



Draft Terms of Reference

Integrated Transport Strategy – Community Workshops

Purpose

The Community Workshops will provide early guidance and feedback to help shape Hobsons Bay City Council's Integrated Transport Strategy. Participants will contribute insights about local transport experiences, priorities, and aspirations.

The workshops will explore themes such as public transport, walking and cycling, traffic and parking, accessibility, safety and connectivity, and future mobility options.

Roles of Participants

Workshop participants will be responsible for:

- Sharing community perspectives and lived experiences of moving around Hobsons Bay
- Contributing feedback on draft themes, issues, and opportunities
- Helping identify priorities for improving transport access, safety and sustainability
- Working constructively with fellow participants and Council officers to prepare recommendations for Council's consideration

Operations

The Community Workshops have no decision making authority or financial delegation. Their purpose is to provide informed community input for Council to consider during strategy development.

Membership

Workshops will include up to 30 participants, selected to reflect a diverse cross section of the Hobsons Bay community. Selection aims to achieve representation across (where possible):

- Age groups
- Transport modes (walking, cycling, driving, public transport, mobility device users)
- Suburbs and neighbourhoods
- Mobility and accessibility needs
- Carers, parents, students and older residents
- People with culturally and linguistically diverse backgrounds

When multiple candidates fit similar criteria, Council officers will assess the applications to ensure broad diversity.



Term of Appointment

This appointment is valid solely for the scheduled date and time of the specific Integrated Transport Strategy workshop in which the participant is enrolled.

Facilitator

Movement and Place Consulting will facilitate workshops.

Other Council officers or subject matter experts will present information to support discussions.

Code of Conduct

Workshops will be delivered in a respectful, inclusive and supportive environment.

Participants agree to:

- Interact respectfully with others
- Listen to differing views and contribute constructively
- Maintain confidentiality where requested
- Respect the privacy of fellow participants
- Not speak publicly on behalf of the group

Council reserves the right to remove participants who engage in offensive, harmful or aggressive behaviour.

Confidential or Sensitive Information

Participants may receive preliminary or sensitive information. Unless advised otherwise, all workshop materials and discussions should be treated as confidential.

Participants must not publish names, photos or comments from the workshops. If approached by the media, participants should refer enquiries to Council.

Conflict of Interest

Participants must declare any real or perceived conflicts of interest. For example, involvement in the strategy may provide a personal or business advantage. A declaration should be made to the facilitator or via email to communityengagement@hobsonsbay.vic.gov.au

Contact

For questions about the workshops or the Terms of Reference:

1300 179 944 or communityengagement@hobsonsbay.vic.gov.au



Acceptance

By participating in the workshops, members confirm they have read and agree to these Terms of Reference.

Photos may be taken of the event. Please let the facilitators know if you don't want your photo taken.