

Terms of Reference (ToR) Mundaring Deliberative Panel - Multi-Purpose Community Facility

Terms of Reference

1. Purpose of the Deliberative Panel

The purpose of the Mundaring Deliberative Panel (MDP) is to assist Shire of Mundaring (SoM) and the Project Team in the preparation of concept sketch and masterplan options for the proposed Multi-purpose Community Facility (MPCF) Mundaring Town Centre Cultural Precinct.

Following attendance of the two part Collaborative Design Forum, MDP members will meet for a further two sessions to review the concept sketch and masterplan options, request further information from the Project Team and interrogate the concept sketch and masterplan options, before providing feedback to the Project Team and making a recommendation(s) as to the preferred design outcome.

The objectives of the MDP are:

- To provide a deliberative forum for members to discuss issues and opportunities related to the options for the Town Centre Cultural Precinct and proposed Multi-purpose Community Facility.
- To work together as a group to provide consolidated feedback and design direction for the project team.
- Act as representatives for the diverse Mundaring Shire community, taking a balanced holistic approach when undertaking discussions and decision making processes.
- Build local knowledge and understanding of the project's design parameters
- Encourage inclusive participation from all MDP members

2. Term of the MDP

- The MDP will operate until the preferred Town Centre Cultural Precinct Masterplan and Multi-purpose Community Facility concept design has been considered or endorsed by Council.

3. Membership

- Up to 20 community and business members with a connection to the project area will be selected through a public Expression of Interest (EOI) process.
- Membership is voluntary.
- MDP participants will incorporate a diverse range of members from within the Shire of Mundaring community, across a range of demographics.



4. Responsibilities of Members

Members are required to:

- Participate in both sessions of the Collaborative Design Forum;
- Commit to and attend all MDP meetings and participate in discussions;
- Represent the interests and views of the broader local community;
- Share their views but also remain committed to respectful, open and shared dialogue;
- Not speak publicly or to the media on behalf of the MDP or the Shire;
- Accept collective responsibility for the MDP recommendations, even where they may not have agreed on particular aspects of the recommendations;
- Be open and honest in their dealings at MDP meetings and with MDP members and project representatives;
- Declare any conflict of or vested interests, which are then recorded in the MDP recommendation report;
- Respect any confidentiality requirements requested by the members, guests, Shire staff or council members present; and
- Where a MDP member fails to observe any of the above, the Shire reserves the right to remove the member from the MDP.

5. Deliberative Panel Recommendations

- The MDP has no decision making powers or delegated authority but serves to make recommendations for the project team's consideration.
- The MDP recommendations will be reported to Council in order to inform Council's decision making.
- MDP members will be provided with an overview of the responsibilities of being a deliberative panel member.
- The MDP deliberations will be facilitated by a professional facilitator to guide group agreement of the recommendations.
- The MDP shall follow the general consensus principle when determining its preferred design outcome(s).

6. Responsibilities of the Mundaring Multi-Purpose Community Facility Project Team.

The Project Team comprises Shire staff and Shire representatives undertaking the community and stakeholder engagement and the development of the concept sketch and masterplan options for the Mundaring MPCF and Cultural Precinct. Project Team members are required to:

- Ensure members of the MDP are informed with relevant project information;
- Ensure meetings are scheduled to maximise participation;
- Be responsible for taking meeting notes;
- Facilitate the deliberative process to guide group agreement; and



- Be responsible for circulation of agendas, meeting notes and any other relevant project information.

7. Meetings

Meetings will be facilitated by (**element**) on the following dates:

Activity	Purpose	Location	Date
Design Forum Session 1	• Provide overview of project and past engagement. • Upskill the community's knowledge base on key design matters. • Provide input to the Project Team about key issues, opportunities and aspirations.	Mundaring Arena	Sunday 28 May 2023 9.30am-12.30pm
	• Project Team will provide refined concept drawings based on the outcomes of Design Forum Session 1. • Participants will provide feedback on preferred concept plans.		Tuesday 30 May 2023 6pm-8.30pm
Deliberative Panel 1	• Project team will present updated preferred concept plans based on the feedback received from Design Forum Session 2. • The MDP will be able to question the project team about the refined designs. • Request further information.	Shire of Mundaring Administration Building	Thursday 8 June 2023 Evening – Exact time TBC
Deliberative Panel 2	• Project team will present a preferred design. • The MDP will be make a recommendation on the preferred design.	Shire of Mundaring Administration Building	Tuesday 1 August 2023 Evening – Exact time TBC

Any changes to the above will be communicated to the MDP with as much time as practicable.



8. Recompense for MDP Members

- MDP members will not be paid and undertake the role on a voluntary basis.
- To acknowledge the time required by the MDP, all panel members will be presented with a gift(s) at the conclusion of the second panel session, purchased by the Shire from a range of local business.

9. Panel Observers

- A key principle of deliberative panels is transparency.
- The following Shire Officers are the designated observers of the MDP:

Name and role	Title
Project Sponsor	Director Strategic and Community Services
Project Lead	Senior Project Officer

- Observers are encouraged at all Panel sessions.
- Where possible observers will be separated from the Panel Members so as to not disturb or influence deliberations.

10. Photography / Videography

MDP activities and deliberations may be the subject of videography / stills to document proceedings or promote the design process to the wider community through various media channels. Please advise the Project team if you do not wish to be recorded or published.

11. MDP – Selection Process

Personal Information

Different demographics or sub-sections of a community will inevitably have varied views on issues and aspect of a project. For that reason, personal information including but not limited to: age, gender, suburb, interests is requested to ensure the MDP is representative of the broader community. This helps to ensure the views shared and recommendations made by the MDP are balanced and representative.

Why would the respondent like to be part of the Group?

The question is asked to gain an appreciation of people's motivations to actively participate in the MDP. It is important to select members who will add value to the process.

