



GLEN EIRA
Diverse, Welcoming and Accessible Places
ADVISORY COMMITTEE MEETING

MINUTES

The Diverse, Welcoming and Accessible Places Advisory Committee meeting commenced at 6:00pm.

Monday, 15 December 2025
6:00pm – 8:00pm

Caulfield Cup Room,
Glen Eira Town Hall, corner Glen Eira and Hawthorn Roads, Caulfield

Present:

Councillors: Cr Sam Parasol (Chair) Councillor committee member
Cr Kimberley Young Councillor committee member

Community Representatives: Amanda Haycox Community committee member
Bridget Cramphorn Community committee member
Cesar Canaria Community committee member
Charles Agius Community committee member
Jamie Truong Community committee member
Kelsey Moore Community committee member
Rachael Vassallo Community committee member

Council Officers: Rosa Zouzoulas Director Planning and Place
Joycelin Giacomini Executive Management Officer

1. Welcome and Acknowledgement of Country and apologies Cr Sam Parasol (Chair)

Cr Sam Parasol (Chair) welcomed the committee, acknowledged Traditional Owners and Custodians and noted the below apologies:

Cr Luca Ragni Councillor committee member
David Bruce-Smith Community committee member
Rose Ciampoli Community committee member
Zak Eichenbaum Community committee member

2. Conflicts of Interest Declaration Cr Sam Parasol (Chair)

Nil.

3. Items for Discussion:

3.1 Introductions

Cr Sam Parasol

Cr Sam Parasol (Chair) formally welcomed Councillors, Council Officers, and community members, inviting each participant to introduce themselves and share their reasons for joining the committee. The group consisted of representatives from various suburbs within the municipality, encompassing a broad spectrum of interests and expertise, including planning, marketing, families with young children, disability advocacy, sports and recreation, cultural diversity, senior citizens, and the arts.

3.2 Diverse Welcoming and Accessible Places Terms of Reference

Rosa Zouzoulas

Rosa Zouzoulas presented the Terms of Reference for the Diverse, Welcoming and Accessible Places Advisory Committee. During the meeting, she encouraged all committee members to review and become familiar with these guidelines.

The Terms of Reference outline the purpose, objectives, and operational procedures of the committee, ensuring that members are aware of their roles and responsibilities in promoting inclusive and accessible environments within the community.

Rosa additionally addressed the Council Plan 2025-2029 to the committee.

A community committee member inquired about how meetings would be conducted. Rosa Zouzoulas replied that an agenda outlining the topics or plans for discussion would be circulated before each meeting. While the meeting format might vary depending on the items being discussed, there will always be time for thorough discussion. Committee members will be asked for their feedback or recommendations on each item, and all responses will be collected and recorded.

Action: The link to the Council Plan 2025-2029 will be distributed to all community committee members. Members are requested to review and become familiar with its contents prior to the upcoming advisory committee meeting.

3.3 Members roles and responsibilities

Cr Sam Parasol

Cr Sam Parasol (Chair) emphasized the importance of clarifying roles and responsibilities within the committee and outlined strategies to ensure meetings are effective, inclusive, and respectful.

Roles & Responsibilities Overview

- Chair: Appointed annually to run meetings, ensure orderly business, present minutes to Council, and draft resolutions when needed. Deputy Chair steps in when unavailable.
- Council: Reviews committee minutes and votes on recommendations.
- Community & Skills-Based Members: Appointed via EOI or invitation based on expertise.
- Executive Sponsor: Supports Chair, oversees documentation, prepares Council reports when decisions are needed.
- Secretary: Prepares meeting documentation as nominated by Executive Sponsor.

Inclusive & Effective Meeting Practices Overview

- Clear agenda and structured participation (e.g., round-table sharing).

- Active listening and acknowledgment of ideas.
- Advance distribution of materials and accessible meeting spaces.
- Multiple feedback channels during and after meetings.
- Diverse perspectives recognized and incorporated into decision-making.
- Prompt sharing of meeting summaries for transparency and to keep members informed.

A community committee member asked how the committee can ensure their feedback reflects community views. Rosa Zouzoulas replied that if there was community consultation on an item, a summary would be reported back to the committee.

A community committee member requested clarification regarding the preferred method of communication. Rosa Zouzoulas confirmed Council Officer Joycelin Giacomini serves as the designated point of contact and can be reached by email or telephone.

Rosa Zouzoulas gave an overview of the kinds of projects or plans that would be brought before the committee, using the community infrastructure plan, activity centres plan and open space plans as examples. There was an in-depth discussion about these examples. This conversation aimed to increase background understanding, encourage participation and questions.

4. General Business:

Cr Sam Parasol (Chair)

Community committee members suggested the next meeting have an earlier start time and proposed holding them at different Council venues within the municipality that are physically accessible and reachable by various transportation options.

A community committee member requested information regarding additional council policies that would inform the work of this advisory committee.

A community committee member raised the Council agenda item concerning paid parking. Rosa Zouzoulas addressed this matter and provided information regarding the officer's recommendation. An extensive discussion took place regarding the recommendation including how the funding would be allocated if the Council resolves in accordance with the officer recommendation to introduce a user pays parking model.

A community committee member asked if the funds collected could be used to fund services to the community. Cr Kimberley Young highlighted the wide range of services offered by the council, noting that the community may not be fully aware of them. Rosa Zouzoulas responded to confirm that the funds from the parking management strategy proposed would only be available to fund capital works in the centre the fees are collected.

Action: Investigate options, choose, and reserve a new location for the next advisory committee meeting.

Action: Compile a list of relevant Council policies and strategies for the Committee's review to ensure they are well-informed of Council policies.

Action: Circulate a list of Council services accessible to the community.

5. Forward Meeting Schedule

Cr Sam Parasol (Chair)

| Date | Items | Officer/Member |
|-----------------------------|--------------|-----------------------|
| Monday, 9 February 2026 | TBA | Rosa Zouzoulas |
| Wednesday, 13 May 2026 | TBA | Rosa Zouzoulas |
| Monday, 10 August 2026 | TBA | Rosa Zouzoulas |
| Wednesday, 11 November 2026 | TBA | Rosa Zouzoulas |

Meeting frequency: Quarterly

6. Next meeting

Monday, 9 February 2026

7. Closure of Meeting:

The meeting closed at 7:38pm.

Minutes to be confirmed at the next Ordinary Council Meeting on Tuesday, 3 February 2026.

• **Action summary from this meeting**

| Title/Item | Action | Update | Responsible Officer | Active/ Closed |
|-------------------|---|---------------|------------------------------------|-----------------------|
| ACT.001 | Circulate the link to the Council Plan 2025-2029 to all community committee members. | December 2025 | Joycelin Giacomini | Closed |
| ACT.002 | Investigate options, choose, and reserve a location for the next advisory committee meeting. | December 2025 | Joycelin Giacomini | Closed |
| ACT.003 | Circulate a list of relevant Council policies and strategies to all community committee members | December 2025 | Rosa Zouzoulas, Joycelin Giacomini | Closed |
| ACT.004 | Circulate a list of Council services accessible to the community. | December 2025 | Joycelin Giacomini | Closed |