



GLEN EIRA  
CITY COUNCIL

<b>Terms of Reference</b>	
1. Name	<b>Citizen of the Year Advisory Committee</b>
2. Classification	Advisory Committee
3. Background	The Citizens of the Year program commenced in 1995 to recognise the outstanding contributions of Glen Eira residents who, through hard work and dedication, have significantly contributed to the community.
4. Function and Role	The role of the advisory committee is to assist Council by providing recommendations for the Glen Eira Citizen of the Year, Young Citizen of the Year and Community Group of the Year.
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<p>The advisory committee will comprise:</p> <ul style="list-style-type: none"> <li>• A minimum of three Councillors (preferably one from each ward)</li> <li>• Two community members; one previous recipient of a Glen Eira Citizen of the Year award; and one previous recipient of a Glen Eira Young Citizen of the Year award.</li> </ul> <p>Councillors to be appointed annually by Council.</p> <p>Officers to invite a previous year's recipient of the Glen Eira Citizen of the Year award and Young Citizen of the Year award to be on the committee.</p>
7. Chairperson and Term of Chairperson	Chairperson: A Councillor appointed by the Committee.
8. Voting Rights	All members
9. Quorum	Two (2) Councillors and one (1) community member.

10. Conduct of Members	Meetings of the Committee will be treated as an Assembly of Councillors. Councillors' Code of Conduct applies. The conflict of interest and confidentiality provisions in <i>the Local Government Act 2020</i> apply to all members.
11. Role of Council Staff Attendee(s)	Officers to attend in an advisory capacity to provide advice and assistance to members  Executive Officer to the Committee
12. Meeting Frequency	The Committee shall meet at least once per year.
13. Reporting Requirements	Advisory committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for consideration (Report in camera).
14. Other Relevant Information	Council may cease a committee or update Terms of Reference at any stage by Council Resolution.
15. Committee Contact Details	Director Community Wellbeing Manager Community Development
16. Date of Council Approval of Terms of Reference	3 November 2021
17. Date of Next Review of Terms of Reference	November 2022