

Green Wedge MANAGEMENT PLAN PANEL INFORMATION



Observing the Community Panel

Observers are an important part of any deliberative process as they provide a necessary conduit to the broader community about 'how' the panel considered the issue. It helps build understanding of the process and allows the wider community to appreciate the time and effort put into the process by community panel members.

The panel will have sessions that are open and others that are closed, much like a criminal jury process. Observers are welcome during the open sessions and will be asked to leave for closed sessions.

A typical panel day

9am-9.30am	Room closed for panel to reflect on the day ahead
9.30am-10.30am	Session 1
11am-12.30pm	Session 2
2.30pm-1.30pm	Lunch – room closed to observers
1.30pm-3pm	Session 3
3.30pm-4.30pm	Session 4
4.30pm-5pm	Room closed for panel to reflect on the day

Due to space constraints and so as not to overwhelm the panel, a limited number of observer seats are available for each session. Seats will be allocated fairly and across sessions to ensure as many people as possible have an opportunity to view the panel at work.

How to be an observer

To express your interest in being a panel observer, please fill in the Expression of Interest (EOI) form online at participate.nillumbik.vic.gov.au/gwmp. If you have any difficulty registering online, please call 9433 3129.

The EOI form will ask for your name, contact details, and your preferences for which sessions you would like to attend.

EOIs for Panel Day 1 and Day 2 (Saturday 18 August and Saturday 1 September) will open on Thursday 2 August and close on Sunday 12 August. You will be contacted by Council on Monday 13 August to be advised of the outcome of your EOI.

EOIs for Panel Day 3 and Day 4 (Saturday 15 September and Saturday 13 October) will open on Monday 3 September and close on Monday 10 September. You will be contacted by Council on Tuesday 11 September of the EOI outcome.

Sessions for Panel Day 5 (Saturday 20 October) will be made available in October, subject to the day's agenda. The final day of the panel will largely be decided by how much the panel has achieved on Day 4, and what remains to be done.

General Guidelines for Observers

A code of conduct will be made visible near the observer area and is given to observers on arrival.

- Observers attend at the times specified and are expected to stay until there is a break. People coming and going is surprisingly disruptive.
- Observers are asked to refrain from interacting with the panel members. If observers have any comments or questions to the group, they can place these on the assigned 'observer board'. The panel will review these when it is appropriate.
- Panel members will be exploring issues, asking questions and forming opinions. These may change over the five days. We request observers to respect the privacy of individuals and encourage them to listen to the dialogue and issues as they emerge without pre-empting conclusions based on the observation of a single session. Nothing is a final recommendation until the end of the final day and even what may appear as a recommendation early in the process will often change throughout the discussions
- The panel often works in small groups and hence observers will not be able to hear all of the proceedings.
- The panel members ultimately have control, and the facilitators will respond to their requests regarding observers. For example, the panel members may decide to close a previously open session, and if they do so observers will be asked to leave.
- Observers are asked to be understanding that the agenda and timings are not exact. If the panel members want to continue a discussion, then the facilitators will let that happen.
- The facilitators will advise the panel members of who is in the room at the start of each open session. If observers have a formal interest in proceedings (interest group, government role and community group), they are asked to declare this so it can be shared with the panel members. To facilitate this, observers are asked to sign-in and identify if they are from a particular interest group.
- Official video recording and photography may occur and by attending, observers may appear in images used to explain the process. If an observer does not wish to be photographed or filmed, they should make this known at the registration desk before their session.
- Observers are not allowed to make audio or video recordings or take photos whilst observing the panel process.
- All observers are asked to maintain a standard of behaviour that does not disrupt the work of the panel members. In particular, observers are asked not to engage in conversations with each other or with panel members, nor make phone calls whilst sitting in the observation area.
- Observers will not be able to speak to panel members during the sessions or during the breaks – observers are not to approach panel members.
- Any posts to social media are considered published public comment, so observers are asked to be polite and respectful of others and their opinions.
- Water, tea and coffee will be available to observers, though catering will not be provided.

