

# **Nillumbik Shire Council**

## **Nillumbik Now and Beyond - Community Forum**

### **Terms of Reference**

#### **Purpose:**

The Community Forum is established to provide informed feedback on the development of key planning documents to the Nillumbik Shire Council.

The Community Forum's purpose is to represent a diverse cross-section of the community and to engage in informed, inclusive, and respectful deliberation to offer insights that reflect the collective interests and values of the broader community.

#### **Scope:**

The Community Forum will deliberate on the following key issues:

- Our Community Vision
- Sustainable Futures and Healthy Environments
- Inclusive Living and Participation
- Thriving Places and Vibrant Communities
- Connected, Safe and Active Spaces
- Health and Wellbeing
- Leadership in Governance

The scope of the Community Forum's work includes:

- Reviewing background information and relevant data
- Engaging with subject matter experts and stakeholders to gain diverse perspectives
- Deliberating on issues, potential solutions and community impacts
- Providing feedback to the Nillumbik Shire Councillor group and the community.

The Community Forum will not:

- Make final decisions or provide recommendations
- Engage in issues outside of the defined scope unless requested by Nillumbik Shire Council officers and Councillors.

## **Membership**

The Community Forum membership will consist of up to 30 members, selected by a third-party through a random sampling process to ensure a representative cross-section of the community. Selection criteria include:

- Age
- Gender
- Geographic location
- Cultural background
- Other relevant factors to ensure diversity

All Advisory Committee positions are unpaid positions, however Community Forum participants will receive a gratuity for their time and meals will be provided for in-person sessions.

Panel members will be required to:

- Commit to attending all sessions
- Actively contribute to discussions in a respectful manner
- Uphold the principles of confidentiality where necessary.

## **Roles and responsibilities**

- Community Forum Members: Actively engage in discussions, consider all viewpoints, and collaborate to formulate feedback
- Facilitator(s): Provide impartial facilitation to guide the deliberation process, ensure inclusive participation, and maintain a productive and respectful environment
- Subject Matter Experts (SMEs): Present information, answer questions, and provide technical knowledge to support the Panel's deliberations
- Council Officers: Provide relevant background information, logistical support, and compile a report to the Councillor group based on the Forum's feedback
- Councillor Group: Observe the Community Forum and provide draft Community Vision and Council Plan draft documents to Community Forum participants for review.

## **Community Forum Dates**

The Community Forum will be held on the following dates:

- Saturday 3 May 2025\*
- Sunday 4 May 2025\*

\* Dates to be confirmed

## **Privacy and Confidentiality**

Nillumbik Shire Council is committed to protecting the privacy and confidentiality of all participants. Personal information collected during this forum will be used only for facilitating discussions, providing feedback, and improving community outcomes, in line with relevant privacy police and legislation.

All insights and reports shared publicly will be anonymous to protect participant privacy. Community Forum participants agree to keep discussions confidential and respect the privacy of others by not sharing any personal or sensitive information outside the forum.

## **Gender Equality, Diversity and Inclusiveness**

Nillumbik Shire Council is committed to creating a fair, equitable and inclusive community where human rights are respected, participation is facilitated, barriers are addressed and diversity is celebrated.

We support the rights of all people regardless of age, gender, ability or background. We value the diverse and changing nature of our community and understand that some groups and individuals experience more barriers than others.

Community Forum participants will have regard to Nillumbik Shire Council's Access, Equity and Inclusion Policy and Inclusion Statement.

## **Endorsed by Council**

These Terms of Reference were endorsed by Council on XX.