

About the Place Design Forum

Participants

Participants in the PDF will have the opportunity for nuanced input and feedback throughout the PDF, through participation in a site tour, series of focus group sessions and interactive design exercises (refer to Program Activities).

The participants will comprise 45 community representatives through an Expression of Interest, including residents, landowners, businesses, relevant community organisations and property developers. Participants will work alongside Technical Consultants, City Councillors and select Staff and State Government Agency representatives. The purpose and role of this group will be to directly shape the concept design.

Participants do not need to attend all three PDF sessions and are able to nominate their availability to attend in the EOI form on Melville Talks.

Selection Process

To ensure there is a broad cross-section of the community's input captured in the PDF, participants will be selected by Hatch RobertsDay based on the suburb they reside, relationship status, housing arrangements and areas of core interest. A representative sample will be chosen, which aligns to the Australian Bureau of Statistics data for the Canning Bridge's population, using the following criteria:

- age
- gender
- suburb
- relationship
- residency type
- employment status
- country of birth
- nationality

When selecting participants, Hatch 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 residents, businesses, landowners / developers;
- aim for a mix of local residents (Mt Pleasant and Applecross);
- aim for a mix of employed/student/retired/unemployed; and
- consider a mix of reasons stated for nomination

Program Activities

The Place Design Forum activities are scheduled below.

Dates / Time	Item
Monday, 22 February 2021 9.00am - 5.00pm	Character + Identity Site Tour (AM) Destinations (PM) Public Spaces (PM)
Tuesday, 23 February 2021 9.00am - 5.00pm	Interactive Design Access and Transport Streets Buildings + Design
Wednesday, 24 February 2021 9.00am - 5.00pm	Implementation Bonuses + Benefits Boundary Development Controls Policies + Guidelines
Wednesday, 24 February 2021 (Evening) 6.00pm onwards	Community Open Evening

Alternative ways to get involved

If you are unsuccessful in the selection process or unable to attend any of the full-day sessions, you can participate in the Open Evening session that will be held in the evening of the final day on Wednesday, 24 February 2021.

The Draft 'Place and Precinct Plan' will also be presented at a follow up 'Open House Day' in May, where all members of the community can provide feedback prior to the report going to Council for endorsement. Details will be confirmed closer to the time.

Terms of reference

The Terms of Reference sets out the working arrangements for participants attending the Place Design Forum; including its purpose, membership, meeting schedule and level of administrative support.

Purpose

The purpose of the participant at the PDF is to provide an opportunity for the community and stakeholders to collaborate and/or provide input into the masterplan within the context of the project's key considerations. In particular:

- provide guidance on the project vision and objectives, opportunities and constraints, and key parameters.
- guide planning objectives, design principles, and the proposed design response
- provide feedback on which engagement and communication tactics are implemented throughout the life of the project to manage stakeholder and community expectations
- ensure a high level of awareness and understanding amongst key stakeholders and the community regarding the project's goal/vision and objectives

Term

The Stakeholder Representatives will be involved in the PDF from Monday, 22 February to Wednesday, 24 February 2021. Participants need not attend all the sessions and are able specify their availability on the EOI form.

Membership

Participation in the PDF is voluntary however, due to the limited number of participant spaces available members will be encouraged to attend all the PDF sessions or commit to attending their nominated session.

Participation in the PDF will be determined through an EOI process.

Roles and Responsibilities

PDF participants 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 Hatch RobertsDay and the City of Melville.

Members should not speak to the media regarding Place Design Forum discussion items. The media will be kept up to date on project progress by the City of Melville and project partners.

Meetings

Meetings will be held at the City of Melville Civic Centre, unless otherwise advised, on:

- Monday, 22 February 2021, 9.00am to 5.00pm
- Tuesday, 23 February 2021, 9.00am to 5.00pm
- Wednesday, 24 February 2021, 9.00am to 5.00pm
- Open Evening: Wednesday, 24 February 2021 at 6.00pm

The meetings will be facilitated by Hatch RobertsDay.

Additional meetings will be scheduled if required, at the discretion of the City of Melville in consultation with the Project Team.