

2025-2027



City of Casey

Community Selection Panel Pool Members

GUIDELINES

Introduction to the Community Selection Panel Pool

The Panel Pool consists of up to 60 community members from across the City of Casey who assist in the assessment of community grant applications and community award nominations. Panel represent the broader community and reflect a wide range of lived experience, including diversity in gender, cultural background, disability, age and representation from Aboriginal and Torres Strait Islander communities. This approach ensures that the panel brings inclusive perspectives to the assessment process and supports fair and community informed decision making.

The Panel Pool is established for a two year term and members are invited throughout that period to participate in grant and award assessment panels. Members are appointed for two years, with the option to resign at any time by providing written notice to the Council. If a vacancy occurs, the Council may appoint a new member to fill the position for the duration of the remaining term.

Member selection process

Panel Pool members are selected through an Expression of Interest (EOI) process, which is actively promoted across the community to encourage broad and inclusive participation. EOIs are assessed by Council officers using the following criteria:

- Is a resident of the City of Casey
- Is 18 years of age or over
- Demonstrates a willingness to work as part of a team
- Demonstrates genuine interest in the role, a willingness to contribute actively and the availability to participate in meetings and trainings.
- Brings relevant knowledge or lived experience through involvement in the community.
- Reflects the community's geographic, demographic and cultural diversity, aligned with equity and inclusion goals.

Panel member engagement

Panel Pool members are called upon as needed. When forming a panel, Council officers draw from the approved list of members, considering each panel member's availability, relevant interests and experience. Careful consideration is given to ensure every panel is well balanced, representative and reflective of the diversity of our community.

Facilitation of the meetings

All secretariat responsibilities for the panels will be carried out by the Council. A Council officer will serve as the Chair, responsible for guiding the meeting, facilitating discussion and ensuring the agenda is followed so that the meeting stays focused and runs smoothly.

Decision making process

Panels make decisions through a consensus-based process, working collaboratively to reach an agreement that all members can support and that reflects the collective input and perspective of the group.

Meeting frequency

Meetings are scheduled as needed throughout the year, aligned with the timing of community grants and community award assessments. Panel Pool members participating on panels (panel members) will receive at least two weeks' notice along with all relevant materials well in advance to allow for thorough preparation. Meetings are generally held in person to foster effective discussion and collaboration. Only appointed panel members and Council officers can attend the meetings, unless there is an appropriate reason to invite additional participants. Council officers will support panellists with an induction process prior to the panel meetings and will be available for support.

Responsibilities of panel members

- Review and recommend grant applications
- Review and recommend nominations for the Casey community awards
- Respect the view and contributions from fellow panel members
- Undertake any required pre-meeting preparation such as reading or assessment
- Be open to learning and actively contributing to discussions
- Commit to attending the full duration of each meeting
- Provide advance notice to officers if unable to attend a meeting.
- Ensure all information reviewed remains strictly confidential

Panel members are not authorised to

- Spend Council funds directly
- Make public statements on behalf of the Council
- Direct Council officers in the performance of their duties

Volunteering

Panel members will be considered volunteers and will be required to complete an enrolment form confirming their commitment to follow the panel's guidelines. This includes:

- Avoiding conflict of interest
- Attending induction session
- Any required trainings
- Respecting all panel processes

Conflicts of interest

If a panel member has a general or material conflict of interest such as a close personal or professional association, financial interest, conflicting duty, potential for personal gain or loss, or any future interest related to a matter being discussed by the panel, they must promptly disclose the conflict to the Council officer who is chairing the panel meeting. Upon making declaration, the member must leave the meeting room and remain outside for the duration of the discussion on that item. The times of the member's departure and return will be accurately recorded in the meeting minutes.

If a member nominates themselves for Council elections, they must stand down from their panel position from the time their nomination is declared until the election results are officially announced.

Confidentiality

All information shared before the panel meeting and discussed during the panel meeting is confidential and must not be shared outside the panel. If anyone from the media reaches out, please direct them to Council's Communications team at media@casey.vic.gov.au