

# Brimbank Community Voice

## Terms of Reference

### Background

Brimbank City Council is committed to broadening opportunities for community participation in Council projects, strategies and service design. Brimbank Community Voice will be established to facilitate the community having opportunities to engage with Council projects in ways that suit their lives and schedules.

### Purpose

Brimbank Community Voice will provide a broadly representative sample of the Brimbank community who have agreed to be consulted on various projects, plans, and issues. The group is intended to:

- Provide representative insights of community views, needs and priorities
- Increase community participation and civic engagement
- Build relationships and provide additional avenues for engagement.

### Scope and Function

Brimbank Community Voice is a participatory panel through which community members are able to share their feedback, experiences and ideas with Council. This feedback will be taken into account by Council when planning projects and services.

The Brimbank Community Voice has no decision making authority, with final decisions sitting with Council.

### Eligibility

To be eligible to join Brimbank Community Voice a person must be aged 18 years or over and live or own a business in the Brimbank municipality.

Current Councillors and Council Officers are not eligible to join.

### Commitment

There is no set commitment required of Brimbank Community Voice members. Members will be presented with a variety of engagement options across the year. This may include both online and in-person surveys, focus groups, workshops and other events.

The time commitment required will vary per activity, ranging from 10-15 minutes for a survey through to multi-day workshops. Members will be presented an Expression of Interest for engagement opportunities and will use their own discretion in signing up to participate.

Members are not required to contribute to every opportunity, but are encouraged to respond to opportunities that are relevant and/or interesting to them.

## Remuneration

General membership of Brimbank Community Voice is unremunerated. Individual engagement activities may offer remuneration or other incentives. The remuneration or incentive will vary based on the activity and the commitment required of the member.

Where participants are sought for an activity, any remuneration or incentives on offer will be clearly described prior to a member agreeing to participate in the activity.

## Term of Appointment

There is no set term of appointment for Brimbank Community Voice. Members will remain active until the point they elect to leave the group, or after 12 months of inactivity.

Inactivity is defined as a period of time where the member has not engaged in any opportunities, updated their details, or in other ways interacted with staff managing the group.

Prior to being removed from Brimbank Community Voice, an inactive member will be contacted and either provided an opportunity to re-engage or agree to be removed.

## Communication

Communication will be solely for the purpose of inviting members to participate in activities, thanking members for their participation, or for sharing the outcomes of consultation via direct email or a member newsletter.

Communication will predominantly be through email. Members will only be contacted by other means if they have expressed a desire for this to occur, such as to accommodate accessibility needs or to further elaborate on feedback they have provided.

## Conflict of Interest

It is the responsibility of all members to declare any conflict of interest that may arise as a result of their participation in a Brimbank Community Voice activity. Where a conflict of interest is identified, this must be reported to the group administrator immediately and the member is required to excuse themselves from participating in the activity.

Where a conflict of interest is ongoing and not isolated to a specific project, it may be necessary to remove the member from the group.

## Privacy & Confidentiality

Protecting privacy and personal information is an important responsibility of Council. We are committed to protecting the privacy of personal and health information collected and used by complying with our obligations under the Privacy and Data Protection Act 2014 (VIC) and the Health Records Act 2001 (VIC).

## Review

This Terms of Reference will be subject to review 2 years after initiation of the Brimbank Community Voice. The review will include evaluation of the member experience, processes and management.