



Small Business & Franchising Consultative Committee

Overview of functions and expectations on members

About the committee

1. The ACCC established the Small Business & Franchising Consultative Committee (SBFCC) to:
 - provide advice and information to the ACCC on issues affecting small businesses, including franchising issues
 - act as a conduit of information between the ACCC and the small business and franchising sectors
 - comment on issues affecting the small business and franchising sectors that fall within the scope of the *Competition and Consumer Act 2010* (the Act) and the Franchising Code of Conduct (the Code)
 - provide tangible outcomes for small businesses, and participants in franchising, through work that members undertake in partnership with other members and with the ACCC.
2. While the SBFCC is a consultative body that helps inform the ACCC on issues relating to small business and franchising, its decisions and recommendations are not binding on the ACCC.
3. Members are drawn from a range of areas and include industry associations, small businesses, legal and business advisors, and academics.
4. Membership is limited to one representative per organisation.
5. The ACCC decides appointments to the SBFCC. Members are typically appointed for a period of two years.

Member expectations

6. Members are expected to provide input at meetings on:
 - issues and processes affecting the small business and franchising sectors that fall within the scope of the Act and the Code
 - emerging issues or market developments that may concern small businesses, including franchisors and franchisees
 - information dissemination strategies and appropriate networks they have available to enhance communication with the small business and franchising communities
 - other issues as requested by the ACCC.
7. While the ACCC encourages members to share information provided at SBFCC meetings with their industry, some information is confidential and so must not be shared. We encourage free discussion among members, using a variation on the Chatham House Rules: 'Participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.'

Committee meetings

8. ACCC Deputy Chair Mick Keogh chairs the meetings.
9. The committee meets at least twice a year via video link from multiple ACCC offices. Meetings generally run for 2–3 hours.
10. The ACCC does not pay sitting fees or reimburse travel costs for the work of the SBFCC. Members must meet their own expenses.
11. Observers are also invited to attend SBFCC meetings. These include relevant government departments/agencies, state small business commissioners and the Australian Small Business & Family Enterprise Ombudsman.
12. Committee members will be sent material to review prior to meetings in order to support discussion.