



## **PROSPEROUS PORT PHILLIP - BUSINESS ADVISORY GROUP**

### **Terms of Reference (updated March 2021)**

#### **Background and Purpose**

Port Phillip's businesses have shown incredible resilience and adaptability in how they have and continue to, respond to COVID-19. We are blessed to have a diverse range of business and community leaders, and we plan to harness their considerable knowledge, skills, passion and experience through the formation of the Prosperous Port Phillip - Business Advisory Group (the Group).

#### **Aim**

- Defining a desired future vision for Port Phillip's economy and lifting Gross Local/Regional Product (GL/RP) and creating/attracting new jobs in our City.

#### **Role**

- Ensuring that a key sector of our community is provided with an appropriate mechanism to provide strategic advice to Council on the issues that impact on them and the industry segment they represent;
- Capitalising on the knowledge, experience and skills of our business community to help inform quick wins that could be pursued or longer-term changes to policy at Council, State or Federal Government levels that would better support businesses in our municipality and specific industry segments;
- Considering data (qualitative and quantitative), identifying gaps and further data sources and using this to identify issues that need to be addressed to achieve the desired future vision;
- Identifying and facilitating the co-creation and co-contribution of short, medium and longer-term actions to achieve the desired future vision; and
- Regularly communicate and engage with stakeholders and Council throughout the process.

#### **Membership**

Members will be invited by direct invitation of the Mayor:

- Janet Rosenberg, President Acland Street Business Association
- Paul Littman, President Port Melbourne Business Association
- David Blakeley, President Fitzroy Street Business Association
- David Weston, Fishermans Bend Business Forum
- Denise Cox, Elwood Business Owner
- Anne Michaels, South Melbourne Property Owner / Real Estate representative
- Amy Huva, Head of Sustainability, Morris Group, Albert Park & CoPP Sustainable Business Network
- Kim Edwards, Head of Games and Animation, JMC Academy, South Melbourne
- Lillian Kline, Head of Client Engagement, Impact Investment Group
- Anna Scholten, All Things Equal, social enterprise café, Carlisle Street
- Catherine Mapperson, Franchisee Quest St Kilda Road
- Frank Van Haandel, Stokehouse Restaurant, St Kilda Foreshore



Within this composition every effort will be made to ensure equitable spread of representatives from across the municipality and diversity of participants.

The first meeting of the Group was chaired by the CEO and the Group was asked to determine who is best placed to Chair the meetings going forward – this will rotate every 12 months (September).

### **Councillors**

In 2021, our Business Advisory Group Councillors are:

Andrew Bond  
Rhonda Clark  
Heather Cunsolo  
Christina Sirakoff

### **Review of Membership**

It is suggested the Group through its Chair and the Port Phillip Mayor may choose to make a recommendation to replace or increase the membership to include representation from any groups / sectors not represented in the original membership, particularly if:

- a member resigns;
- a member fails to attend a number of consecutive meetings;
- was appointed to represent an external group which they no longer represent; or
- there is a need to extend the membership to include representation from any group or sector not represented in the original membership.

### **Meeting Protocols**

Meetings will be held online, monthly, in 2020 and then every second month from 2021 onwards at a time to be agreed with the Members on a day other than Wednesday or Friday. A record of each meeting will be kept. The Group will determine how it wishes to conduct and operate its meetings. The Terms of Reference of this Group will be reviewed annually by the Group and the Council.

### **Support**

Meetings of the Group will be supported by the City of Port Phillip's Economic Growth and Activation Team.