

# Terms of Reference

## 2025 Local Government Mayoral Advisory Panel

### Purpose

1. The Local Government Mayoral Advisory Panel (LGMAP) is established by the Minister for Local Government under s24 of the *Local Government Act 2020* to provide advice to the minister.

### Functions

2. The functions of LGMAP are to advise the minister on legislative, regulatory, strategic and policy decisions that impact the local government sector and present ideas and opportunities for improving the local government sector.

### Length of Term

3. The LGMAP is a statutory advisory committee established on an annual basis. The term for each cohort of mayors ends on 20 October.

### Membership

4. The group consists of the Chair and mayors. In accordance with s24(3) of the Act, the members of the LGMAP must be appointed by the minister and must include at least five mayors.
5. In accordance with s24(5) of the Act, meetings of the LGMAP are to be chaired by the minister.
6. LGMAP will include representation of all council groupings, namely:
  - a) metropolitan councils
  - b) interface councils
  - c) regional city councils
  - d) large shire councils
  - e) small shire councils.
7. In so far as is possible through the nomination process, membership will seek to be representative of the Victorian community and consider:
  - a) gender balance
  - b) culturally and linguistically diverse people
  - c) young people
  - d) LGBTIQ+ people
  - e) people with disability
  - f) Aboriginal people
  - g) people living in rural and regional Victoria.
8. If a member is unable to attend a meeting their apologies should be registered with the LGMAP Secretariat at the earliest opportunity. Members must not delegate meeting invites to others.

9. The minister may appoint members at any time for the remainder of the term of the LGMAP.
10. Should a member cease to be a mayor, their membership of LGMAP will also cease.

## Remuneration

11. All appointments to LGMAP are unpaid.

## Meeting Schedule

12. It is expected the group will meet at least three times a year. The Chair may schedule extraordinary meetings as required.

## Meeting Procedure

13. The meeting schedule and venue may be adjusted by the Chair. Where possible, members will be notified of any changes at least one week prior to the meeting date.
14. The Chair may invite others to LGMAP meetings. Members may also request the Chair invite other participants.
15. A record of meeting proceedings is kept. Circulation of such records is restricted to members.
  - a) A summary of presentations provided by panel members may be circulated to the broader local government sector at the discretion of the Chair.
16. Members can be reimbursed for out-of-pocket expenses such as travel, accommodation, meals and other incidental expenses associated with attendance at meetings and other work related to LGMAP. Written claims should be made to the Secretariat.

## Agenda

17. The Chair sets the agenda for each meeting.
18. By invitation of the Chair, members may be offered the opportunity to present or lead a discussion at meetings on a pre-determined topic.
  - a) Presentations should focus on providing advice to the Chair based on members' experiences with a given topic.
  - b) The Secretariat will provide advice and guidance to members presenting to LGMAP.

## Confidentiality and Conflicts of Interest

19. It is intended that LGMAP will be a forum for discussing proposed legislation, regulation and policies that may impact local government.
20. Members will be provided with information that may not be available in the public realm. It will be critical that LGMAP is seen as a group that can be trusted with confidential information. The panel's ability to fulfil its purpose will be severely hampered if that trust is undermined.

- 21. Any discussion and consultation, of information disclosed in meetings, with non-LGMAP members must be limited to information already available to the local government sector.
- 22. Information relating to confidential LGMAP discussions may not be disclosed without the Chair's prior approval.
- 23. Communication to, from and by LGMAP will be undertaken by the Chair with support of the Secretariat.
- 24. LGMAP has no decision-making powers, however, members are expected to manage any potential conflicts of interest that arise and in accordance with the *Local Government Act 2020*.

## Secretariat

- 25. Local Government Victoria provides secretariat support to LGMAP. The Secretariat will be responsible for assisting the Chair with meeting arrangements, correspondence, information management and financial issues related to the operations of the panel.
- 26. The Secretariat can be contacted by email at [LGV-LGMAP-Secretariat@ecodev.vic.gov.au](mailto:LGV-LGMAP-Secretariat@ecodev.vic.gov.au).