

# TERMS OF REFERENCE

## The Glen Eira Leisure Advisory Committee



1. Name	The Glen Eira Leisure Advisory Committee
2. Classification	Advisory committee
3. Committee purpose Function, role and limitations	<p>The primary purpose of the Committee is to enhance the performance of GEL and mitigate risks associated with its operational scale.</p> <p>The Committee will assist GEL in relation to the following key governance areas:</p> <ul style="list-style-type: none"><li>• financial reporting;</li><li>• risk management;</li><li>• internal controls;</li><li>• compliance and auditing; and</li><li>• customer experience.</li></ul> <p>The specific roles and responsibilities of the Committee will include:</p> <ul style="list-style-type: none"><li>• reviewing Quarterly Service Performance Reports;</li><li>• advising on Annual Business Plans, Budgets, and Strategies;</li><li>• ensuring compliance with audit requirements; and</li><li>• enhancing risk management and internal control practices.</li></ul> <p>The Committee will not have any delegated powers or functions and will not make decisions on Council's behalf.</p> <p>While the Committee will provide advice to Council about the matters outlined above, its role will not extend to influencing:</p> <ul style="list-style-type: none"><li>• Council's fulfilment of its legislative obligations; and/or</li><li>• specific GEL budget allocations.</li></ul>
4. Background	<p>The Glen Eira Leisure (GEL) Advisory Committee was established following a Council resolution on 29 April 2025 to enhance the performance of GEL and mitigate risks associated with its operational scale, particularly following the CMSP redevelopment.</p> <p>The Committee structure provides for a minimum of three Councillors, three community representatives, and three industry skills-based representatives, with the Committee meeting at least quarterly.</p>
5. Term of committee	<p>The Committee will cease its operations at the commencement of the election period for the 2028 local government elections.</p> <p>Council may decide, through consultation with the Committee's members, to extend the Committee's operations if needed.</p>
6. Membership and term of membership	<p>The Committee will consist of a minimum of 3 Councillors, 3 community representatives and 3 industry skills-based representatives selected through an expression of interest process. Council will appoint each member by Council resolution.</p> <p>Community members must work or live (primary or secondary residence) in Council's municipal district.</p> <p>Committee members will ideally meet the following criteria:</p>

	<ul style="list-style-type: none"> <li>• an involvement in the wider community, with strong community networks and connections;</li> <li>• a demonstrated ability to participate constructively in an advisory role;</li> <li>• a good knowledge and understanding of local issues relevant to GEL;</li> <li>• a willingness to contribute positively to meetings in a fair and unbiased manner; and</li> <li>• an ability to look beyond personal interests for the benefit of the broader community.</li> </ul> <p>In appointing community representatives, Council will seek to ensure that they:</p> <ul style="list-style-type: none"> <li>• are broadly representative of the community;</li> <li>• have and contribute diverse points of view; and</li> <li>• hold a relevant mix of skills, knowledge and experience.</li> </ul> <p>Council, by Council resolution, may elect to remove a Committee member from the Committee before the expiry of their term of appointment for reasons such as:</p> <ul style="list-style-type: none"> <li>• the member no longer meeting the criteria for membership; or</li> <li>• the member breaching these Terms of Reference.</li> </ul> <p>A Committee member may choose to cease their membership at any time.</p> <p>Committee members must hold a valid Working with Children Check to ensure compliance with Council’s child safety obligations.</p>
<p>7. Role and term of chairperson</p>	<p>The Chair’s responsibilities are to:</p> <ul style="list-style-type: none"> <li>• approve the meeting schedule and meeting agendas;</li> <li>• ensure the Committee’s business is conducted in an orderly manner and in compliance with Council’s Governance Rules;</li> <li>• encourage participation from all members present at the meeting;</li> <li>• direct any person to be excluded from a meeting for any item of business, on the grounds of, for example, confidentiality or a conflict of interest;</li> <li>• ensure that advice and recommendations recorded in the minutes of committee meetings represent the collective views of the Committee; and</li> <li>• report the Committee’s advice and recommendations to Council.</li> </ul> <p>Council will appoint a Councillor in the role of Chair, and another Councillor in the role of Deputy Chair, of the Committee for a 12-month term.</p> <p>The Chair must attend and chair all Committee meetings, except where their absence is unavoidable.</p> <p>If the Chair cannot attend a Committee meeting, the Deputy Chair will</p>

	<p>assume the role of Acting Chair. If both the Chair and the Deputy Chair are absent from a Committee meeting, the attendees at that meeting will appoint an Acting Chair for the meeting by majority vote (defined as 50% of Committee members in attendance plus one).</p>
8. Deputy Chair	<p>The Deputy Chair will assume the position of Chair in their absence.</p>
9. Quorum	<p>A quorum for a Committee meeting is an absolute majority of Committee members, provided that at least one Councillor is in attendance.</p> <p>If a quorum is not met within a reasonable time of the scheduled meeting start time:</p> <ul style="list-style-type: none"> <li>• the meeting may be adjourned or rescheduled at the discretion of the Chair; or</li> <li>• the meeting may proceed for discussion purposes, but no formal resolutions or actions can be adopted.</li> </ul>
10. Voting rights	<p>Formal recommendations of the Advisory Committee will be made by a majority vote, defined as 50 per cent plus one.</p> <p>Each member in attendance at the meeting will have one vote on each matter being considered for recommendation.</p> <p>Where there is a 50/50 split, the Chair can cast a second and deciding vote.</p>
11. Conduct of members	<p>Meetings of the Committee will be treated as an Assembly of Councillors. The conflict of interest and confidentiality provisions in the <i>Local Government Act 2020</i> apply to all members.</p> <p>Councillor Committee members must disclose any conflict of interest in a matter being considered by the Committee in accordance with the Act and Council's Governance Rules.</p> <p>A non-Councillor Committee member who has a personal interest in a matter being considered by the Committee must disclose that personal interest to the Committee and leave the room and not participate in any discussion and/or decision in relation to that matter.</p> <p>Any disclosure made in accordance with this clause must be recorded in the minutes of the relevant Committee meeting</p> <p>The Advisory Committee meetings will encourage fair and reasonable discussion and respect for each other's views, with members:</p> <ul style="list-style-type: none"> <li>• embodying Council's values of integrity, collaboration, respect, innovation and service excellence.</li> <li>• impartially carrying out responsibilities in the interests of the local community.</li> <li>• having due regard for the opinions, beliefs and rights of other members.</li> </ul>

	<ul style="list-style-type: none"> <li>• committing to regular attendance at meetings.</li> <li>• not improperly seeking to confer an advantage or disadvantage on any person.</li> <li>• not making improper use of information acquired because of their position or release information that the member knows or should reasonably know, is confidential.</li> </ul>
12. Role of Council staff	Council staff will provide executive and secretariat support for the meetings.
13. Meeting frequency and arrangements	<p>The Committee will meet at least each quarter. The Executive Sponsor, Director - Sustainability Assets and Leisure will be responsible for determining frequency of the meetings in accordance with the needs of Council and the project.</p> <p>Meetings will:</p> <ul style="list-style-type: none"> <li>• be held at the Glen Eira Town Hall</li> <li>• be held quarterly</li> <li>• usually commence at 6pm on a Monday, Wednesday or Thursday, unless another day or time is required.</li> <li>• commence on time and conclude by the stated completion time.</li> <li>• not extend beyond a 120-minute duration and be scheduled and confirmed in advance.</li> <li>• be recorded through minutes and circulated to all members.</li> </ul>
14. Reporting requirements	Advisory Committee minutes and recommendations will be submitted to the next appropriate Ordinary Council Meeting for endorsement.
15. Other relevant information	<p>Media and publicity:</p> <ul style="list-style-type: none"> <li>• Council may feature photographic or videographic content or names of members through their communications channels to promote the work of the Advisory Committee. Members' contact details will not be shared publicly.</li> <li>• Members must not speak to the media on behalf of the Advisory Committee unless Council provides written authorisation. Any unauthorised contact with the media may result in a review of the person's membership and may result in suspension or removal.</li> </ul>
16. Committee contact details	Niall McDonagh, Director - Sustainability Assets and Leisure
17. Date of Council adoption of terms of reference	16 October 2025
18. Date of next review of terms of reference	The Terms of Reference will be reviewed periodically to maintain their relevance and alignment with Council priorities.