

Better Places Spotswood + South Kingsville Local Leaders Focus Group.

Terms of Reference

Introduction

Council is establishing a community focus group to assist in the delivery of the Better Places Spotswood + South Kingsville Place Guide. The Better Places program aims to provide a more holistic and integrated approach to thinking about designing for change for the future and will actively involve the community in the process of shaping the place that they live in. This will help to implement a vision that reflects the local community's values, ideas and priorities for Spotswood and South Kingsville and will provide practical steps towards turning the vision into real improvements into the future.

Better Places Spotswood + South Kingsville Place Guide

The Better Places Spotswood + South Kingsville Place Guide was developed after extensive community consultation and was endorsed by Council in October 2021. The Spotswood + South Kingsville Place Guide will be implemented over three financial years. The Place Guide identifies four key themes and has established potential projects for each.

Theme 1 – Remembering the Past, Shaping Our Future

- A GUIDING VISION
- FUTURE INDUSTRIES WORKING GROUP
- HIDDEN HISTORIES PROJECT
- BETTER PLACED FOR FUTURE INDUSTRIES

Theme 2 – Changing how we move into the Future

- STREETS FOR PEOPLE PROJECT
- THE GREENLINE PROJECT
- MISSING LINKS PROJECT
- MULTI-MODAL NETWORK

Theme 3 – Improving and Greening our Spaces and Places

- GREENING YOUR NEIGHBOURHOOD PROJECT
- LOVE OUR PARKS PROJECT
- THE POP-UP PROJECT
- RE-CONNECTING TO WATER AND ENVIRONMENT

Theme 4 – Enhancing our Diverse Village Lifestyle

- BETTER VILLAGES PROJECT
- BETTER COMMUNITY PLACES PROJECT
- LOCAL LEADERS FOCUS GROUP
- HOUSING CHOICE

Purpose

The key focus of the Spotswood and South Kingsville Local Leaders Focus Group will be to foster the local energy and leadership within the business and wider community to help deliver the Place Guides Vision. They will do this by playing a lead role in supporting, planning and delivering the projects and programs identified in the Place Guide as well as identify new activities and events that will help to activate key areas in Spotswood and South Kingsville.

The purpose of the focus group is to:

- to bring together representatives from local traders, artist and creatives, business entrepreneurs and community leaders to play an advisory and champion role by providing ideas, connections and active involvement in the delivery of the Better Places projects
- Provide information, resources and coordination between existing events, activities and new initiatives developed under Better Places to help strengthen community support and ownership
- Work with Council to explore new ideas and to help identify local priorities, opportunities and precincts for activations to get the best possible outcomes for the activation, diversity and character of the village centres and wider community
- Encourage local action for local benefit by increasing the level of community understanding of benefits of the Better Places Spotswood + South Kingsville program and its projects
- Identify and apply for grants that would be suitable for the key projects outlined in the Better Places Spotswood and South Kingsville Place Guide
- Encourage local leadership development and advocacy of the program and provide access to information and perceptions in the community that might not otherwise be forthcoming
- Promote local activities and market them to increase awareness and participation.
- Make use of Group members' own individual networks to promote the overarching Better Places program
- Help design and promote projects under the participation in the Better Places Program
- Report any innovations from local community groups and traders

Representatives

The focus group where possible will consist of 13 community members people from the following categories:

- At least 4 people who are involved in Spotswood and South Kingsville Community Groups
- At least 8 people who are residents of Spotswood and South Kingsville
- At least 2 people who are associated with Hall Street businesses
- At least 2 people who are associated with Hudson Road businesses
- At least 2 people who are associated with Vernon Road businesses
- At least 2 people who are under the age of 20
- At least 2 people between the ages of 20 - 30
- At least 2 people between the ages of 30 - 40
- At least 2 people between the ages of 40 - 50
- At least 2 people between the ages of 50 – 60

- At least 2 people over 60
- At least 4 people where English is not their first language
- At least 6 people who are or identify as female
- Member of the LGBTIQ+ community
- Member from our First Nations community

There will also be up to 2 Council Officers:

- Manager Active Communities and Assets
- Senior Placemaker

Additional attendees will include consultants, designers or council staff to engage with the focus group at various stages of projects underway. The list of these attendees will be made available prior to the meeting.

Code of conduct

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

- Interacting respectfully with other members and officers in attendance
- Attend all meetings
- Undertake any required reading prior to attending the meetings
- To the extent possible, complete the actions which have been allocated to them within the agreed timeframe.
- Exercising reasonable care and diligence
- Treat all information received as confidential unless otherwise advised
- Not publicly commenting on behalf of the group

Confidential or Sensitive Information

Focus group members 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 members have obtained the prior written approval of Council, members will need to agree to maintain confidentiality concerning all information made available to them as a member of the focus group.

Such information that the focus group may receive 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.

Conflict of Interest and Privacy

Where a member of the focus group has an actual or perceived conflict of interest in relation to a matter in which the group is discussing, or is likely to be considered or discussed, the member must disclose the interest to the group before the matter is considered or discussed

at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

Membership and Attendance

The following criteria shall apply for the selection of members:

- The level of interest and experience in providing support to the community
- Representation of members in terms of the demographics of Hobsons Bay based on age, background, interests and ability
- Commitment to attend all meetings: meeting schedule will be forwarded upon completion of the stakeholder group.

Operations

The focus group has no financial responsibilities, decision making powers or delegatory authority but serves to make recommendations for Council's consideration and will operate under these Terms of Reference.

Meeting Procedures

The focus group will meet bi-monthly for the duration of the Better Places Spotswood and South Kingsville project. Additional meetings will be proposed by the Chair and held on a date agreed to by the entire focus group.

The meetings will be held online during COVID-19 restrictions and then will move to a facility within Spotswood and South Kingsville once permitted.

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

The Chair of the focus group will be the Manager Active Communities and Assets.