

## MYAREE BUSINESS AREA MASTER PLAN REFERENCE GROUP

### Terms of Reference

#### Purpose

The Myaree Business Area Master Plan Reference Group (MBAMPRG) will contribute ideas and information to support development of the Myaree Business Area Master Plan.

#### Role

- Members of the MBAMPRG will be briefed by City officers as to why it is necessary to prepare a Master Plan for the Myaree Business Area.
- Members will be asked to share their understanding/lived experience with the Myaree Business Area which will allow for a more accurate context from which to establish a future vision.
- The MBAMPRG will contribute to the development of a vision for the future of the Myaree Business Area in conjunction with other stakeholders.

#### Reference Group Selection

Appointment of members to the Reference Group will be managed via a nomination and selection process. All nominees will be assessed against selection criteria intended to secure a broad section of stakeholder interests within and adjacent to the Myaree Business Area.

Proposed members of the Reference Group will be assessed against the identified criteria by City officers including

- Manager of Strategic Urban Planning
- Senior Strategic Planning Officers
- Business Development Officer

#### Membership

Membership is sought from stakeholders within and in close proximity to the Myaree Business Area. A maximum of 20 members will be appointed via the Expression of Interest application process. To ensure representation of a range perspectives members will be selected from a variety of stakeholders including but not necessarily limited to the following;

- Property owners from within the wider Myaree Business Area (MBA)
- Business operators from within the wider MBA
- Property owners from within the “Local Centre” zoned locations within the MBA
- Business operators from within the “Local Centre” zoned locations within the MBA.
- Residential property owners/residents directly abutting the MBA
- Residential property owners/residents in close proximity to the MBA
- Representatives of the principal industry sectors present in the MBA
- Representatives from relevant business organizations such as the CCI

Selected Reference Group members have a responsibility to prepare for and attend meetings of the Reference group, contribute to discussions and be supportive and inclusive of all attendees. Consultation with other established community groups may be undertaken should it be considered appropriate and in consultation with the group.

### **Term of Membership**

Membership will be confirmed for a 12 month period with meetings occurring intermittently over that period as outlined below. A member may resign at any time, and should vacancies arise (dependent upon the stage in the project process) these may be addressed via a further selection process. Replacement members may be drawn from the original pool of applicants or via readvertising vacancies.

### **Remuneration**

Stakeholder Reference Group (SRG) members will be remunerated \$50.00 per person for each formal SRG meeting attended. Remuneration will be paid into a bank account of choice via electronic funds transfer by the City after each meeting.

### **Meetings**

The reference group will be facilitated by the Myaree Business Area Master Plan Project Officer supported by members of Strategic Urban Planning and other City business areas as required.

Meetings will be held at the City of Melville Civic Centre commencing at 5.30pm for no more than two hours. A potential 3 Meetings have at this stage been identified in the initial phase of involvement with a further potential 2 meetings as the project progresses. The initial meetings are expected to commence in October 2023 with a minimum two week break between meetings. The second phase of meetings would be confirmed during the initial phase.

The initial series of meetings will be run in a workshop format and will focus upon developing an understanding of the MBA, consideration of the issues, challenges, and opportunities inherent in the MBA and consideration of a vision for the future of the Myaree Business Area.

Follow up meetings will consider the vision outcomes, ways to support the delivery of that vision and afford an opportunity for reference group consideration of the draft Master Plan proposals.

The City will request permission to use photographs of the Myaree Business Area Master Plan Reference Group to be used by the City of Melville for media purposes. Permission must be sought from all members if any individual wants to publicize or use images of participants of the reference group in any public (including social) media.

### **Roles and Responsibilities**

Members of the MBA Master Plan Reference Group are to:

1. Provide input in relation to perceived problems and issues affecting the Myaree Business area
2. Provide input in relation to potential constraints to operating businesses within the MBA

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**National Relay Service** Tel: 133 677 (TTY) 1300 555 727 (speech relay) **www:** [relayservice.com.au](http://relayservice.com.au)

3. Provide input as to impacts of the MBA upon surrounding areas
4. Provide input as to potential opportunities within the MBA
5. Provide input into preparation of a vision for the future of the MBA
6. Provide feedback on draft proposals and a draft Master Plan for the MBA

### **City Obligations**

The City will;

- Organize the meeting venue, equipment, and catering
- Maintain a safe and welcoming environment
- Maintain focus on the defined tasks
- Ensure all participants will have an opportunity to share their input
- Distribute any material from the functioning of the meetings

### **Confidential Information**

Reference Group members may be provided with confidential information in various forms by the City. Information may be marked as confidential or verbally disclosed as confidential. Members must agree to maintain confidentiality concerning all confidential information made available to the Reference Group, unless written approval is obtained from the City to do otherwise.

### **Conflict of Interest**

Where a Reference Group member has an actual or perceived conflict of interest in relation to a matter in which the group is concerned, or is likely to be considered or discussed, the member must disclose the interest to the group before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and such disclosure will be recorded in the meeting minutes.