

LOCAL GOVERNMENT MINISTERIAL-MAYORS ADVISORY PANEL
TERMS OF REFERENCE
(effective from 2012)

Purpose

1. The committee is established by the Minister for Local Government (the Minister) to provide high level advice on the range of legislative, regulatory, strategic and policy decisions which impact on and require a partnership with local government.
2. The underlying intent for establishing the Ministerial-Mayors Advisory Panel (MMAP) is the Victorian Government's interest to ensure that Government does not impose, without consultation, additional unfunded responsibilities onto councils. The commitment also indicates a Government priority to establish greater clarity around the respective roles of each tier of government and provide a platform for discussing issues affecting local government including concerns over cost shifting, unnecessary burden, unrealistic expectations and interference.

Length of Term

3. The MMAP is a non-statutory advisory committee established on an annual basis for an annual term ending 31 October of each year.

Membership

4. The Minister will be the Chair of the MMAP.
5. The MMAP will consist of five to eight members appointed by the Minister in their individual capacity.
6. The Minister will invite an expression of interest from the Mayors of Victorian local councils on membership of the MMAP in December each year. Expressions of interest will be confidential.
7. The members will be appointed by the Minister. To ensure a diversity of views, appointments will take into account various considerations including:
 - Individual experience and expertise;
 - Gender balance; and
 - Existing participation in other committees and representation of constituencies to Government.
8. To further ensure a diversity of views, the membership may include at least one Mayor, operating in their individual capacity, from each of the following council groupings:
 - Inner metropolitan councils;
 - Outer metropolitan councils;
 - Interface councils;
 - Regional cities; and
 - Rural councils.
9. The list of council groupings is attached.
10. The Minister may appoint members at any time for the remainder of the term of office.

11. Should a member cease to be a Mayor, his/her membership of the MMAP would also cease.

Meetings

12. The MMAP will meet three times in a calendar year, in March, June and October in Melbourne. Meeting dates for the year will be indicated as part of the appointment process.
13. This meeting schedule and venue may be adjusted by the Chair and the Chair may convene extraordinary meetings where necessary. Members will be notified of the change or extraordinary meeting at least two weeks before these meetings are to be held. In such circumstances, teleconferencing arrangements will be established to facilitate the participation of members.
14. Members may request the Chair to convene extraordinary meetings. In such cases consideration will be given to the amount of time required to obtain the necessary information for the proposed agenda items for these extraordinary meetings.
15. Should a member be unable to attend a meeting, the Minister would discuss with that member about the need for a replacement.
16. The Chair may invite others to MMAP meetings. Members may also request the Chair to invite other participants.
17. A record of meeting proceedings will be kept. Circulation of such records will be restricted to members.
18. 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 the MMAP. Written claims are to be made to the Secretariat.

Agenda Setting

19. The Chair will decide the agenda for each meeting. Possible agenda items could include (in order of priority):
 - a) Legislation, regulation and policies that impose unfunded responsibilities on local government;
 - b) Legislation, regulation and policies that impose funded responsibilities on local government;
 - c) Programs that have a role or requirement of local government;
 - d) Legislation, regulation, policies and programs that contemplate responsibilities on local government; and
 - e) Legislation, regulation, policies and programs where local government roles and responsibilities are unclear.
20. Members may propose agenda items for the meetings for the Chair's consideration. Such proposals should be submitted to the Chair no later than eight weeks before the next scheduled meeting.
21. Members will receive the agenda at least seven days before the meeting. Information associated with the agenda will be sent to members prior to the meeting wherever possible.

Confidentiality and Conflicts of Interest

22. It is intended that the MMAP will be a forum for discussing proposed legislation, regulation and policies that may impact local government. It would be desirable for the MMAP to discuss such proposals at an early stage of the proposal's development.
23. It is envisaged that members will be provided with information that is not available in the public realm. It will be critical that the MMAP is seen as a group that can be trusted with confidential information. The MMAP's ability to fulfil its purpose will be severely hampered if that trust is undermined in any way.
24. Members are appointed as advisers to the Minister in their individual capacity on account of their insights into the operations of councils and local government views on particular issues. Members are not a representative of their region, council grouping or constituency.
25. Given the level of confidentiality that will be associated with some of the information provided to members, any discussion and consultation with non-MMAP members are limited to information already available to the local government sector.
26. Confidential MMAP discussions will not be disclosed without the Chair's prior approval.
27. Members will not be expected to formally endorse proposals put before the MMAP, i.e. support for or agreement with proposals would not amount to a formal endorsement of a proposal.
28. As the MMAP will have no decision making powers, it is not envisioned that there would be any potential conflicts of interest concerns in regards to the Conflicts of Interest provisions in the *Local Government Act 1989*. However, members are expected to manage any conflicts that do arise appropriately.

Reporting

29. The Chair will report annually to the Local Government Sector on the number of items discussed by the MMAP, and where appropriate the subject of such discussions.

Communication

30. Communication from the MMAP will be undertaken through the Chair. The Chair will also be responsible for responding to any correspondence addressed to the MMAP.
31. Any queries received about the MMAP should be directed to the Secretariat.
32. Members should limit their comments about the MMAP to their involvement in as much as such comments are in line with the confidentiality terms described previously.

Secretariat

33. Local Government Victoria will provide secretariat support to the MMAP. The Secretariat will be responsible for assisting the Chair with meeting arrangements, correspondence, information management and financial issues related to the operations of the MMAP.
34. Members can contact Christopher Phoon, Manager Sector Development, Local Government Victoria via email (christopher.phoon@dpcd.vic.gov.au) or telephone

(03 9937 0533) if Secretariat services are required or if there are enquiries about the MMAP.

LOCAL GOVERNMENT MINISTERIAL-MAYORS ADVISORY PANEL COUNCIL GROUPINGS

Inner Metro

Banyule City Council
Boroondara City Council
Darebin City Council
Hobsons Bay City Council
Maribyrnong City Council
Melbourne City Council
Port Phillip City Council
Stonnington City Council
Yarra City Council
Moonee Valley City Council
Moreland City Council

Outer Metro

Bayside City Council
Brimbank City Council
Frankston City Council
Glen Eira City Council
Greater Dandenong City Council
Kingston City Council
Knox City Council
Manningham City Council
Maroondah City Council
Monash City Council
Whitehorse City Council

Interface

Cardinia Shire Council
Casey City Council
Hume City Council
Melton Shire Council
Mornington Peninsula Shire Council
Nillumbik Shire Council
Whittlesea City Council
Wyndham City Council
Yarra Ranges Shire Council

Regional Cities

Ballarat City Council
Greater Bendigo City Council
Greater Geelong City Council
Greater Shepparton City Council
Horsham Rural City Council
Latrobe City Council
Mildura Rural City Council
Wangaratta Rural City Council
Warrnambool City Council
Wodonga City Council

Rural Councils

Alpine Shire Council
Ararat Rural City Council
Bass Coast Shire Council
Baw Baw Shire Council
Benalla Rural City Council
Buloke Shire Council
Campaspe Shire Council
Central Goldfields Shire Council
Colac Otway Shire Council
Corangamite Shire Council
East Gippsland Shire Council
Gannawarra Shire Council
Glenelg Shire Council
Golden Plains Shire Council
Hepburn Shire Council
Hindmarsh Shire Council
Indigo Shire Council
Loddon Shire Council
Macedon Ranges Shire Council
Mansfield Shire Council
Mitchell Shire Council
Moirra Shire Council
Moorabool Shire Council
Mount Alexander Shire Council
Moyne Shire Council
Murrindindi Shire Council
Northern Grampians Shire Council
Pyrenees Shire Council
Borough of Queenscliffe
South Gippsland Shire Council
Southern Grampians Shire Council
Strathbogie Shire Council
Surf Coast Shire Council
Swan Hill Rural City Council
Towong Shire Council
Wellington Shire Council
West Wimmera Shire Council
Yarriambiack Shire Council