
Moonee Valley Community Advisory Panel

Terms of Reference

1. BACKGROUND

On 13 September 2022, Moonee Valley City Council (Council) resolved to develop an ongoing Moonee Valley Community Advisory Panel, that is reflective of the diverse community of Moonee Valley, to engage about the key policies of Council.

2. Purpose of the Moonee Valley Community Advisory Panel

Council understands that community members are well placed to advise on matters that are of direct impact on our diverse communities of Moonee Valley.

3. Objectives

The Moonee Valley Community Advisory Panel will provide recommendations to Council as to the prioritisation and advice for achieving the community vision;

In 2040 Moonee Valley is a great place to live, work and visit, strengthened by a network of 20-minute neighbourhoods. Our neighbourhoods allow all people, at all stages of life, to live locally and sustainably, accessing most of their needs close to their home and addressing climate change.

Our neighbourhoods are beautiful, diverse, sustainable and hold strong community connections which enable citizens and the environment to be healthy and resilient.

Annual deliberative opportunities include:

- Annual Plan and Health Plan
- Annual Budget – Community Capital Ideas, Budget Simulator and Draft Budget Review
- Strategy development and review
- Policy and program community engagement

Recommendations of the Moonee Valley Community Advisory Panel will be provided in a written report, with opportunity to be presented to a Council Strategic Briefing.

Other objectives of the Moonee Valley Community Advisory Panel are to provide a forum whereby members:

- Demonstrate Council's commitment to empowered community engagement in accordance with the Community Engagement Policy.
- Provide opportunity for deliberative democracy, the direct involvement of the Moonee Valley community in decision making.
- Provide opportunity for a large group of community members, that are reflective of the broad demographics of Moonee Valley to inform the work of Council.

4. Definitions

- **Champion** means the Panel Member/s nominated by the group to communicate key recommendations
- **Chief Executive** means the Chief Executive Officer of Council
- **Member** is a member of the deliberative panel
- **Council** means Moonee Valley City Council
- **Councillor** means a Councillor of Moonee Valley City Council
- **Panel** means the Moonee Valley Community Advisory Panel

5. Behaviour

- 5.1 Panel Members should feel free to express their opinions and views without fear of recrimination. It is therefore important that Panel Members respect each other (often despite differences) and work together to create an open and trusting Panel atmosphere.
- 5.2 It is essential for Panel Members to accept collective responsibility, and remain loyal to the recommendations of the Panel, even where they may not have agreed with all the details of the final outcomes.
- 5.3 Where the behaviour of a Panel Member is deemed disrespectful or inappropriate, it may lead to the Member being expelled from the Panel and/or other appropriate action.

6. Conflict of Interest and Confidentiality

- 6.1 Panel Members must disclose a Conflict of Interest in accordance with Chapter 6 – Disclosure of Conflicts of Interest of Governance Rules.
- 6.2 In the event of a Conflict of Interest arising, the Panel Member:
 - (a) Must disclose the interest to the Spokesperson and clearly state the nature of the interest at the meeting before the matter is considered.
 - (b) Must leave the room and not participate in any discussion and/or decision.
 - (c) The disclosure must be recorded in the Panel report.
- 6.3 Members may have contact with confidential or personal information retained by Council. If so, Members are required to maintain the security of any confidential or personal information and not access, use or remove any information.
- 6.4 Members are required to observe the provisions of Council's Privacy Policy relating to their access to personal information.
- 6.5 Privacy legislation governs the collection, holding, use, correction, disclosure and transfer of personal information. More information about the legislation, can be obtained by contacting Council's Privacy Officer.
- 6.6 Should a member become aware of any breach of the security, or misuses, of Council's confidential or personal information, please contact Council's Privacy Officer.

7. Media Protocol

- 7.1 Panel Members are not permitted to speak to the media in their capacity as a Panel Member. Any media enquiries must be referred to the Manager Corporate Services.

8. Panel Frequency

- 8.1 The Panel deliberations will take place two times each year for the current term of Council.
- 8.2 Each deliberative panel session will be divided over two-part days to allow information to be requested to further inform deliberations.

9. Panel Location

9.1 It is likely that the Panel will be held at or close to Moonee Valley City Centre, 9 Kellaway Avenue, Moonee Ponds.

10. Membership and Attendance

10.1 The Panel consists of up to 45 community members.

10.2 Panel members will be sought from the age of 16 years and over.

10.3 The Panel will be broadly reflective of the Moonee Valley community according to gender, age, suburb, diverse backgrounds (country of birth and language other than English spoken at home).

10.4 The Panel will be selected through an expression of interest process and chosen by randomised system according to demographics for reflectiveness of community.

10.5 Expressions of interest from Councillors and staff of Moonee Valley City Council will not be considered as members of the Panel. Both Councillors and staff are welcome as Observers to the Panel.

10.6 The selection process and selected Panel Members to be offered places will be approved by the Chief Executive Officer.

10.7 The appointment for the Panel Members is ongoing, over multiple deliberative sessions, for the term of Council (Oct 2024).

10.8 A Panel Member may resign from the Panel by advising the Manager Corporate Services. In the event of resignations, the remaining group members will continue deliberations and report for the current session.

10.9 Replacement Panel Members will be selected between deliberative sessions.

11. Panel Champion

11.1 The Panel will select a Champion/s to lead the communication of the report making recommendations to Council.

12. Panel Remuneration

12.1 The purpose of the remuneration is to remove barriers for the community to participate in the deliberative process.

12.2 Panel Members are required to attend both part day sections of each deliberation session in order to be remunerated \$150 (GST not applicable) for each deliberative session (2 X 4hour sections = session).

12.3 Panel Members may choose to confidentially forgo remuneration.

13. Panel Observers

13.1 A key principle of deliberative panels is transparency. Observers are encouraged at all Panel sessions.

13.2 Observers will be separated from the Panel Members so as to not disturb or influence deliberations.

14. Operations

14.1 The Panel deliberations will be facilitated by a professional facilitator to guide the group agreement of the recommendations.

14.2 Panel Members will be provided a guide to being a deliberative panel member.

14.3 The Panel has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration.

14.4 The Panel shall follow the general consensus principle, when determining its preferred position on matters under discussion.

14.5 The Council will provide the necessary support to assist the Panel to function effectively including:

- (a) Professional facilitation
- (b) Venue and catering
- (c) Communications
- (d) Provision of data and, where possible, further information requested.

15. Reporting

15.1 The Panel will prepare of report of recommendations for Council.

15.2 The Panel will present the recommendations to a Council Briefing.

15.3 The report of the Panel will be shared publicly.

16. Conclude

16.1 The Moonee Valley Community Advisory Panel will conclude at the end of this current Council term in October 2024.