

# Community Support Package Focus Group

## Terms of Reference

April 2021

### 1. Introduction

On Tuesday 20th April 2021, Hobsons Bay City Council endorsed the Proposed Annual Budget 2021 -22 public exhibition until Sunday 23 May 2021.

The Proposed Annual Budget 2021-22 is the first for the new Council term. It responds to COVID recovery needs, ongoing rate and financial hardship relief, a strong capital works program, and funding for over 100 vital community services.

Highlights of the budget include:

- Council's \$63.491 million Capital Works Program which invests in new infrastructure across Hobsons Bay and provides much needed jobs for our community and local suppliers
- \$2 million dollars for a COVID related community support package

Community consultation for the Proposed Annual Budget is an integral part of its development. The consultation process began in November and December 2020 with Council's 'Pitch Your Idea' program - inviting community members, local groups, and organisations, to submit their ideas about projects and programs across Hobsons Bay for Council's consideration. In total, 86 submissions were received with many Pitch Your Ideas projects awarded funding.

### 2. Background information about the COVID related community support package

The Covid related Community Support Package as part of the 2021/22 Annual Budget currently allocations for

- \$1.35 million in rate rebates, deferrals and waivers as guided by Council's Financial Hardship Policy and Covid 19 Financial Assistance Policy 2020
- \$650,000 to assist sectors hit hardest by COVID including business, young people and the arts community

### 3. Purpose

The Community Support Package Focus Group (CSPFG) will come together to determine how best to allocate the \$2M support package. The purpose of the group is

- To determine how best to allocate the \$2M Community Support Package for
  - o rate rebates, deferrals and waivers
  - o support for sectors (such as the arts, youth and business) hit hardest by the impact of COVID 19
- To identify sectors of the community experiencing disadvantage due to COVID 19
- To discuss how rate rebates will be applicable for those experiencing disadvantage

### 4. Representatives

The Community Support Package Focus Group (CSPFG) will consist of approximately 40 community members and relevant Council Officers.

The 40 community members will represent a balanced cross section of the Hobsons Bay community in terms of demographic i.e. residents across all suburbs from all ages, backgrounds, lifestyle, household circumstance, etc.

The group will be formed through a balance of two streams as per below. The demographic criteria being used in both processes will mirror each other so the requirements in each process is the same.

- Random cross section of community
  - o 50% of the group will be formed by a random sample sourced from our community by Metropolis Research who will source a truly representative sample of Hobsons Bay using a cross section of demographics.
- Proactive participation
  - o 50% of the group will be formed through proactive expression of participation from our community, lodged through Participate Hobsons Bay.

### 5. Code of Conduct

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

- Interacting respectfully with other members and officers in attendance
- Exercising reasonable care and diligence
- Treat all information received as confidential unless otherwise advised
- Not publicly commenting on behalf of the group or assist Council to meet the purpose of the group

### 6. Confidential Information

As part of the CSPFG members may be provided with information in various forms by Council. All information is considered confidential, and to be used only for the purpose stated in above in point 3. 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 CSPFG.

### 7. Conflict of Interest and Privacy

Where the member of the CSPFG has an actual or perceived conflict of interest in relation to a matter in which the group is concerned, 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.

### 8. 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 wards in Hobsons Bay
- Representation in terms of the demographics of Hobsons Bay based on age, background, interests and ability
- Commitment to attend all three meetings. The CSPFG will run for two weeks on the following dates
  - o Wednesday 12 April 2021, 6 til 8 pm at the Altona Civic Centre, 115 Civic Parade, Altona
  - o Tuesday 18 April 2021, 6 til 8 pm at the Altona Civic Centre, 115 Civic Parade, Altona
  - o Thursday 20 April 2021, 6 til 8 pm at the Altona Civic Centre, 115 Civic Parade, Altona

The CSPFG will expire on the endorsement of the 2021 -22 Annual Budget on the 29 June 2021.

### 9. Operations

The CSPFG has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration and will operate under these Terms of Reference.

Council staff will provide the necessary support to assist the CSPFG to function effectively including:

- maintaining contact details of members
- preparing and distributing agendas and prior reading materials
- preparing and distributing meeting minutes.

### 10. Meeting Procedures

The CSPFG will meet at least three times on the dates listed in Section 8 of this document.

The meetings will be held at the Hobsons Bay Civic Centre 115 Civic Parade, Altona or online per DHHS Covid19 regulations.

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