



GLEN EIRA
CITY COUNCIL

Terms of Reference	
1. Name	Community Engagement Advisory Committee
2. Classification	Advisory Committee
3. Background	To assist Council by providing recommendations relating to the implementation of the <i>Community Engagement Policy 2021</i> and <i>Community Engagement Strategy 2022–2026</i> .
4. Function and Role	<p>To provide advice and recommendations to Council regarding strategic community engagement to ensure:</p> <ul style="list-style-type: none"> • maximum participation and value to the community; • maximum involvement of people whose voices are not often heard in community engagement; and • that the community is kept informed of how feedback is used to inform decision making.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<ul style="list-style-type: none"> • A minimum of three (3) Councillors. • Up to eighteen (18) community representatives. <p>Councillors to be appointed annually by Council.</p> <p>Council may appoint up to eighteen (18) community representatives following advertising and assessment against agreed criteria.</p> <p>All Advisory Committee members are required to hold a current valid Working with Children Check.</p> <p>A commitment to attending and participating in all meetings is expected of all members.</p>

	<p>Appointment of members shall commence on the date of the resolution appointing them and end on the earlier of:</p> <ul style="list-style-type: none"> • the expiration of two (2) years,
	<ul style="list-style-type: none"> • the cessation of the committee; • the member(s) resigning; • Council resolving to remove the member from the Committee; and • in the event that a member resigns from the committee before the end of the term, recruitment will occur to replace that individual, provided it is not within the last three (3) months of the terms.

<p>7. Chairperson and Term of Chairperson</p>	<p>A Councillor appointed by the Committee every 12 months.</p> <p>If the Chairperson is not present at the commencement of the meeting, the members present may appoint a Councillor member to be the acting Chairperson for that meeting.</p>
<p>8. Voting Rights</p>	<p>Councillor members only</p>
<p>9. Quorum</p>	<p>At least two (2) Councillors and two (2) community members.</p>

10. Conduct of Members	<p>Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies.</p> <p>The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> apply to all members.</p> <p>Members are to develop a set of ground rules at the start of each term including upholding Glen Eira's values.</p>
11. Role of Council Staff Attendee(s)	<p>Officers to attend in an advisory capacity to provide advice and assistance to members.</p> <p>Executive officers to the Committee include:</p> <ul style="list-style-type: none"> • Director Customer and Community Experience; • Manager Communications, Engagement and Advocacy; • Coordinator Community Engagement; • Senior Community Engagement Advisor.
12. Meeting Frequency	<p>Meetings will be held quarterly with four (4) meetings held per calendar year (additional meetings may be arranged if agreed by committee).</p>
13. Reporting Requirements	<p>Advisory Committee minutes and recommendations to be submitted to the next appropriate Ordinary Council Meeting for consideration.</p> <p>Meeting minutes to be maintained by the Community Engagement team and circulated to all members in a timely manner.</p>
14. Other Relevant Information	<p>Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.</p>
15. Committee Contact Details	<p>Director Customer and Community Experience.</p>
16. Date of Council Approval of Terms of Reference	<p>5 September 2023</p>
17. Date of Next Review of Terms of Reference	<p>The Terms of Reference will be reviewed annually, with the next date for review being January 2024.</p>