further support the growth of local businesses

The reference group will comprise no more than 12 people representing the broad interests of the business community across the City including representation of:

1. Businesses based in each of the four neighbourhoods of the City. (Refer to attached map.)
2. Small to Medium Business
 - Home based businesses
 - Sole trader
 - 2 to 20 employees
 - 21 to 199 employees
3. 200 + employees
4. Industry Mix Representation
 - Trade
 - Retail
 - Service
 - Light Industrial
5. Representatives who will commit to attending all meetings of the group; and
6. Representatives who will register on MelvilleTalks and participate in community discussions for the duration of the stakeholder engagement process.

The term of appointment for the BCRG will align with the project timeline of approximately 4 months.

Process for invitation and selection of the group's membership

Potential members of the BCRG will be promoted to business contacts across the City, via the City's communication channels and business databases to nominate themselves by direct email.

Meetings

Meetings are to be held weekly for a period of 5 weeks from 2nd August 2017. Additional meetings may be scheduled by agreement with BCRG members.

Day of meetings: Wednesday

- Time: 5.30pm – 7.30 pm
- Place: City of Melville Civic Centre, 10 Almondbury Road, BOORAGOON
- Presiding/Facilitators: Stakeholder Engagement Coordinator, Project Coordinator, Strategic
- Notes from meetings to be provided within 5 working days to group members.
- Light supper provided

Code of Conduct

To be developed by BCRG members at the first meeting.

Amendments to the terms of reference

The City of Melville may at any time, after consultation with the BCRG, vary these Terms of Reference, or the group may recommend to Council variations to the Terms of Reference.

