

Better Places Love Laverton Focus Group.

Terms of Reference

Introduction

Council is establishing a community focus group to assist in the delivery of the Better Places Laverton 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 Laverton and will provides practical steps towards turning the vision into real improvements into the future.

Better Places Laverton Place Guide

The Better Places Laverton Place Guide was developed after extensive community consultation and was endorsed by Council in September 2020. The Laverton 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 – Cleaner and Greener

- Looking Good Laverton
- Green Streets Laverton
- Love Laverton Parks

Theme 2 – A More Vibrant Community

- Better Village Project
- Better Places Laverton Leadership Group
- Safer Places Project
- Housing Choice

Theme 3 – A More Connected Community

- Missing Links Project
- Better Places + Spaces Project
- Wayfinding + Signage Project

Theme 4 – Celebrate Our Character

- Gateways + Art Trails Project
- Love Laverton Focus Group

Purpose

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

The purpose of the focus group is to:

- Work with Council to explore new ideas and to help identify local priorities, opportunities and precincts for activation
- Encourage local action for local benefit by increasing the level of community understanding of benefits of the Better Places Laverton program and its projects
- Providing input into the creation of Aviation Road, Railway Ave, Wood St and Lohse St precincts
- Identify and apply for grants that would be suitable for the key projects outlined in the Better Laverton 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 will consist of 13 community members people spread as evenly as possible across the suburb, consisting of the following categories:

- At least 4 people who are involved in Laverton Community Groups
- At least 8 people who are residents of Laverton
- At least 4 people are active in Laverton based businesses
- At least 2 people who are under the age of 20
- At least 2 people between the ages of 21 and 30
- At least 2 people between the ages of 31-40
- At least 2 people between the ages of 41-50
- At least 2 people between the ages of 51 – 60
- At least 2 people over 60
- At least 4 people where English is not their first language
- At least 6 people who 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 Laverton 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 Laverton 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 Senior Placemaker.