

City of Vincent Community Engagement Panel

Terms of Reference

Name

City of Vincent Community Engagement Panel (referred to herein as the Panel)

Purpose

The City is seeking to establish a Community Engagement Panel (the Panel) to provide ongoing input into major projects, plans and strategies. On behalf of the City, element have been contracted to independently establish the Panel. The Panel will reflect the City's broader demographic profile.

Primary Objectives

- To provide a community voice on major projects, plans and strategies.
- To help guide decision making on major projects, plans and strategies.

Membership

- Between 40 to 50 members, 50 members at maximum capacity.
- Members will be residents of the City of Vincent.
- Panel members will reflect the demographic and geographic composition of the City of Vincent according to most recent available data.
- City of Vincent staff will provide support to the Community Engagement Panel members when needed.
- The Panel is being independently facilitated.
- Panel members will be a new set of members, not related to the Imagine Vincent panel previously established.

Remuneration

- Panel members will be awarded a stipend of \$50-100 per person for each formal Community Engagement Panel workshop attended in full duration.
- Panel members may also be emailed from time to time if they would like to volunteer their thoughts on City consultations without remuneration.

Appointment process

- Panel members will be appointed through an Expression of Interest process.
- Panel members will be selected in a blind assessment process through independent facilitators (element).

Responsibilities of Panel Members

- Prepare for, attend and actively participate in the Community Engagement Panel meetings.
- Have a strong familiarity and knowledge of the City of Vincent and an ongoing relationship with the area and its facilities.

Meeting frequency

- Meetings will be held infrequently and only as needed at the discretion of each project.
- In the first six months, meetings will be held to establish and induct members to the panel and introduce everyone to the Panel's first project: the Asset Management and Sustainability Strategy.

Management of the Community Engagement Panel

- The City's Manager Marketing and Partnerships will be at attendance at each meeting.
- Panel members will be notified of the meeting dates at least two weeks prior to the meeting.
- Notes from each meeting will be kept and distributed to all members not longer than one week after each meeting.

Reporting procedure

- The Community Engagement Panel is not a formal committee of Council but rather a consultative group that is approved by Council. It is not a decision-making body and does not require voting protocols or other decision-making mechanisms.
- Notes from each meeting will be published for all community members to access.

Role of the Council

- The City of Vincent will:
 - Provide a comfortable forum for discussion.
 - Take advice from the group with respect and confidence.
 - Recognise the efforts of group members in the development of the resulting plans and strategies.
 - Ensure the effective transfer of information between the components of the process.
- The Council has final decision-making authority in terms of the formation of the Community Panel and the adoption of any strategies or plans considered by the Panel.

Council contact

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