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# Future Focus Group 2024 Program Key Information

Prepared August 2023

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## Overview

Committee for Melbourne is committed to the development of emerging leaders into skilled, committed and connected civic leaders who have an enduring positive impact on Melbourne.

As part of this ongoing commitment, we are delighted to announce the launch of the Future Focus Group 2024 Program (FFG).

**Melbourne's own emerging civic leaders' program**, FFG was first offered in 1996 and is a unique offering for selected emerging leaders in Melbourne to better understand, connect within and contribute to Melbourne while building their leadership capabilities.

FFG is an outstanding opportunity to **make real and enduring contributions to Melbourne** by being part of the delivery of Committee-sponsored group projects. The Melbourne International Student Week FFG Project undertaken by 6 members of the FFG 2021-2022 Program is a great example of this.

FFG **now runs over 11 months** and features an Induction Event, group projects in diverse teams, 10 evening workshops, active one-on-one mentoring and a Graduation Event – along with opportunities to build enduring relationships with other participants and alumni.

FFG is open to member organisations of the Committee, to Victorian Government Departments and to organisations that are not currently member organisations of the Committee.

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## Overview continued

A critical – and unique – component of FFG is the **group projects** which run for **close to 9 months**. Some of the successful FFG projects to date are outlined later in this package.

The Committee will develop **12 potential FFG group projects**, where the purpose of each of those projects is to **contribute to Melbourne**, with a focus aligned to one or more of the three Pillars of the Committee, namely

- Future Economy
- Infrastructure & Sustainability
- Liveability & Urban Optimisation.

These 12 potential FFG group projects will be showcased to the FFG participants at the Induction Event, with each project team to consider those potential projects and shortlist no more than 3 of them before the end of the Induction Event for further active exploration.

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## Overview continued

The typical attributes of a candidate for the Future Focus Group are:

- 8 to 12 years' work experience, combined with some management experience
- An appetite for some independence, initiative and ambiguity during the Program
- Able to commit to the Program for its duration, including attendance at the offsite induction, at 8 or more of the 10 monthly workshops and at Project Team meetings and other interactions
- A strong interest in making Melbourne a better place
- Recognised by leaders of the nominating organisation as a likely future leader of that organisation
- A keen desire to develop leadership skills through a practical learning model in a challenging and diverse team environment.

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## FFG Programs

The Class of 2022-2023 involved 16 participants from 12 organisations that are Committee members, the Victorian Planning Authority and a non-member organisation

- 3 diverse Project Teams
- Commenced in February 2022
- Participants graduated in May 2023 after 15 months.

The Class of 2023-24 involves 10 participants, all from organisations that are Committee members

- 2 diverse Project Teams
- Commenced in February 2023
- Participants will graduate in May 2024 after 15 months (the last time for this program duration).

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## Examples of FFG group projects

- Connect-Ed Airport Welcome Desk
- Everyone's Moomba
- Equal Crossings Gender Diverse Pedestrian Signage
- Free Trams in the CBD
- Growing Up CBD Green Roof Installation
- Magic Pudding Sculpture
- Melbourne's Backyard Design Ideas Competition
- Melbourne International Student Week
- Men's Shed Parkville Precinct
- Open House Melbourne
- Secret Garden Melbourne Ideas Competition

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## The 2024 Program

The Induction Event will be at an inner Melbourne venue on Thursday 18 January. Working sessions will run between 8.30am and 5.00pm, with Project Teams announced mid-morning and a significant focus on identification and then shortlisting of potential FFG Projects for each Project Team. The working sessions will be followed by drinks and dinner between 5.30pm and 8.30pm.

The first monthly Workshop will be held on Tuesday 13 February, with subsequent Workshops on the third Tuesday of each month from March to November 2024. Workshops will be at member organisation premises from 5.30pm until 7.00pm, with informal finger food, drinks and social interaction from 7.00pm until 8.00pm.

Project Teams will be encouraged to schedule a Project Team working session from 4.30pm on the day of each Workshop at the hosting member organisation's premises.

A Graduation Event that will include the final presentation by each Project Team on its FFG Project before drinks and dinner will be held on Tuesday 10 December 2024.

## The Program Timetable – January to June

Thursday 18 January 2024 (Tuesday 16 January had initially been proposed)	FFG Induction Event at CBD venue to be confirmed Workshop sessions – 8.30am to 5.00pm Drinks and Dinner – 5.30pm to 8.30pm Participants go home after the Dinner
Tuesday 13 February	FFG Workshop – 5.30pm to 8.00pm
By Tuesday 12 March	Submission of Proposed FFG Project Overview
Tuesday 19 March	FFG Project Review Panel Session – 5.30pm to 8.00pm
Friday 29 March to Monday 1 April	Easter Break
By Monday 8 April	Submission of Revised Proposed FFG Project Overview
Tuesday 16 April	FFG Workshop – 5.30pm to 8.00pm
Ideally, by Friday 19 April	Confirmation of Committee sanctioning of each proposed FFG Project
Ideally, by Friday 26 April	Confirmation of FFG Mentor, along with timing of first one-on-one meeting in May
Tuesday 30 April	Submission of responses to First Round of Participant Reflections
Tuesday 21 May	FFG Workshop – 5.30pm to 8.00pm
By Friday 31 May	First one-on-one meeting with FFG Mentor
Tuesday 18 June	FFG Workshop – 5.30pm to 8.00pm (dedicated to FFG Project work)



## The Program Timetable – July to December continued

Tuesday 16 July	FFG Workshop – 5.30pm to 8.00pm
Wednesday 31 July	Submission of responses to Second Round of Participant Reflections
Tuesday 20 August	FFG Workshop – 5.30pm to 8.00pm
By Friday 30 August	Second one-on-one meeting with FFG Mentor
Tuesday 17 September	FFG Workshop – 5.30pm to 8.00pm
Tuesday 15 October	FFG Workshop – 5.30pm to 8.00pm
Thursday 31 October	Submission of responses to Third Round of Participant Reflections
Tuesday 19 November	Final FFG Workshop – 5.30pm to 8.00pm
By Friday 29 November	Third one-on-one meeting with FFG Mentor
Tuesday 10 December 2024	FFG Graduation Event at CBD venue to be confirmed Final presentation of FFG Projects – 6.30pm to 7.00pm Dinner and presentation of Certificates of Graduation – 7.00pm to 10.00pm

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## The monthly Workshops

The Workshop on Tuesday 19 March will be a Project Review Panel session where members of each FFG Project Team will present their proposed FFG Project to a Panel for queries and input.

The other Workshops will have a mix of guest speakers, dealing with themes such as:

- What I've experienced and learned as a leader
- Stakeholder engagement skills
- Political awareness skills
- How decisions are made in Melbourne (including the role of advocacy, the Federal Government, Victorian Government and Local Governments).

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## The FFG Commitment

The FFG Commitment of a participant is to timely arrival at, and active participation in, the monthly Workshops, as well as the Project Team meetings and other interactions that will be necessary to deliver the Project of the Project Team.

In the absence of truly extenuating circumstances, one or more of the following commitment challenges being observed with a participant will trigger a meeting between the General Manager FFG and the Nominator of that participant:

- Non-attendance at more than two Workshops
- Regular non-attendance at Project Team meetings
- Relative lack of contribution to the Project of the Project Team.

Any further challenges of significance with the participant's participation can result in a request from the Committee for the participant to withdraw from the Program, with no refund of the program fees invested in that participant by his or her organisation.

As part of the nomination process, a written commitment will be sought from each participant – and his or her Nominator – in relation to both the Workshops and the Project Team efforts.

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## An investment in FFG

For a participant from a Foundation member, a Corporate member or an organisation that is not currently a member of the Committee, the investment is \$7,500 plus GST, with the invoice raised in the week commencing Monday 6 November 2023 for the full program fee and payable in full within 30 days.

For a participant from a Not-for-Profit member, the investment is \$5,500 plus GST, with the invoice raised in the week commencing Monday 6 November 2023 for the full program fee and payable in full within 30 days.

For any withdrawals from FFG:

- A full refund is available if notified in writing by Monday 18 December 2023 (a month before the Induction Event, when the Induction Event booking needs to be confirmed)
- An 80% refund is available if notified in writing between Tuesday 19 December 2023 and Friday 16 March 2024
- No refund is possible after Friday 16 March 2024.

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## Nominations

A completed nomination package is to be provided to Matt Gaffney (General Manager Future Focus Group) on [mgaffney@melbourne.org.au](mailto:mgaffney@melbourne.org.au) by **4pm on Monday 30 October** – but earlier submission of these packages is actively encouraged.

The package is to contain:

- A completed Nomination Form signed by both the Nominee and his or her Nominator
- A Resumé for the Nominee and a headshot photo of the Nominee
- A brief letter from the Nominator on letterhead of the organisation articulating views on the Nominee's suitability for the Program.

Nominations will be reviewed and interviews with Nominees will be arranged soon after receipt of nomination packages, with first communication of acceptances into the 2024 Program planned for Friday 4 November (based on interviews conducted by Thursday 3 November). Should additional interviewing be required further into November, the balance of communication of acceptances is planned for Monday 20 November.

The Committee requires, from a commercial viability perspective, a minimum of 14 suitable candidates identified by Thursday 3 November to proceed with the 2024 Program. If this cannot be achieved, such that the Program will not proceed, nominees who have been interviewed (or scheduled to be interviewed) will be advised of this on Friday 4 November.

## Contact

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