



GLEN EIRA  
CITY COUNCIL

<b>Terms of Reference</b>	
1. Name	<b>Community Engagement Advisory Committee</b>
2. Classification	Advisory Committee
3. Background	To assist Council by providing recommendations in relation to the implementation of the Community Engagement Policy 2021 and Strategy and the ways Council engages with all residents, ratepayers and other stakeholders.
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"> <li>- maximum participation, communication and value to the community.</li> <li>- Involvement of people whose voices are not often heard in community engagement.</li> <li>- Feedback to the community about how input and feedback received has helped to inform Council decision-making.</li> </ul>
5. Term of Committee	Ongoing
6. Membership and Term of Membership	<ul style="list-style-type: none"> <li>• A minimum of three (3) Councillors</li> <li>• Up to six community representatives</li> </ul> <p>Councillors to be appointed annually by Council.</p> <p>Council may appoint up to six (6) community representatives following advertising and assessment against agreed criteria.</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"> <li>- The expiration of two years,</li> <li>- The cessation of the committee;</li> <li>- The member(s) resigning;</li> <li>- Council resolving to remove the member from the Committee;</li> </ul>

7.	Chairperson and Term of Chairperson	Chairperson: A Councillor appointed by the Committee.
8.	Voting Rights	Councillor members only
9.	Quorum	At least two (2) Councillors
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 the <i>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 Officers to the Committee <ul style="list-style-type: none"> <li>• Director Community Wellbeing</li> <li>• Manager Community Development</li> </ul>
12.	Meeting Frequency	As and when required
13.	Reporting Requirements	Advisory Committee minutes and recommendations to be submitted to the next appropriate Ordinary Council Meeting for consideration.
14.	Other Relevant Information	Council may cease a committee or update the Terms of Reference at any stage by Council Resolution.
15.	Committee Contact Details	Director Community Wellbeing
16.	Date of Council Approval of Terms of Reference	3 November 2021
17.	Date of Next Review of Terms of Reference	November 2022