

Moonee Valley Community Advisory Panel

Background

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

Purpose

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

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:

Terms of Reference



- 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, which are reflective of the broad demographics of Moonee Valley to inform the work of Council.

Membership

The Panel consists of up to 45 community members.

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

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).

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

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.

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

The appointment for the Panel Members is ongoing, over multiple deliberative sessions, for the term of Council.

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.

Replacement Panel Members will be selected between deliberative sessions.

At the commencement of a new Council term, expressions of interest will reopen.

Terms of Reference



Facilitation Team membership

Name and role	Title	Department	Directorate
Project Owner	Manager Advocacy, Communications and Engagement	Advocacy, Communications and Engagement	Office of the CEO
External Facilitator	External Facilitator	External	External
Sponsor Facilitator	Manager Advocacy, Communications and Engagement	Advocacy, Communications and Engagement	Office of the CEO

Meetings

The Panel deliberations will take place two times each year for the term of Council.

Each deliberative panel session will be divided over multiple days to allow information to be requested to further inform deliberations.

Panel meetings will be held at or close to Moonee Valley City Centre, 9 Kellaway Avenue, Moonee Ponds.

Responsibilities

The following roles, Council departments and business units have direct and/or supporting responsibilities.

Position	Responsibility
Manager Advocacy, Communications and Engagement	Confirm topics for the Panel, act as a Sponsor Facilitator and support operations of the Panel.
Community Engagement Team	Support the operations of the Panel.
Audit and Risk Committee	Provides an oversight function regarding: • Council's policies • Risk management system • Compliance controls

Terms of Reference



Position	Responsibility
	• Audit functions

Governance

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

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

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

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

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.

Reporting

The Panel will prepare of report of recommendations for Council.

The Panel will present the recommendations to a Council Briefing.

The report of the Panel will be shared publicly.

Behaviour

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.

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.

Terms of Reference



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.

Conflict of Interest and Confidentiality

Panel Members must disclose a Conflict of Interest in accordance with Chapter 6 – Disclosure of Conflicts of Interest of Governance Rules.

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.

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.

Members are required to observe the provisions of Council's Privacy Policy relating to their access to personal information.

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.

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.

Media Protocol

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 Advocacy, Communications and Engagement.

Terms of Reference



Definitions

Term	Definition
Champion	The Panel Member/s nominated by the group to communicate key recommendations
Chief Executive Officer	At Council the Chief Executive Officer is hired directly by the Councillors and is ultimately responsible for Council's operations. Any reference to the Chief Executive Officer also applied to any Acting Chief Executive Officer.
Council	When capitalised, Council refers to Moonee Valley City Council. When not capitalised, council refers to any/all councils.
Councillor	Individuals holding the office of a member of Moonee Valley City Council.
Member	A member of the deliberative panel
Panel	The Moonee Valley Community Advisory Panel

Document Type	Terms of Reference	Classification	External	Status	Approved
Document Suite	Community Engagement				
Author	Coordinator Engagement		Owner	Manager Advocacy, Communications and Engagement	
Approved by	Manager Advocacy, Communications and Engagement			Version	2.0
Approved	January 2025	Last Reviewed	January 2025	Next Review	January 2028
Major Changes	Nil				

Document control disclaimer

Minor amendments to this document may be required from time to time. Where amendments don't materially alter a document, they will be made administratively, without a requirement for formal approval. Printed copies of this document are considered uncontrolled.

Acknowledgement of Country

Moonee Valley City Council respectfully acknowledges the traditional custodians of this land – the Wurundjeri Woio-wurrung people of the Kulin Nation, their spirits, ancestors, elders and community members past and present.