

Hobsons Bay Asset Plan Focus Group

Terms of Reference

Introduction

Council is seeking representatives to participate in a focus group to assist in the development of an Asset Plan for Hobsons Bay.

An Asset Plan is being developed to ensure that the public's assets are properly maintained now and into the future. It is a proactive approach to combining the management of public assets with financial, engineering and technical information to ensure an appropriate level of services is provided at the most economical cost to the community. The Asset Plan will guide the way Council protects public assets to lengthen their lifespan and to ensure the replacement, upgrade or renewal of all assets are completed at the appropriate time.

Hobsons Bay City Council manages \$1.1 billion worth of public assets ranging from buildings, road and storm water drainage, seawalls, playgrounds, and sporting grounds through to speed humps, park seating, rubbish bins and water fountains.

Purpose

The purpose of the focus group is to:

- Assist council with the development of the Hobsons Bay Asset Plan based on the three infrastructure categories
- Assist council to identify service level expectations of the community with these assets and review these levels against technical and legislative requirements
- Work with Council to review the community feedback from consultation process and assess what changes might needed to the final document prior to endorsement

Community representatives on the focus group

The focus group will consist of 25 people spread as evenly as possible across the municipality, consisting of the following (the categories are mutual inclusive):

- At least 8 people from Cherry Lake Ward
- At least 8 people from Strand Ward
- At least 8 people from Wetlands Ward
- At least 2 people who work in Hobsons Bay
- At least 4 people between the ages of 20 and 30
- At least 4 people between the ages of 30-40
- At least 4 people between the ages of 40-50
- At least 4 people between the ages of 50 – 60
- At least 4 people over 60
- At least 4 people where English is not their first language
- At least 10 females

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 Focus Group EOI*

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 at a minimum for the dates listed in the Membership and Attendance section above.

The focus group meetings will be held at the Hobsons Bay Civic Centre, 115 Civic Parade, Altona

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 will be either the Manager Active Communities and Assets or the Coordinator Strategic Asset Management