

Terms of Reference

2021 Local Government Mayoral Advisory Panel (LGMAP)

Purpose

1. The Local Government Mayoral Advisory Panel (LGMAP) is established by the Minister for Local Government (the Minister) 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 concerns which impact 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), the members of the LGMAP must be appointed by the Minister and must include at least five Mayors.
5. In accordance with s24(5), meetings of the LGMAP are to be chaired by the Minister.
6. To ensure a diversity of views, member appointments take into account various considerations, including:
 - a) individual experience and expertise
 - b) gender balance
 - c) existing participation in other committees and representation of constituencies to Government
 - d) representation of all council groupings¹, namely:
 - i. metropolitan councils
 - ii. interface councils
 - iii. regional city councils
 - iv. large shire councils
 - v. small shire councils.
7. The Minister may appoint members at any time for the remainder of the term of the LGMAP.
8. Should a member cease to be a mayor, their membership of LGMAP will also cease.

Remuneration

9. All appointments to LGMAP are unpaid.

¹ Appendix 1 contains the list of councils contained in each council grouping

Meeting Schedule

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

Meeting Procedure

11. The meeting schedule and venue may be adjusted by the Chair. Where possible, members will be notified of any changes at least two weeks prior to the meeting date. In such circumstances, video and/or tele-conferencing arrangements can be established to facilitate the participation of members.
12. The Chair may invite others to LGMAP meetings. Members may also request the Chair invite other participants.
13. 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.
14. Members will 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

15. The Chair sets the agenda for each meeting.
16. Regular meeting agendas will aim to include at least one presentation by a panel member on a pre-determined topic.
17. Members can choose to present together on a shared topic but are not required to do so. The Secretariat can facilitate collaborative presentations.
18. Presentations should focus on providing advice to the Chair based on members' experiences with a given topic.
19. Not all members are required to present.
20. These topics are set at the beginning of the year by the Chair and will be distributed to all members by the Secretariat.
21. The Secretariat will coordinate members' preferences for topics to present to the panel.

Confidentiality and Conflicts of Interest

22. It is intended that LGMAP will be a forum for discussing proposed legislation, regulation and policies that may impact local government.
23. 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.
24. 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.
25. Information relating to confidential LGMAP discussions may not be disclosed without the Chair's prior approval.
26. Communication to, from and by LGMAP will be undertaken by the Chair with the support of the Secretariat.
27. Members are appointed in their individual capacity to contribute their insights into the operations of councils and local government on issues affecting the sector. Members are not a representative of their region, council grouping or constituency.

28. Although the panel has no decision-making powers, members are expected to manage any potential conflicts of interest that arise appropriately and in accordance with the *Local Government Act 2020*.

Secretariat

29. 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.
30. The Secretariat can be contacted by email at LGV-LGMAP-Secretariat@ecodev.vic.gov.au.

APPENDIX 1
LOCAL GOVERNMENT MAYORAL ADVISORY PANEL
COUNCIL GROUPINGS

Metropolitan

1. Banyule City Council
2. Bayside City Council
3. Boroondara City Council
4. Brimbank City Council
5. Darebin City Council
6. Frankston City Council
7. Glen Eira City Council
8. Greater Dandenong City Council
9. Hobsons Bay City Council
10. Kingston City Council
11. Knox City Council
12. Manningham City Council
13. Maribyrnong City Council
14. Maroondah City Council
15. Melbourne City Council
16. Monash City Council
17. Moonee Valley City Council
18. Moreland City Council
19. Port Phillip City Council
20. Stonnington City Council
21. Whitehorse City Council
22. Yarra City Council

Large Shire

1. Bass Coast Shire Council
2. Baw Baw Shire Council
3. Campaspe Shire Council
4. Colac Otway Shire Council
5. Corangamite Shire Council
6. East Gippsland Shire Council
7. Glenelg Shire Council
8. Golden Plains Shire Council
9. Macedon Ranges Shire Council
10. Mitchell Shire Council
11. Moira Shire Council
12. Moorabool Shire Council
13. Mount Alexander Shire Council
14. Moyne Shire Council
15. South Gippsland Shire Council
16. Southern Grampians Shire Council
17. Surf Coast Shire Council
18. Swan Hill Rural City Council
19. Wellington Shire Council

Interface

1. Cardinia Shire Council
2. Casey City Council
3. Hume City Council
4. Melton Shire Council
5. Mornington Peninsula Shire Council
6. Nillumbik Shire Council
7. Whittlesea City Council
8. Wyndham City Council
9. Yarra Ranges Shire Council

Regional City

1. Ballarat City Council
2. Greater Bendigo City Council
3. Greater Geelong City Council
4. Greater Shepparton City Council
5. Horsham Rural City Council
6. Latrobe City Council
7. Mildura Rural City Council
8. Wangaratta Rural City Council
9. Warrnambool City Council
10. Wodonga City Council

Small Shire

1. Alpine Shire Council
2. Ararat Rural City Council
3. Benalla Rural City Council
4. Buloke Shire Council
5. Central Goldfields Shire Council
6. Gannawarra Shire Council
7. Hepburn Shire Council
8. Hindmarsh Shire Council
9. Indigo Shire Council
10. Loddon Shire Council
11. Mansfield Shire Council
12. Murrindindi Shire Council
13. Northern Grampians Shire Council
14. Pyrenees Shire Council
15. Borough of Queenscliffe
16. Strathbogie Shire Council
17. Towong Shire Council
18. West Wimmera Shire Council
19. Yarriambiack Shire Council