The Elsternwick Club
Community Reference Group Terms of Reference

GLEN EIRA CITY COUNCIL

STATEMENT OF PURPOSE

Council will appoint a Community Reference Group to help guide the redevelopment of the Elsternwick Club into public open space, through the planning, concept design and implementation.

OBJECTIVES

The objective of the Community Reference Group is to provide advice and recommendations to Council and its officers through the planning, concept design and implementation phases of the redevelopment.

The Community Reference Group will act as a conduit between the project team and the community by:

- sharing local views, issues and concerns with the project team, and ensuring that diverse community views and experiences are understood
- sharing project information, updates and engagement opportunities with the community throughout all phases of the project
- acting as a sounding board to support the project team to review feedback and better understand broad community sentiment.

MEMBERSHIP

The Community Reference Group will consist of up to 10 community members selected through an expression of interest process and will be appointed by Council resolution.

Members must be members of the Elsternwick community by living (primary or secondary residence) or working in Elsternwick.

In selecting community members Council will seek to ensure:

- the group includes a broad community representation with diverse views
- members of the group hold a relevant mix of skills, knowledge and experience.

Councillors, Council officers and consultants may also attend meetings to support its work.

TERM OF APPOINTMENT

The Community Reference Group will conclude in late 2027 following a three-year duration.

Council may decide, through consultation with the group, to extend the tenure if needed. Records of activities will be maintained by Council officers and circulated to all members.

Council (by resolution) or a member of the Community Reference Group may elect to

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cease that member's participation earlier than the three-year term of appointment for reasons such as:

- the member no longer meeting the criteria of membership
- the member breaching the terms of reference.

CHAIRPERSON

All meetings will be chaired by a Glen Eira Councillor. The chairperson is responsible for the fair conduct of meetings and for giving all members reasonable opportunities to share their views and opinions.

SCOPE OF DECISION-MAKING AND VOTING RIGHTS

The Community Reference Group will provide advice and recommendations to inform Council's decision-making.

Recommendations from the Community Reference Group will be provided to Council's Elsternwick Club Project Control Group, which meets monthly.

Recommendations may also be presented to Assemblies of Councillors and included in Council meeting reports.

The Community Reference Group meetings will be recorded through minutes.

REPRESENTATION OF VIEWS AND CONDUCT OF MEETINGS

With guidance from the chairperson, the Community Reference Group meetings will encourage fair and reasonable discussion and respect for each other's views, with members:

- 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.

SCHEDULE OF MEETING TIMES

The Community Reference Group will meet at least five times in 2025, and as required

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from 2026 to 2027.

Activities will:

- be held in Elsternwick or at Glen Eira Town Hall, with online options if required
- be held as required (or at project milestones) until late 2027
- 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
- be scheduled and confirmed in advance.

MEDIA AND PUBLICITY

Council may feature photographic or videographic content or names of members through their communications channels to promote the work of the Community Reference Group. Members' contact details will not be shared publicly.

Members must not speak to the media on behalf of the Community Reference Group 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.

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