

Dwellingup Futures Community Visioning Working Group Information Pack

A. Process Overview

1. Online Delivery

Due to the COVID-19 pandemic, the Dwellingup Futures Project has reconsidered and modified its approach to delivering the next stage of engagement. The stakeholder workshops will be replaced with a series of virtual workshops and webinars from early August to October. Although the format has changed, our original intent to directly involve the community in the Visioning process remains the same.

To ensure the on-line group discussions work as productively as possible, the Shire of Murray will now establish the 'Community Visioning Working Group' to specifically assist with developing the Vision + Scenarios.

2. Working Group

The Working Group members will have the opportunity for nuanced input and feedback through participation in a series of focus group sessions to develop a guiding vision for Dwellingup's future.

The Working Group will consist of 25 community members, key stakeholders, the project team and select Shire staff. The purpose and role of this group will be to directly shape the Vision and Scenarios.

The composition of the working group will be as follows:

- Dwellingup Futures Group Technical Advisory Committee representatives
- Key Stakeholders (8 representatives) including: the Dwellingup Technical Advisory Group; Dwellingup Community Compact; Dwellingup Protection Group; Dwellingup Creative; Dwellingup Community Hotel Association; Dwellingup Primary School; Dwellingup Police; and Local Aboriginal Elders and Representatives
- Local Business Owners/Employees (8 representatives)
- Local Residents and Community Groups (10 representatives)

3. Selection Process

To ensure there is a broad cross-section of the community's input captured, the group members will be selected by RobertsDay and Shire of Murray using the following criteria:

- Age
- Gender
- Relationship
- Residency type
- Business type
- Employment status

- Country of birth
- Nationality

When selecting the members RobertsDay will:

- Aim for a balance in the age profile to obtain the views of young and old;
- Aim for a gender balance of male and female;
- Aim for a mix of living situations (children, no children, single etc)
- Aim for a balance of residency types (owner, renter etc)
- Aim for a mix of employed/student/retired/unemployed
- Aim for a mix of business types
- Aim for a mix of special interest groups

Members are required to adhere to the Terms of Reference, which sets out the working arrangements for community representatives attending the Focus Groups as a member of the Working Group; including its purpose, membership, meeting schedule and level of administrative support.

All outcomes arising from the consultation are required to be considered by the TAC and then signed off by SWG as part of the reporting mechanisms for the Road Map formulation.

Expressions of Interest will open 10th August and close **18th August**. Successful candidates will be notified by 21 August.

4. Program Activities

The time and focus of planned Working Group sessions is detailed below.

Date	Session	Format
24 August (Mon) 6:30pm	Working Group # 1 Purpose: Shape the Vision, Goals + Objectives Visioning the Future - Prosperous economy (1hr)	<ul style="list-style-type: none"> • Virtual Focus Group • On-line forum room for on-going feedback
27 August (Thurs) 6:30pm	Working Group # 2 Purpose: Shape the Vision, Goals + Objectives Visioning the Future - Environment, culture and heritage (1hr)	<ul style="list-style-type: none"> • Virtual Focus Group • On-line forum room for on-going feedback
31 August (Mon)	Working Group # 3 Purpose: Shape the Vision, Goals + Objectives	<ul style="list-style-type: none"> • Virtual Focus Group • On-line forum room for on-going

6:30pm	Visioning the Future - People and Place (1hr) Facilitator: Zanda Cameron	feedback
7 September (Mon) 6:30pm	Working Group # 4 Testing the Vision + Scenarios (1 hr) Purpose: 1. Present Vision + Goals 2. Present Scenarios	<ul style="list-style-type: none"> • Virtual Focus Group • On-line forum room for on-going feedback
14 September (Mon) 6:30pm	Working Group # 5 Scenario's – Testing the Parameters Purpose: 1. Present Vision + Goals 2. Present Scenarios Facilitator: Jason McFarlane	Meeting (in person) <ul style="list-style-type: none"> • 'Virtual' attendees can be accommodated • Participants encouraged to participate in person

5. Alternative Involvement

If you are unsuccessful in the selection process, webinar presentations and open house displays will be publicly available via the 'Your Say' page and at the Shire Offices and Dwellingup Visitors Centre, where those who are not part of the Working Group can still contribute. This will allow all the community to contribute to the process in some part.

The Draft Vision, Scenarios and Dwellingup Futures Road Map will also be open to a public comment period where all members of the community can provide feedback prior to the report going to Council for endorsement

B. Working Group Terms of Reference

The Terms of Reference sets out the working arrangements for community representatives attending the Place Design Forum as a member of the Working Group; including its purpose, membership, meeting schedule and level of administrative support.

1. Purpose

The purpose of the Working Group is to:

- To provide an opportunity for the community and stakeholders to collaborate and/or provide input into the Dwellingup Futures project within the context of its objectives.
- To provide guidance on the project vision and objectives, opportunities and constraints, and key parameters.
- To consider and provide feedback on economic development principles, strategies and scenarios which will guide project implementation
- To promote project awareness and understanding amongst key stakeholders and the community regarding the project's objectives and progress

2. Duration

The Working Group will be involved from 24 August to 2 October 2020

3. Meetings and Attendance

Participation in the Working Group is voluntary however, due to the limited number of participant spaces available members will be required to commit to attend **all** of the Scheduled Working Group Sessions:

- Monday 24 August – 1-hour online Workshop (6:30pm)
- Tuesday 27 August – 1-hour online Workshop (6:30pm)
- Wednesday 31 August – 1-hour online Workshop (6:30pm)
- Monday 7 September – 1-hour online Workshop (6:30pm)
- Thursday 10 September – 1-hour in person meeting (online attendance accommodated) (6:30pm)

4. Roles and Responsibilities

Working Group members are:

- Invited to attend the sessions with a view to achieving the purpose (above).
- Requested to conduct themselves in a professional, respectful and civil manner.
- Must be prepared to listen and respect all views expressed by other members.
- Requested to submit an apology to the facilitator if attendance at a meeting is not possible.
- Asked to make a commitment to be honest in accordance with a transparent process.
- Asked to report their views and those of the wider community at the meetings.
- Asked to acknowledge that information provided by and discussed at the Working Group or any meetings is confidential. It is recognised representatives from community groups may need to consult with that group or other parties/persons with similar interests. However, we ask that this be undertaken in good faith to ensure confidentiality is maintained.
- Required to notify the facilitator immediately if they believe they may have a conflict of interest for a particular issue. Depending on the nature of the conflict, representatives may be asked not to participate in the nominated discussion. Failure to advise a conflict of interest may result in dismissal from the Working Group.

No materials or content is permitted to be recorded or distributed to third parties, without the prior consent of RobertsDay and the Shire of Murray.

Members are asked not speak to the media regarding Community Working Group discussion items. The wider community will be kept up to date on project progress by the Shire of Murray and project partners

