GLEN EIRA CITY COUNCIL

SPECIAL COUNCIL MEETING

under s60 of the Local Government Act 2020 and
Rule 22 of the Glen Eira City Council Governance Rules

TUESDAY 17 NOVEMBER 2026

AGENDA

Meeting to be held in the Council Chambers,
Corner Hawthorn and Glen Eira Roads, Caulfield
at 5.00pm

"The role of a Council is to provide good governance in its municipal district for the benefit and wellbeing of the municipal community."

- *S8(1) Local Government Act 2020*

Councillors:
Councillor Simone Zmood
Councillor Arabella Daniel
Councillor Margaret Esakoff
Councillor Jane Karslake
Councillor Sam Parasol
Councillor Luca Ragni
Councillor Kay Rimbaldo
Councillor Kimberley Young
Councillor Li Zhang

Chief Executive Officer: Lucy Roffey

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1. ACKNOWLEDGEMENT

Glen Eira City Council acknowledges the Boon Wurrung/Bunurong and Wurundjeri Woi Wurrung peoples of the Kulin Nation as Traditional Owners and Custodians, and pays respect to their Elders past and present. We acknowledge and uphold Traditional Owner's continuing relationship to the land and waterways. Council extends its respect to all Aboriginal and Torres Strait Islander peoples.

2. APOLOGIES

3. REMINDER TO DECLARE ANY CONFLICTS OF INTEREST IN ANY ITEMS ON THE AGENDA

Councillors are reminded of the requirement for disclosure of conflicts of interest in relation to items listed for consideration on the Agenda, or which are considered at this meeting, in accordance with Section 130(2) of the *Local Government Act 2020* and Rule 85 of the Glen Eira City Council Governance Rules. Councillors are now invited to indicate any such conflict of interest.

PROCEDURAL MOTION

That Council:

1. where meetings are held in-person, can continue the meeting if the livestream of the meeting fails;
2. considers the meeting to be adjourned for 10 minutes from the commencement of any technical problem where a Councillor is participating virtually; and
3. where a Councillor is participating virtually and the meeting cannot be resumed within 30 minutes from the commencement of the technical problem, the meeting is to be reconvened on Thursday 19 November 2026 at 7.30pm.

4. OFFICER REPORTS (AS LISTED)

4.1 TERM OF OFFICE FOR THE MAYOR AND DEPUTY MAYOR

Author: *Karling Colomiere, Coordinator Councillor Business*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1268851*

Attachments: *Nil*

EXECUTIVE SUMMARY

Prior to the election of the Mayor, Council is required to determine the term of office for the Mayor. Council can resolve to set the term for one or two years in accordance with section 26(3) of the *Local Government Act 2020*.

Council can opt to establish an office of Deputy Mayor. If the Office of Deputy Mayor is established the term of office must be set by Council resolution prior to the election of the Deputy Mayor.

In accordance with the previous practice of Glen Eira City Council, it is proposed that the office of Deputy Mayor be established and the Mayor and Deputy Mayor be elected for a term of one year.

RECOMMENDATION

That Council:

1. determines that the Mayor be elected to serve a one-year term; and
2. establishes an office of the deputy Mayor to align with the length of the mayoral term.

BACKGROUND

The *Local Government Act 2020* sets the requirements of the term of office for the Mayor, which also applies to the Deputy Mayor (if the office of Deputy Mayor is established).

Prior to the election of a Mayor, Council must resolve whether the Mayoral term will be set for either one or two years in accordance with section 26(3) of the *Local Government Act 2020*.

Council must also determine whether to establish the office of Deputy Mayor in accordance with section 20A of the *Local Government Act* 2020.

On 18 November 2025, Council elected the former Mayor and Deputy Mayor for a term of one year.

ISSUES AND DISCUSSION

On 18 November 2025, Council elected Cr Simone Zmood as Mayor and Cr Li Zhang as Deputy Mayor for a one-year period. Council has the option of determining whether the Mayor's term of office is one or two years.

At the conclusion of that term, Council may re-elect the incumbent Mayor for another term determined at that time or elect another Councillor to be Mayor.

It has previously been the practice of Glen Eira City Council to elect the Mayor for a one-year term with the next Mayoral election to be held as close to the end of that one-year term as possible.

Section 20A(1) of *the Local Government Act* provides Council may establish and office of Deputy Mayor. If the office is established section 26 of *the Local Government Act* applies, which means that the Council must determine by resolution whether the Deputy Mayor is elected for a one or two-year term prior to the election of the Deputy Mayor.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

There are no climate emergency implications associated with this report.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no financial, risk or asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

This report is in accordance with Section 20A (1), 26 (3) and 27 (2) of the *Local Government Act 2020.*

COMMUNICATION AND ENGAGEMENT

Not applicable to this report.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
Our community has trust and confidence in our decisions.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

It is recommended that Council resolves to elect the Mayor and Deputy Mayor for a term of one year with the next Mayoral election to be held as close to the end of that one-year term as possible.

4.2 ELECTION OF THE MAYOR 2026

Author: *Karling Colomiere, Coordinator Councillor Business*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1268872*

Attachments: *Nil*

EXECUTIVE SUMMARY

The *Local Government Act 2020* provides that the term of office for the Mayor be determined prior to the election of the Mayor. This will have occurred on the previous item of the agenda. The Chief Executive Officer will assume the Chair for the election of the Mayor in accordance with section 25 of the *Local Government Act 2020* and Rules 10-12 of the Glen Eira City Council Governance Rules.

The Mayor will assume the Chair for the remaining items on the agenda for this meeting following their election.

RECOMMENDATION

That Council elects a Mayor for Glen Eira City Council for the term as determined by Council commencing 17 November 2026.

BACKGROUND

The process for the election of the Mayor is conducted in accordance with section 25 of the *Local Government Act 2020* and rule 10-12 of the Glen Eira City Council Governance Rules.

ISSUES AND DISCUSSION

The Chief Executive Officer will act as Chairperson for the election of the Mayor which will be held in accordance with the *Local Government Act 2020* and the Glen Eira City Council Governance Rules.

The procedure guiding the election of the Mayor is outlined in rule 10-12, Chapter 2 (Part B) of the Glen Eira City Council Governance Rules.

The Mayor will assume the Chair for the remaining items on the agenda for this meeting following their election.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

There are no climate emergency implications associated with this report.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no financial, resource, risk or asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

The election of the Mayor is held in accordance with Sections 25 and 26 of the *Local Government Act 2020* and rule 10-12 of the Glen Eira City Council Governance Rules.

COMMUNICATION AND ENGAGEMENT

An announcement regarding the election of the Mayor will be made on Council's website, via a press release and on relevant social media and publications. Written advice will also be provided to the Minister for Local Government.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
Our community has trust and confidence in our decisions.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The election of Mayor is a key milestone in Council's annual agenda. The process outlined in this paper will ensure that the election is conducted in accordance with the relevant requirements under the *Local Government Act 2020* and the Glen Eira City Council Governance Rules.

4.3 ELECTION OF THE DEPUTY MAYOR 2026

Author: *Karling Colomiere, Coordinator Councillor Business*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1268909*

Attachments: *Nil*

EXECUTIVE SUMMARY

Council elects a Deputy Mayor of Glen Eira City Council in accordance with the provisions of the *Local Government Act 2020* and Council's Governance Rules which provide that the process for the election of the Deputy Mayor is the same as for the election of the Mayor but is Chaired by the newly elected Mayor.

RECOMMENDATION

That Council elects a Deputy Mayor for Glen Eira City Council for the term as determined by Council commencing 17 November 2026.

BACKGROUND

Section 60(1)(d) of the *Local Government Act 2020* provides the election of a Deputy Mayor must be included in the Council's Governance Rules. This provision is addressed by Rule 13 of Glen Eira City Council's Governance Rules – Election of Deputy Mayor and Chairs of Delegated Committees.

The role of the Deputy Mayor as described under section 21 of the *Local Government Act 2020* is to support the Mayor and stand in for the Mayor in the event they are unable to fulfil their duties for any reason or if the office of Mayor is vacant.

ISSUES AND DISCUSSION

Under Rule 13 of Glen Eira City Council's Governance Rules 'Election of any Deputy Mayor cannot proceed until the election of the Mayor has been completed'.

In accordance with Rule 13, the Mayor will Chair the meeting to elect the Deputy Mayor, and the Chief Executive Officer will conduct the poll should one be required.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

There are no climate emergency implications associated with this report.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

There are no financial, resource, risk or asset management implications associated with this report.

POLICY AND LEGISLATIVE IMPLICATIONS

The election of the Deputy Mayor is undertaken in accordance with sections 25, 26 and 27 of the *Local Government Act 2020* and, Rule 13 of the Glen Eira City Council Governance Rules

COMMUNICATION AND ENGAGEMENT

An announcement regarding the election of the Deputy Mayor will be made on Council's website, via a press release and on relevant social media and publications. Written advice will also be provided to the Minister for Local Government.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
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OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The election of Deputy Mayor will be conducted in accordance with the relevant requirements under the *Local Government Act 2020* and the Glen Eira City Council Governance Rules.

4.4 APPOINTMENT OF COUNCILLORS TO ADVISORY COMMITTEES, EXTERNAL COMMITTEES AND OTHER COMMITTEES AND REFERENCE GROUP, AND ADOPTION OF THE GLEN EIRA COMMUNITY SAFETY REFERENCE GROUP TERMS OF REFERENCE

Author: *Karling Colomiere, Coordinator Councillor Business*

Director: *Kellie Vise, Director Customer and Corporate Affairs*

Trim No: *26/1269213*

Attachments: *1. Glen Eira Community Safety Reference Group Terms of Reference ⇩*

EXECUTIVE SUMMARY

Council appoints Councillors to its Advisory Committees, External Committees and other Committees and Reference Groups to support effective governance, representation and decision-making across areas of strategic importance. These appointments are generally made for a one-year term.

These appointments include Committees required under the Local Government Act 2020 (Vic) – the Audit and Risk Committee and CEO Employment Matters Advisory Committee, as well as Community Advisory Committees aligned to the strategic directions of the Council Plan 2025–2029 and Advisory Committees to support the strategic direction of Glen Eira Leisure and the Elsternwick Club redevelopment. Council also participates in a range of external committees and peak bodies, including the Municipal Association of Victoria, Metropolitan Transport Forum, Eastern Alliance for Greenhouse Action and the Local Government Working Group on Gambling.

This report proposes the appointment of Councillors to these Advisory Committees, External Committees and other Committees and a Reference Group for the 2026/27 Council year, as detailed in the Issues and Discussion section.

This report also recommends that Council adopt the updated Terms of Reference for the Glen Eira Community Safety Reference Group, which establish the purpose, role, membership and operating arrangements for the Reference Group.

RECOMMENDATION

1. That Council appoint Councillors to the Council Advisory Committees, External Committees, other Committees and the Reference Group as listed in the table under the ‘Issues and Discussions’ section of this report for the 2026/27 Council year; and
2. adopts the Glen Eira Community Safety Reference Group Terms of Reference at Attachment 1.

BACKGROUND

Advisory and Other Committees

Under the Local Government Act 2020 (‘Act’), Council must establish the:

- Audit and Risk Committee; and
- CEO Employment Matters Advisory Committee.

For this term of Council, four new Advisory Committees were established aligned to the strategic directions of the Council Plan 2025–2029.

These committees are:

- Community Safety, Cohesion, Health and Wellbeing Advisory Committee
- Diverse, Welcoming and Accessible Places Advisory Committee
- Environmental Stewardship Advisory Committee
- Innovation and Financial Sustainability Advisory Committee

Two additional Committees and a Reference Group have been established, comprising

- Glen Eira Leisure (GEL) Advisory Committee;
- Elsternwick Club Advisory Committee; and
- Community Safety Reference Group.

The Community Safety Reference Group is a stakeholder collaboration forum established by Council to bring together government agencies and community organisations to share information, identify emerging issues and provide guidance to officers on community safety matters.

External Committees

Council participates in a range of external committees, such as local government peak bodies, including:

- Municipal Association of Victoria (MAV)
- Metropolitan Transport Forum (MTF)
- Eastern Alliance for Greenhouse Action (EAGA)
- Local Government Working Group on Gambling (LGWGOG)

ISSUES AND DISCUSSION

The table below lists the proposed Councillor appointments for adoption for 2026/2027.

Committee	**Council members for 2026/2027 Council year**	**Council member substitutes for the 2026/27 Council year**
Mandatory Committees		
Audit and Risk Committee	The Mayor The Deputy Mayor	Cr Zmood Cr Karslake
CEO Employment Matters Advisory Committee	The Mayor The previous Mayor (Cr Zmood) Cr Esakoff Cr Ragni	
Advisory Committees		
Community Safety, Cohesion, Health and Wellbeing Advisory	Cr Esakoff (Chair) Cr Karslake (Deputy Chair)	

Committee	Cr Zhang	
Diverse, Welcoming and Accessible Places Advisory Committee	Cr Parasol (Chair) Cr Rimbaldo (Deputy Chair) Cr Daniel	
Environmental Stewardship Advisory Committee	Cr Daniel (Chair) Cr Zmood (Deputy Chair) Cr Zhang	
Innovation and Financial Sustainability Advisory Committee	Cr Karslake (Chair) Cr Young (Deputy Chair) Cr Parasol	Cr Zmood (substitute for Cr Young)
Glen Eira Leisure (GEL) Advisory Committee	Cr Ragni (Chair) Cr Rimbaldo (Deputy Chair) Cr Esakoff	
The Elsternwick Club Advisory Committee	Cr Zmood (Chair) Cr Parasol (Deputy Chair) Cr Esakoff	
Other Committees		
Community Safety Reference Group	Cr Esakoff Cr Daniel Cr Parasol	
External Committees		
Municipal Association of Victoria (MAV)	Cr Zmood	Cr Esakoff
Metropolitan Transport Forum	Cr Rimbaldo	Cr Daniel
Eastern Alliance for Greenhouse Action (EAGA)	Cr Daniel	Cr Karslake
Local Government Working Group on Gambling	Cr Zhang	Cr Daniel

Community Safety Reference Group Terms of Reference

The proposed Terms of Reference for the Community Safety Reference Group are provided in Attachment 1. They set out the purpose, membership and operating arrangements for the Reference Group. External members are representatives of relevant government agencies and community organisations.

The Reference Group is a non-delegated stakeholder consultation and partnership body. It has no decision-making role and does not make recommendations to Council. External members participate as representatives of their nominating organisations and are invited and approved in accordance with the Terms of Reference.

CLIMATE EMERGENCY RESPONSE STRATEGY IMPLICATIONS

While all Committees will consider the Climate Emergency Response Strategy, the Environmental Stewardship Advisory Committee will have a specific focus on Council's strategic climate action agenda.

FINANCIAL, RESOURCE, RISK AND ASSET MANAGEMENT IMPLICATIONS

Expenditure associated with Councillor participation and officer support for Advisory Committees, External Committees and Other Committees is provided for in Council's annual operating budget.

POLICY AND LEGISLATIVE IMPLICATIONS

The *Local Government Act 2020,* the *Local Government (Governance and Integrity) Regulations 2020* and *Glen Eira City Council Governance Rules*

COMMUNICATION AND ENGAGEMENT

Information about the Terms of Reference and membership of Council's Committees is provided on Council's website. Committee meeting minutes are published in the agendas for Ordinary Council meetings throughout the year and published on Council's website.

LINK TO COUNCIL PLAN

Strategic Direction 4: Innovation and financial sustainability
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OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

The proposed appointments ensure Councillor representation across Council's mandatory and discretionary Advisory Committees, External Committees, other Committees for the 2026/27 Council year. Councillor participation in Committees ensures Council meets its statutory obligations and supports support effective governance, ongoing sector engagement and alignment with Council's strategic priorities.

TERMS OF REFERENCE

Glen Eira Community Safety Reference Group

1. Name	Glen Eira Community Safety Reference Group
2. Classification	Reference Group
3. Reference Group's purpose, objectives, role and limitations	**Purpose** The purpose of the Reference Group is to provide a forum for collaboration between Council, government agencies and community organisations on matters relating to support and promotion of community safety. **Objectives** The Reference Group will focus on providing strategic guidance to officers: • to support implementation of the community safety priorities in the Council Plan; • on new and emerging local community safety trends and priorities; • on issues and concerns arising through community engagement; • on policy, planning, advocacy and Council responses to State and regional initiatives, legislative changes and policy developments; • on ways to develop coordinated responses to community safety matters; • on ways to develop community education and crime prevention initiatives and materials; and • on initiatives that support the primary prevention of family violence and gender-based violence, including approaches that address gender inequality and other evidence-based drivers of violence, to contribute to a safer, more inclusive and connected community. In pursuing these objectives, the Reference Group may also provide guidance regarding: • strategies to improve the safety of public spaces and places; • evidence-based local crime prevention approaches; • community safety programs, events and activities that strengthen community connection; and • initiatives that support the prevention of family violence and gender-based violence against women and children, to contribute to a safer, more inclusive and connected community. **Role and limitations** The Reference Group is a non-delegated stakeholder consultation and partnership body established by Council. It is not a decision-making body under the *Local Government Act 2020* (Vic). It does not vote, make resolutions

	or determinations, submit reports or recommendations directly to Council, or represent that its views are the views of Council. Matters requiring Council consideration may be addressed only through an officer report prepared in accordance with Council's governance and reporting processes. Reference Group discussions may guide, but do not determine, the contents or recommendations of an officer report.
4. Background	A safe community is a place where people feel safe, connected and able to participate in community life with confidence. Council is committed to building a safe community through strategic partnerships and collaborative safety initiatives. As such, Council participates in a range of local, regional and state community safety partnerships involving law enforcement, emergency services, government agencies and community organisations. These partnerships ensure that Glen Eira's community safety efforts are aligned with regional and statewide strategies. By bringing together key community safety partners, the Reference Group will foster a partnership approach to address community safety. It will provide an important forum to implement the objectives of the *Council Plan 2025-2029* ('Council Plan'), and related Council plans, strategies and policies, to improve perceptions of safety across the Glen Eira community in line with the *Glen Eira Community Safety Framework and Commitment.* Where relevant, the Reference Group will support information and learning to be shared with established regional partnerships and prevention networks, including Women's Health in the South East's *Promoting Respect and Equity Together Strategy 2025-2030* and associated partnerships, to strengthen coordination and minimise duplication.
5. Term of Reference Group	The Reference Group will conclude at the end of the 2024-2028 Council term.

6. Membership and term of membership	**Membership Composition**
	
	The Reference Group will have a maximum of 18 members comprising the following:
	
	• Up to three Councillor members appointed by Council
	• Director Community Wellbeing
	• One senior Glen Eira City Council officer
	• Up to 13 representatives from:
	  ○ Victoria Police, relevant Victorian Government departments and agencies; and
	  ○ community organisations with an interest or role in community safety, including organisations with specialist expertise in primary prevention, gender equality and the prevention of family and gender-based violence.

	Appointments, proxies and vacancies The Director Community Wellbeing may invite specified organisations to nominate a representative for membership. The Director may approve the nominated representative. Where an appointed representative cannot attend a meeting, the nominating organisation may nominate an appropriate proxy, subject to approval by the Director Community Wellbeing. If an external representative resigns or is removed, the nominating organisation may be invited to nominate a replacement by the Director. The Director Community Wellbeing may suspend or remove an external representative after consultation with the nominating organisation. External members participate as representatives of their nominating organisations and are expected to communicate relevant organisational knowledge and perspectives. Their participation does not constitute representation of the Glen Eira community generally. Membership does not authorise any member to speak on behalf of Council. Members must hold a valid Working with Children Check to ensure compliance with Council's Child Safe obligations. **Term** Membership is for the term of the Reference Group, unless otherwise ended due to resignation or removal. **Additional attendees** The Director Community Wellbeing may invite Council officers, government representatives, subject-matter experts, guest speakers and persons with relevant expertise or lived experience to attend a meeting for a specified item or period. Additional attendees are not members of the Reference Group. Additional attendees: • do not count towards minimum attendance; • do not participate in determining the Reference Group's guidance; and • are subject to applicable confidentiality and conduct requirements.
7. Role and term of chairperson	The Director Community Wellbeing will chair the Reference Group or nominate another Council officer to chair a meeting. If the Chair is absent or unable to chair a meeting, the members present will appoint a Council officer member as acting Chair for that meeting. It is the responsibility of the Chair to: • Attend and chair all meetings of the Reference Group, or a proxy if unable to attend. • Approve the meeting schedule and meeting agenda. • Ensure the Reference Group's business is conducted in an orderly manner.

	• Facilitate respectful discussion, equitable participation and timely consideration of agenda items. • Direct any person to be excluded from a meeting for any item of business, for example, on the grounds of confidentiality or a conflict of interest. • Ensure that the meeting record fairly reflects the range of views expressed, any areas of general agreement, guidance provided to officers and agreed administrative actions.
8. Quorum	**Minimum attendance** As the Reference Group does not exercise decision-making authority, a quorum is not required for discussion or information sharing. For a meeting to be recorded as a formal Reference Group meeting, it should include: • the Chair or their delegate; and • representatives from at least two external member organisations. If that minimum attendance is not achieved, those present may only participate in an informal briefing or discussion.
9. Outputs of the Reference Group	The Reference Group's primary outputs are shared understanding, strategic discussion, identification of emerging issues, and guidance to officers.
10. Conduct of members	Members of the Reference Group must act in a manner that supports public trust, effective collaboration and the integrity of the Reference Group's work. Members will encourage fair and reasonable discussion and respect for each other's views by: • embodying Council's values of integrity, collaboration, respect, innovation and service excellence • participating constructively in discussions to support community safety outcomes for the Glen Eira community • having due regard for the opinions, beliefs and rights of other members • committing to regular attendance at meetings • not improperly seeking to confer an advantage or disadvantage on any person or organisation • not making improper use of information acquired through Reference Group participation **Conflict of interest** All members should disclose any actual, potential or perceived conflict of interest relevant to matters being discussed by the Reference Group. The Chair may determine appropriate arrangements for managing the conflict, including noting the conflict, limiting participation in discussion of the matter, or requesting that the member withdraw from part of the meeting where appropriate.

	Confidentiality Members must maintain the confidentiality of information that: • is identified as confidential by the Chair or the responsible Council officer; • is provided subject to an express obligation of confidence; or • is of such a nature, or is provided in such circumstances, that the member ought reasonably to understand that it is confidential. These confidentiality obligations continue after a member's participation on the Reference Group ends. **Breach and participation review** A failure to comply with the conduct, conflict-of-interest or confidentiality requirements, or a pattern of non-attendance or non-participation that undermines the effective operation of the Reference Group, may result in a review of the member's participation and may lead to suspension or removal in accordance with these Terms of Reference.
11. Role of Council staff	Council staff will provide executive and secretariat support for the meetings.
12. Meeting frequency and arrangements	Meetings of the Reference Group will be held quarterly or more often if agreed by Reference Group members and the Chair. A schedule of meeting times will be determined at the last meeting of the year for the following year. Meetings will be held either at the Glen Eira Town Hall, online or in a hybrid format. Reference Group members are expected to attend at least three meetings per annum.
13. Reporting Requirements	**Meeting records and public reporting** Council officers will prepare an internal meeting record documenting: • attendance and apologies; • declarations of interest; • key discussion themes; • material areas of agreement or disagreement; • guidance provided to officers; and • agreed officer or member actions. The meeting record will be distributed to members. As the Reference Group does not make decisions or recommendations, the meeting record shall not be submitted to Council. Councillor members of the Reference Group may provide a factual update regarding the activities of the Reference Group at an Ordinary Council Meeting where this would support public transparency.

14. Other relevant information	Councillor and Council officer members must comply with the conflict-of-interest requirements applicable to them under the *Local Government Act 2020*, Council's Governance Rules and, for Council officers, the Staff Code of Conduct. These Terms of Reference apply in addition to, and do not replace, any statutory or contractual obligations that apply to individual members.
15. Reference Group contact details	Jane Price, Director Community Wellbeing
16. Date of Council adoption of terms of reference	17 November 2026
17. 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.

5. CLOSURE OF MEETING