**GLEN EIRA
COMMUNITY ENGAGEMENT
ADVISORY COMMITTEE MEETING**

MINUTES

The Community Engagement Advisory Committee meeting commenced at 6.19pm.

26 June 2023

Caulfield Cup Room - Glen Eira Town Hall

Present:

Councillors:	Cr Simone Zmood (Chair)	Glen Eira Councillor Committee Member
	Cr Tony Athanasopoulos	Glen Eira Councillor Committee Member
	Cr David Zyngier	Glen Eira Councillor Committee Member
Community Representatives:	Kudzai Alphonso	Community Committee Member
	Sarah Bazzicchetto	Community Committee Member
	Jo Blanshard	Community Committee Member
	Danielle Clarke	Community Committee Member
	Naomi Cooper	Community Committee Member
	Vassiliki Dandanis	Community Committee Member
	Brenna Dempsey	Community Committee Member
	Jennifer Knight	Community Committee Member
	Michael Kurc	Community Committee Member
	Karyn Siegmann	Community Committee Member
	Jacinta Smith	Community Committee Member
	Peter Venn	Community Committee Member
	Peter Zeegers	Community Committee Member
Council Staff:	Kellie Vise	Director Customer and Community Experience
	Alex Leamy	Manager, Comms, Engagement and Advocacy
	Kate Jackson	Coordinator, Community Engagement
	Chris Soderstrom	Advisor, Community Engagement
	James Athorn	Executive Management Officer

1. Apologies

Alexander Adamson	Community Committee Member
Sarah Bazzicchetto	Community Committee Member
Fiona Boyer	Community Committee Member
Michael Brown	Community Committee Member
Jackie King	Community Committee Member
Christopher Little	Community Committee Member

2.   **Conflicts of Interest Declaration**

No conflicts of interest declared by attendees.

3.   **Action Items Update from last committee Meeting**

Not applicable

4.   **Summary of meeting minutes from previous meeting**

Not applicable

5.   **Items for Discussion:**

5.1   **Introduction of Councillors, Council staff and key documents**   **Cr Zmood**

Cr Zmood introduced Councillors and Council staff, before introducing and explaining the following documents that are relevant to the Committee:

- Terms of Reference (noting that changes will occur to accommodate the increased number of community representatives);
- Community Engagement Strategy; and
- Community Engagement Policy.

5.2   **Community representative introductions**   **Cr Zmood**

In groups of two, members spoke with each other and then introduced each other to the whole group.

5.3   **Achievements of previous committee**   **Karyn, Brenna, Jacinta**

Returning community representatives spoke about achievements of the previous Committee, including:

- providing guidance about Council's community engagement function as it moved to a more centralised structure that aligned it with communications and advocacy disciplines;

- helping to develop the *Community Engagement Strategy 2022-2026* and providing guidance about its implementation;

- providing advice about how to reach more a diverse audience through our community engagement activities, especially younger people; and

- providing ideas and feedback on community engagement surveys and the online members panel Community Voice.

5.4   **Table discussions – What would you like the committee to achieve?** **Cr Zmood**

In table groups, community representatives and Councillors brainstormed the priorities they wanted the committee to achieve, including:

- continuing the great work of the previous Committee;
- creating a framework which outlines how best to measure the effectiveness of Council's community engagement activities;
- ensuring Council is maximising the opportunity for the whole community to be heard where suitable, and that community engagement activities are accessible. i.e. in plain English;
- increasing consistency in our community engagement and communication activities;
- working through ways we can raise the knowledge and awareness of our community in council's services; and
- exploring ways council could improve services for young people with disabilities, such as upskilling.

Action item: Kellie Vise to report back at the next meeting on measures Council takes to ensure communication is accessible, such as easy-read resources and plain English with pictures.

6.   General Business:

Cr Zmood asked if the title of the committee was appropriate and whether it should be amended to explicitly state 'communication' to reflect the varying level of influence the community can have on Council projects. Committee members discussed this and the consensus was that communication is part of community engagement and the name 'Community Engagement Advisory Committee' was appropriate moving forward.

Action item: Cr Athanasopoulos requested a session about communication and ways we promote community engagement to be included in an upcoming Committee meeting agenda.

A community member said it would be great if community representatives could do a course on IAP2 (International Association of Community Engagement) as it's something that was offered to the last Committee but she wasn't able to do it.

Action item: Consider this and report back on the feasibility of offering IAP2 training for committee members

Cr Zmood reminded committee members to scan the QR code provided on each table and fill out a quick survey so Council staff can understand member preferences for the timing of future meetings.

Action item: Council staff to review survey results and advise Committee members of the forward meeting schedule by email.

Cr Zmood said that minutes will be developed and if any member thinks notes don't accurately reflect the meeting, please reach out to James Athorn to notify him of changes.

Action item: It was suggested that Officers explore whether it might be worthwhile to explore having a summary of the minutes. It was also suggested that a pictorial summary might also be considered to improve inclusivity.

7.   Forward Meeting Schedule

To be advised.

8.   Next Meeting

To be advised.

9. Closure of Meeting:

The meeting closed at 7.55pm.

Minutes to be confirmed at the next Ordinary Council Meeting on 25 July 2023

- **Recommendations will be noted above under each Agenda Item** *(Once adopted add to Recommendation Running List which is to be put on the next agenda)*

- **Actions from this meeting**

Title/Item	Action	Update	Responsible Officer	Active/ Closed
1. Accessibility of Council's communications	Report back at the next meeting on measures Cou takes to ensure communication is accessib such as easy-read resourc and plain English with pictures.		Kellie Vise	Active
2. Communications and promotion of community engagement	Include in an upcoming meeting agenda, an item about communication and ways we promote community engagement to be included in an upcoming Committee meeting agenda.		Kate Jackson	Active
3. IAP2 Training feasibility	Consider this and report back on the feasibility of offering IAP2 training for committee members		Kate Jackson	Active
4. Forward Meeting schedule	Council staff to review survey results and advise Committee members of the forward meeting schedule by email.		Kate Jackson	Active
5. Meeting minutes	Explore whether it might be worthwhile to explore having a summary of the minutes and a pictorial summary to improve inclusivity.		Kate Jackson	Active