



### GUIDELINES

#### 1. Purpose

The Community Selection Panel Members will provide input into:

- Assessment and recommendation of Community Grant applications
- Assessment and recommendation of Casey Community Awards nominations

#### 2. Objectives

The objectives of the Group are to:

- Represent community members
- Engage with Council to provide community feedback
- Contribute to the decision-making process
- Ultimately recommend successful applications and nominations for awards.

Council will ultimately determine the matters having regard to the advice of the Group.

#### 3. Definitions

Key term	Definition
<b>Council</b>	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020
<b>Council officer</b>	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
<b>Group</b>	Means the Community Selection Panel Members
<b>Resident</b>	Means someone whose primary place of residence is within the City of Casey

#### 4. Membership and Term of Appointment

Membership shall be as follows:

- 52 Community Representatives from the Local Casey Community

Group members will be appointed for a term of 24 months. Any Group member may resign at any time by advising their resignation to the Group in writing. Council will be responsible for appointing any person to fill such a casual vacancy for the remainder of term for the Group.

Council will make efforts to ensure Group members can access, understand, and contribute feedback in a way that is appropriate, productive, and respectful.

Reasonable support such as translators, childcare or transportation will be considered when needed to enable participation. Consideration will also be given to time and location of engagement activities to ensure accessibility.

#### 5. Community Member Selection Process

Community representatives shall be selected through an expression of interest process that is advertised in Councils Community Facilities, on Council's website, Council's social media and other relevant electronic forums as deemed appropriate, and through networks relating to the Groups areas of interest.

An assessment panel of Council officers will select community representatives to sit on the Group.

Community membership on the Group will be based on the following criteria. Members must:

- Be residents of City of Casey
- Be able to work as part of a team.

#### 6. Membership Voting and Decision Making

For voting purposes per panel, a Council officer will accept votes taken by a show of hands. Council officers and guests do not have voting rights.

Consensus decision making is preferred, but other methods may be utilised if required.

#### 7. Chairperson

The position of Chairperson will be fulfilled by a Council Officer.

## 8. Meetings

Unless otherwise determined selected members (per panel) of the Group shall meet on an 'as required' basis with meetings of up to three hours duration. Council Officers will endeavour to give selected members of the Group two weeks' notice of the panel meeting.

Meetings of the Group are restricted to members appointed by Council and Officers, unless otherwise determined by the Group for an appropriate reason.

If required, meetings may be available digitally in a hybrid setting on a case by case basis.

## 9. Administration. Agendas and Minutes

All secretariat tasks for the Group will be undertaken by Council Officers appointed by the relevant department manager.

Minutes will be taken to ensure processes have been followed.

## 10. Volunteers

Group members other than Council staff are classed as volunteers.

Following appointment group members, must sign a declaration that they will abide by any guidelines approved by the Chief Executive Officer to cover the conduct of volunteers, including the avoidance of conflicts of interest; and undertake induction training and skills development as required.

Council's Code of Conduct for volunteers must also be complied with and a copy of the Code must be provided to all new members.

## 11. Conflicts of Interest

If a member has a General or Material conflict of interest (i.e. interest by close association, financial interest, conflicting duty, personal gain or loss, or future interest as stated in Section 127 and 128 of the Local Government Act 2020) regarding an item to be considered or discussed by the Group, the member must disclose this to the Council officer if they are participating on the panel.

Once a declaration of either a general or material conflict of interest has been made, the member must leave the room and remain outside until the conclusion of the relevant discussion. The time the member leaves the room and returns to the room must be recorded in the minutes of the meeting.

If a member of the Group nominates themselves for Council elections they must stand down from their Group position from the time of declaring the nomination until the result of the election is announced.

## 12. Limitations of Authority

The Group has no authority to:

- Expend moneys on behalf of Council
- Commit Council to any arrangement
- Consider any matter outside these guidelines
- Direct Council officers in the performance of their duties.

## 13. Publicity

Members of the Community Panel who are approached to provide comment on the items discussed by the Community Panel must make clear their response is a personal view, rather than the collective view of the Community Panel.

All media enquiries seeking a formal position of Council should be referred to Council’s Communications and Marketing Department for response at [media@casey.vic.gov.au](mailto:media@casey.vic.gov.au)

## 14. Responsibilities

Who	What
Head of Community Activation	Providing administrative support as required
Community Programs Officer	Coordinating panel and administration

## 15. Code of Conduct

All members of the Group are expected to act with integrity, objectivity, openness and honesty. In addition, members are requested to:

- agree to work within the CRG’s guidelines
- arrive on time and stay for the duration of the panel
- respect the rights of other members to express their views, even if they are different from their own
- respect the confidentiality of items of business which the group may determine are confidential in nature
- agree to have their details published in materials relating to the CRG
- abide by the CRG’s media and public speaking protocol.
- Council have liberty to terminate the membership of members who do not respect the format, scope or conduct of the Group meetings, or renounce their membership.

## 16. Breaches

Any breaches of these guidelines will be handled in accordance with the Code of Conduct for Volunteers and Staff Code of Conduct.