

ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

16 April 2019

Agenda Item 10.2 Greater Shepparton Business Centre Tenancy Policy

Attachment 1 Greater Shepparton Business Centre Tenancy Policy 216

GREATER SHEPPARTON CITY COUNCIL

Policy Number 1.0

Greater Shepparton Business Centre Tenant Policy

Version 1.0

Adopted Day Month Year

Last Reviewed 14 February 2019

Business Unit:	Sustainable Development
Responsible Officer:	Tricia Martinek
Approved By:	Chief Executive Officer
Next Review:	January 2023

PURPOSE

The Greater Shepparton City Council (GSCC) is committed to ensuring that tenancy applications received for entry into the Greater Shepparton Business Centre (GSBC) are assessed using consistent and transparent criteria.

OBJECTIVE

The GSBC receives a wide range of applications from new and emerging businesses wanting to take up tenancy at the GSBC. This policy provides clear direction on the required entry criteria allowing the incubator function of the GSBC to be fulfilled without prejudice.

SCOPE

The policy describes the criteria for tenant entry and exit with guidelines for the various categories of tenancy at the GSBC, enabling informed consistent decision making.

DEFINITIONS

Reference term	Definition
GSCC	Greater Shepparton City Council
GSBC	Greater Shepparton Business Centre
BDC	Business Development Coordinator
Incubator Tenancy	New, establishing start up business (3 year lease)
Established Business Tenancy	Established business (1 year lease)
Virtual Tenancy	New, establishing and existing businesses requiring access to an office space once per week during office hours only

POLICY

1. Eligibility Criteria & Categories of Tenancy

The eligibility criteria are unique for each category of tenancy at the GSBC. Categories of tenancies are as follows:

- a) Incubator Tenancy - available for up to 3 years, to assist new and emerging businesses to become established and profitable;
 - a)
- b) Established Business Tenancy - available for a 12 month period to assist an established business or whilst a local commercial property is being sourced. Established tenancies are not to be viewed as a permanent option. Requests for these businesses to stay beyond the initial 12 months period may be considered depending on the capacity of the facility;
 - b)
- c) Virtual Tenancy - available to assist new, establishing and existing businesses requiring access to an office space once per week during office hours. This business may also need other related services such as: a business phone line, meeting rooms, printing and a mailbox address.

In all categories the following eligibility criteria apply with preference given to businesses that show one or more of the following:

- have high employment potential
- have high growth potential
- export products or services
- replace imported products or services
- provides an innovative product or service
- satisfy unmet needs in the community
- introduce new skills to the area
- provide opportunities for people disadvantaged in the labour market

The following businesses are not eligible for tenancy:

- Manufacturing businesses that need waste water recycling
- Businesses that emit noxious smells, dust or pollution
- Businesses that deal with animals (i.e. dog washing or catteries)
- Businesses conducting political activities
- Businesses that engage in activities that are socially undesirable or detrimental to the environment
- Established businesses that have previously been tenants are generally not eligible for tenancy, however each application will be treated on a case by case basis.

c)

When a sole trader/entrepreneur or business is considering tenancy at the GSBC there are a number of associated documents that are completed to ensure that the process is consistent and transparent. Further details regarding these documents can be found in the Greater Shepparton Business Centre Tenancy Guidelines.

2. Incubator Tenancy

a) Incubator applicants are required to demonstrate they are one of the following:

- a new business
- in the process of establishing a business
- a business moving from home;

d)

b) Incubator tenants will at all times be given preference over Established Businesses;

e)

c) Incubator businesses must be independently controlled (i.e. not agents, franchises or businesses that have the support of a head office). Branch offices of existing businesses are excluded from incubator tenancy classification;

f)

d) Retailing or the sale of products direct to the public on site is not permitted;

- e) Incubator tenants are eligible to remain at the Business Centre for up to 3 years. After the third year incubator tenants are automatically categorised as an Established Business and the relevant rates will begin to apply;
- f) If a potential incubator tenant requires tenancy at the GSBC and there is no space then those Established Businesses that have stayed beyond their 1 year term will be requested to vacate on a first in, first out basis. A minimum of four weeks' notice will be given to a tenant that is required to vacate to provide availability for an incubator tenant.
 - g)
 - h)

3. Established Business Tenancy

- a) An established business or one that does not meet the incubator requirements may be considered as an eligible Established Business tenant. Established Business tenants are eligible to remain at the GSBC for a 12 month period;
 - i)
- b) If after the 12 month period the GSBC is not at capacity, and there is no prospective Incubator or Established Business Tenants on the waiting list, the Established Business may be granted an extension. Established Business tenancy fees would then increase as outlined in the Greater Shepparton Business Centre Tenancy Guidelines;
- c) If a potential Established Business requires tenancy at the GSBC and there is no availability then those Established Business Tenants that have stayed beyond their 1 year term will be requested to vacate on a first in, first out basis. A minimum of four weeks' written notice will be given to a tenant that is required to vacate.

4. Virtual Tenancy

- a) Virtual tenancies are offered to assist new and establishing businesses by providing a cost effective and professional local contact point for their business during office hours;
- b) Virtual tenants may have access to an office space, one day per week during office hours only. An office space is subject to availability and bookings are essential.

General tenancy information and specific details related to Incubator, Established Businesses and Virtual tenants as well as Rental Arrears, Related Policies, Directives and Legislation are outlined in the Greater Shepparton Business Centre Tenancy Guidelines.