

Terms of Reference

Community Panel



PURPOSE

The Community Panel is an advisory panel that will provide insights to Council on the development of the Moira Shire Community Vision 2045 ('Moirā 2045') and the Council Plan, serving as a forum for consultation, discussion, and engagement.

The Community Panel will leverage the diverse knowledge, experience, expertise, and perspectives of its members to provide relevant, considered and representative insights to help inform the development of both the Community Vision and the Council Plan.

OBJECTIVES

The key objectives of the Community Panel are to:

- Contribute to the development of the Moira Shire Community Vision 2045.
- Review and provide feedback on the Moira Shire Council draft Council Plan 2025-2029, including alignment with the Community Vision.
- Identify and discuss emerging trends, issues, and opportunities that may impact Council's objectives.
- Serve as a forum for consultation, discussion, and exchange of ideas between Council and relevant stakeholders.
- Assist Council in engaging with the broader community and disseminating information.

MEMBERSHIP

The Community Panel will be comprised of up to 20 members, ensuring a diverse range of experience and backgrounds including people with a disability, in line with demographic statistics relevant to the Moira Local Government Area.

Applications to the Community Panel will be sought via Expression of Interest, and members will be selected based on their expertise, experience, and ability to provide objective, impartial advice and ability to demonstrate critical thinking. Membership will aim to reflect diverse perspectives, backgrounds, and areas of knowledge relevant to the Community Panel's mandate. Members will be appointed by Council.

Members will serve a term of 12 months. Council reserves the right to modify the Community Panel's composition and tenure as needed.

The Community Panel will be chaired and facilitated by an independent consultant appointed by Council.

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CONDUCT OF MEMBERS

- Members of the Community Panel are encouraged to actively discuss the issues and strategic documents with members of their community so as to bring a representative voice to discussions.
- Members are expected to prepare for discussions by reviewing any material provided before each workshop.
- Members are expected to consider whole of community benefits.
- Members will make space for all to contribute, without interrupting each other.
- Disagreements will be respectful, focusing on the issues (rather than on individuals).
- Members will use information with integrity (outside meetings).
- Members are not authorised to speak publicly on behalf of the Panel, other members or Council.
- The Council reserves the right to revoke membership of representatives who do not follow the above guidelines.
- Council commits to providing accurate, relevant and specific information to assist the Community Panel to fulfill its purpose.

MEETINGS AND OPERATIONS

It is anticipated that there will be a minimum of three part-day workshops scheduled for the Community Panel to undertake its duties in late 2024 and early 2025 to align with Council's timelines for developing the 'Moirā 2045' Community Vision and the Council Plan 2025 – 2029. Council will coordinate meetings, develop agendas, and distribute materials and members are expected to attend in person where possible.

The Community Panel will strive to operate by consensus. If a vote is required on a matter, decisions will be made by a simple majority of members present.

CONFIDENTIALITY AND CONFLICT OF INTEREST

Community Panel members are expected to maintain confidentiality regarding any sensitive information discussed or shared during meetings. Members must also declare any actual or perceived conflicts of interest and recuse themselves from discussions or decisions where a conflict exists.

REVIEW AND AMENDMENTS

These terms of reference are subject to periodic review and amendment by Council as needed.