



Hobsons Bay Community Representative Workshops

Terms of Reference

1. Purpose:

The Hobsons Bay Community Representative Workshops are responsible for providing support and recommendations to Hobsons Bay City Council to assist in the development of the Council Plan 2021 - 2025 and revision of the Community Vision.

The workshops will consider broad community engagement findings, hear from experts and work together to develop recommendations for Council to consider.

1.1. Roles:

The community representative workshops will be responsible for:

- Reviewing Hobsons Bay City Council's Community Vision 2030.
- Providing recommendations to Council to assist with the development of a new four year Council Plan, and its implications on the long-term Financial and Asset Plans.

1.2. Operations

The Community Representative Workshops have no financial responsibilities, decision making powers or delegatory authority but serve to make recommendations for Council's consideration and will operate under these Terms of Reference.

2. Membership

The workshops will consist of up to 50 participants, being as representative of the broader Hobsons Bay demographics as possible (age, gender, location, key groups). The ideal make-up of the group will consist of the following (the categories are mutually inclusive):

Demographic	No.
Suburb	
Seabrook	3
Altona Meadows	10
Laverton	3
Altona North	7
Williamstown North	2
Williamstown	6
Newport East	3
Newport West	5
Spotswood- South Kingsville	3
Brooklyn	1

Demographic	No.
Age	
Under 19 years	3
20-24 years	3
25-29 years	4
30-34 years	5
35-39 years	5
40-44 years	4
45-49 years	4
50-54 years	4
55-59 years	4
60-64 years	4

Demographic	No.
Gender	
Female	20
Male	20
*We encourage people who identify as non-binary, or who have another term that they identify with to apply	

Key population groups	
People living with a Disability	3
People from a CALD background	14
First Nations people	1

Altona- Seaholme	7
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65-69 years	3
70-74 years	2
75-79 years	2
80+ years	3

2.1. Term of Appointment

The term of appointment will be consistent with the workshop dates, these are expected to run between 5th of July and 26th of July 2025.

2.2. Recognition

Community representatives will receive a certificate of appreciation and a gift voucher of \$250 for attending all workshops, to recognise their time and contribution. This will be paid pro rata if they are unable to attend all workshops.

3. Meetings

The Community Representative Workshops will be held over 3 sessions on the dates below. For participants unfamiliar with Zoom, support and training can be provided before the first workshop.

- Workshop 1: Saturday 5th July **in-person** (– 9:00am – 1:30pm) Civic centre
- Workshop 2: Wednesday 16th July **online** (6:00pm- 9:00pm) Zoom
- Workshop 3: Saturday 26th July **in-person** 9:00am – 1:30pm) Civic Centre

A quorum of at least 50 per cent of participants and the chair must be present in order for the workshop to proceed.

3.1. Chair/ Facilitator

The Chair/Facilitator of the Community Representatives Workshops will be Jacqui Goy, from independent community engagement consultancy, Conversation Co.

Council staff will provide support for the workshops and will present relevant information.

3.2. Meeting preparation

- **All workshops:**
 - Participants are expected to read any background information provided prior to the workshops. Paper copies can be made available upon request.
 - Agendas will be circulated at least 48 hours prior to the workshop, including any documents to be tabled for review and/or comment.
- **Online workshops:** For all online workshops, participants will need to join the Zoom meeting from a computer or tablet and will require a separate device (e.g. phone) to access a second online program.
- **In-person workshops:** For the face-to-face workshop, participants are asked to bring along an electronic device (mobile phone or tablet) to access an online program.

4. Code of conduct

All workshops will be delivered in a safe, friendly and supportive manner. Council staff, guest presenters and facilitators are committed to ensuring the participant experience is as enjoyable as possible. Different views, healthy debate and disagreements are welcomed as part of this process. However, all people involved are expected to show respect for each other and not engage in any offensive, harmful or aggressive behaviour which could cause distress to other participants. If any such behaviour occurs participants may be removed from the remainder of the process.

Some simple ground rules will apply, to support good robust discussions and respectful community engagement. These include:

- Interacting respectfully with other members and officers in attendance.
- Attending all meetings.
- Undertaking any required reading prior to attending the meetings.
- Completing the actions which have been allocated to them within the agreed timeframe (as far as possible).
- Exercising reasonable care and diligence.
- Treating all information received as confidential unless otherwise advised.
- Respecting the privacy of all participants.
- Not publicly commenting on behalf of the group

5. Confidential or Sensitive Information

Participants may be provided with information in various forms by Council. All information is considered confidential, and to be used only for the purpose it is presented. Other than where participants have obtained the prior written approval of Council, participants will need to agree to maintain confidentiality concerning all information made available to them. This may include but is not limited to:

- Information that would be of direct financial disadvantage to Council if made public;
- Information that is still only partly formulated and may, if released, give a misleading view to the community of what Council is planning; and
- Any other information that would disadvantage Council if made public.

We ask all participants to respect the privacy of other participants. Please do not publicly post any photographs taken during the workshops, or share any participant names or contact details. Please respect that participants are individuals whose anonymity should be maintained, unless they personally choose otherwise.

Participants should inform Council if you are approached by the media.

5.1. Photographic Consent

Council may take photographs and occasionally record short videos (Vox Pops) during the workshops to promote the project. Please advise Council via email at cp@hobsobsbay.vic.gov.au if you do not give permission for your image or video recording to be used.

Meetings will not be recorded but facilitators will take notes, to capture members' contributions. All notes, and quotes will be de-identified to protect participants' privacy. Council and Conversation Co will manage your data and information in line with the Privacy and Data Protection Act 2014 (Act). Council's Privacy Policy can be found at <https://www.hobsonsabay.vic.gov.au/Website-Information/Privacy>

6. Conflict of Interest

Participants will be entrusted to make recommendations to Hobsons Bay City Council based on

input from the broader community, hearing from experts and working together. It is important to ensure that decisions are not underpinned by personal interests or personal gain.

If you realise at any time during your membership of the Community Representative Workshops that you may gain a real or perceived disproportionate personal or professional advantage from the outcome of an engagement activity, please declare the conflict to Council via email cp@hobsobsbay.vic.gov.au, or to the Chair and please abstain from the engagement activity.

Examples of a conflict of interest may include membership to a local club, owning a small business, or any other venture that might benefit through your involvement in the workshops.

It is your responsibility to declare any conflicts of interest. If you are unsure whether something is a conflict of interest, it is better to declare it, providing full transparency.

7. Contacts:

Conversation Co: Jacqui Goy
 General Manager
 (03) 9989-9491
 jacqui@conversationco.com.au

Council: Manager Community and Council Plan Development
 1300 179 944
 cp@hobsonsabay.vic.gov.au

8. Acceptance of Terms of References

By signing below, the parties confirm that they have read, understood, and agreed to the terms and conditions outlined in this Terms of Reference.

Signed by:

1. **Name:**

2. **Signature:**

3. **Date:**