

TERMS OF REFERENCE



Name	Melton Town Centre Champions
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Review date	30 June 2023
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1. Purpose

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Melton Town Centre Champions group.

2. Scope / Responsibility

2.1. In 2020 Melton City Council received \$2 million from the Victorian Government under its Suburban Revitalisation Program, for the revitalisation of Melton Town Centre (MTC).

This revitalisation project aims to improve visitation and economic uplift in MTC through enhancing precinct identity, buy local marketing, shopfront improvements, activations, installations, physical improvements and more.

The purpose of the Melton Town Centre Champions (Champions) is for a committed group of traders to work with Council to support and guide the Melton Town Centre Revitalisation Projects.

2.2. The scope of the Champions group is to specifically support the Melton Town Centre Revitalisation projects for the term of the Revitalisation program through the following:

- Provide considered advice, insight and feedback to Council to inform and evolve revitalisation projects
- Drive precinct participation in MTC Revitalisation initiatives
- Encourage trader participation in MTC Revitalisation initiatives
- Identify opportunities that can be leveraged from MTC Revitalisation projects

2.3. Any matters not related to the MTC Revitalisation project are considered outside the scope of the Champions Group and will need to be directed through Council's established processes.

3. Composition

3.1. Membership

The 'Champions' will comprise members from the following categories:

3.1.1 Business Representatives

Up to 12 business operators or owners that provide a broad representation within the Melton Town Centre:

- Smith Street

- Alexandra Street
- Palmerston Street
- Bakery Sq
- Unitt Street
- McKenzie Street
- Wallace Sq
- High Street (Smith to Palmerston)
- High Street (Palmerston to Alexandra)
- High Street (Alexandra to Station/O'Neills)

3.1.2 Council

- Manager Engagement & Advocacy
- Coordinator Economic Development
- Project Officer – Melton Town Centre

3.2. Terms and method of Nomination

- 3.2.1. Expressions of interest for participation will be called for via Trader Meeting, newsletter notification and social media.
- 3.2.2. Appointments of Champions will be made by Council based on the recommendation of a review panel. The review panel will be made up of Council Officers which will include a nominated chairperson, an expert, and an independent.
- 3.2.3. Suitable members shall be appointed for a period of two years and are eligible for re-nomination should the group continue beyond its initial two year term. All positions are undertaken on a voluntary basis.
- 3.2.4. A position will be deemed to be vacant if a Champion fails to attend three consecutive meetings. Leave may be negotiated and granted in the event that a member needs to arrange a temporary absence.
- 3.2.5. If a vacancy occurs during the two year term, it will be filled at the discretion of Council Officers. Nominations will occur as per 3.2.1 with appointments made for the remainder of the two year term.

3.3. Chair

- 3.3.1. The chairperson will be the Manager Engagement and Advocacy or a delegated Council representative. \
- 3.3.2. The chairperson will conduct the business of the meeting including the opening and closing of the meeting, confirming the quorum, and following the agenda.

4. Operating Procedures

4.1. Quorum

A quorum for the Champions will require attendance at least half the number of business representatives and two council representatives.

4.2. Meetings

- 4.2.1. The Champions will meet up to eight times per year on a six-weekly basis.

- 4.2.2. Meetings will be held at a mutually agreeable time and meetings will not exceed one hour in length.
- 4.2.3. Agenda items will be called for one week prior to the scheduled meeting.
- 4.2.4. The Agenda will be circulated the day prior to the meeting.
- 4.2.5. Minutes will be kept of each meeting. Unconfirmed minutes will be circulated within one week of the meeting. Members will have one week to advise council officers of any errors or omissions from the minutes.
- 4.2.6. If no errors or omissions are identified the minutes will be considered as being confirmed by the members of the Champions.
- 4.2.7. The secretary of the Champions shall be one of the Council Officers.
- 4.2.8. Council must receive apologies for all meetings at least one business day in advance of the meeting or as soon as practicable. If a quorum cannot be met, Champions members will be notified that the meeting is cancelled.

4.3. Expectations/ Requirements of Members

4.3.1 MTC Champions are:

- A local business owner, operator or manager of the Melton Town Centre
- Willing to commit to a one hour meeting every 6 weeks
- Willing to act as a representative for their specific precinct
- Willing to participate in and provide input to consultation activities to support the Melton Town Centre and the Melton Revitalisation Projects.
- Able to demonstrate business experience
- Understanding of the key issues facing businesses in the Melton Town Centre
- Able to work collaboratively with other businesses, government and key stakeholders.

4.3.2 MTC Champions are expected to:

- Operate with integrity, objectivity, accountability, honesty and openness
- Declare any potential conflict of interest
- Contribute their individual knowledge and expertise
- Actively listen and participate in discussions
- Respect and value different views and contributions
- Maintain effective working relationships with each other
- Actively promote the Precinct in a positive manner
- Maintain confidentiality
- Share information, where appropriate, from their community with the Reference Group.

- Share information, where appropriate, from the Reference Group back to their community.

4.4. Powers of the Champions Group

The Champions will be a forum for consultation, provision of feedback and information exchange and will not be a decision-making body.

4.5. Review

- 4.5.1. The Champions may recommend amendments to the Terms of Reference, which will be considered by Council and champions members
- 4.5.2. The Champions group will continue for the term of the Revitalisation projects. At the completion of projects, a decision will be made as to the viability, scope and structure for the continuation of a Champions trader group to support the economic prosperity of Melton Town Centre.