

TERMS OF REFERENCE

The Diverse, Welcoming and Accessible Places Advisory Committee



GLEN EIRA
CITY COUNCIL

1. Name	The Diverse, Welcoming and Accessible Places Advisory Committee.
2. Classification	Advisory committee.
3. Committee purpose Function, role and limitations	<p>The Diverse, Welcoming and Accessible Places Advisory Committee will provide advice and recommendations to Council and its officers to help guide the achievement of Council's strategic goal to have diverse, welcoming and accessible places.</p> <p>To achieve this goal Council has set the following strategic objectives:</p> <ul style="list-style-type: none">• Provision of well-located and accessible open spaces and community facilities• Supporting a thriving local economy• Development of vibrant activity centres• Diversifying housing and maintaining the character of local neighbourhoods. <p>More specifically the Committee will focus on the following areas:</p> <ul style="list-style-type: none">• Advising on ways to enhance our open spaces and community facilities to make them more inclusive, vibrant and liveable.• Providing input on matters relating to the provision of well-connected and welcoming public spaces.• Highlighting ways to support social interaction, activity, shopping and recreation tailored to the needs of all residents.
4. Background	<p>Council has developed a Council and Community Plan 2025-2029 (Council Plan) to guide its strategic focus during the Council term. The Council Plan outlines four strategic directions which are:</p> <ul style="list-style-type: none">- Community safety, cohesion, health and wellbeing- Diverse, welcoming and accessible places- Environmental stewardship- Innovation and financial sustainability. <p>The Council Plan was developed following extensive consultation with the community to ensure it responds to the Glen Eira 2040 Community Vision. As part of Council's ongoing commitment to engaging with our community four Advisory Committees have been established to focus on each of the strategic directions outlined in the Council Plan and provide ongoing advice and feedback to Council throughout the life of the Plan.</p>
5. Term of committee	The Diverse, Welcoming and Accessible Places Advisory Committee will conclude at the end of the 2024-2028 Council term.

<p>6. Membership and term of membership</p>	<p>The Diverse, Welcoming and Accessible Places Advisory Committee will consist of up to four Councillors and up to 10 community members. Community members will be selected through an expression of interest process and will be appointed by Council resolution.</p> <p>Members must work or live (primary or secondary residence) in the Glen Eira community.</p> <p>The Diverse, Welcoming and Accessible Advisory Committee members should meet one or more of the following criteria:</p> <ul style="list-style-type: none"> • involvement in the wider community with strong community networks and connections • demonstrated ability to participate constructively in an advisory role • good knowledge and understanding of local issues relevant to the Committee's focus • willingness to contribute positively to meetings in a fair and unbiased manner, or • ability to look beyond personal interests for the benefit of the broader community. <p>In selecting community members Council will seek to ensure:</p> <ul style="list-style-type: none"> • the group includes a broad community representation with diverse views • members of the group hold a relevant mix of skills, knowledge and experience. <p>Council (by resolution) may elect to cease a member's participation earlier than the term of appointment for reasons such as:</p> <ul style="list-style-type: none"> • the member no longer meeting the criteria of membership • the member breaching the terms of reference • the member not attending scheduled meetings regularly. <p>A Committee member may choose to cease their membership at any time.</p> <p>Members must hold a valid Working with Children Check to ensure compliance with Council's Child Safe obligations.</p>
<p>7. Role and term of chairperson</p>	<p>The Chair's responsibilities are to:</p> <ul style="list-style-type: none"> • Attend and chair all meetings of the committee, except where absence is unavoidable, in which case the Deputy Chair will temporarily assume the role. If both the Chair and the Deputy Chair are absent, the meeting attendees shall appoint a Councillor Committee member who is present as Acting Chair for the meeting by majority vote (50% of committee members in attendance plus one). If there is only one Councillor present, then by default they become the Chair of the meeting.

	<ul style="list-style-type: none"> • Approve the meeting schedule and meeting agenda. • Ensure the committee's business is conducted in an orderly manner in compliance with The Glen Eira City Council Governance Rules. • Encourage participation from all members present at the meeting. • Direct any person to be excluded from a meeting for any item of business, for example, on grounds of confidentiality or a conflict of interest. • Ensure that advice and recommendations recorded in the minutes of committee meetings represent the collective views of the committee. • Report the committee's advice and recommendations to Council. <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>
8. Deputy Chair	The Deputy Chair will assume the position of Chair in their absence.
9. Quorum	<p>A quorum for meetings of the Committee will be a minimum of five members including at least one Councillor member.</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"> • the meeting may be adjourned or rescheduled, at the discretion of the Chair • the meeting may proceed for discussion purposes, but no formal resolutions or actions can be adopted.
10. Recommendations of the Committee to Council	<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 (including the Chair) 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</p>

	<p>interest to the Committee and leave the room and not participate in any discussion and/or decision in relation to that matter. 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"> • embodying Council's values of integrity, collaboration, respect, innovation and service excellence • impartially carrying out responsibilities in the interests of the local 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 • not making improper use of information acquired because of their position or release • information that the member knows or should reasonably know, is confidential.
12. Role of Council staff attendee(s)	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 Planning and Place, 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"> • be held at the Glen Eira Town Hall • be held quarterly • usually commence at 6pm on a Monday, Wednesday or Thursday, unless another day or time is required. • commence on time and conclude by the stated completion time. • not extend beyond a 120-minute duration and be scheduled and confirmed in advance. • be recorded through minutes and circulated to all members.
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"> • Council may feature photographic or videographic content or names of members through their communications channels to promote the

	<p>work of the Advisory Committee. Members' contact details will not be shared publicly.</p> <ul style="list-style-type: none"> 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.
16. Committee contact details	Rosa Zouzoulas, Director Planning and Place
17. Date of Council adoption of terms of reference	[5 November 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.