

COUNCIL ADVISORY COMMITTEES, SPECIAL COMMITTEES & COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

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SECTION 1: COUNCIL MEETINGS

Purpose:

Primary decision making forum of the Council at which general business of the Council may be transacted (Ordinary meetings). In the event of a requirement for a Special Meeting, only the business specified in the notice calling the meeting may be transacted.

Members:

Mayor and all Councillors

Schedule:

Ordinary Meetings: As per Council approved Council Meeting schedule

Special Meetings: As required

SECTION 2: COUNCIL ADVISORY COMMITTEES

COUNCIL ADVISORY COMMITTEES/MEETINGS

Council has established Advisory Committees to assist Council and the community in a number of areas. Advisory Committees consist of community members, Council officers and Councillors. They provide advice on a range of issues including: projects, planning, policy, resource planning, disability and community access, community amenity and many other strategic community issues.

These Committees have no other authority or purpose other than to give information or advice to Council to assist it in its ultimate decision-making role. The Mayor may attend any meeting.

NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
<p>Audit & Risk Committee <i>Purpose: Advise Council in its discharge of its responsibilities for financial reporting, risk management, maintaining a reliable system of internal controls and fostering the organisation's ethical development.</i> *Remuneration applies to independent members (non-Council)</p>	General Manager Corporate Services	Meets at least quarterly with extra meetings scheduled if needed	<p>Councillor Stephens Councillor Crossley Councillor Bye (alternate)</p> <p>Chief Executive Officer, General Manager Corporate Services Peter Craighead (Independent chair), Chris Badger (Independent), Michelle Dowsett (Independent),</p>
<p>CEO Performance Review Committee <i>Purpose: To oversee the review of the CEO's performance as per the terms and conditions of the contract of employment.</i></p>	General Manager Corporate Services	As required	<p>Mayor Past Mayor Councillor McCubbin Councillor Hole (Remuneration Chair) Councillor Rossetti (shared)</p>
<p>Gippsland Art Gallery Advisory Group <i>Purpose: To advise the Council on the operation, policy development and future planning of Gippsland Art Gallery.</i></p>	Manager Arts & Culture	1st Monday Feb, April, Jun, Aug, Oct & Dec at 6pm	<p>Councillor Rossetti Art Gallery Director</p>
<p>Gippsland Regional Sports Complex User Group Committee 1. <i>Purpose: To provide advice, information and feedback in relation to operational, maintenance and use of Gippsland Regional Sports Complex</i> 2. <i>To share information with other users of the Gippsland Regional Sports Complex.</i></p>	GRSC Operational Leader	July, Oct, Jan and April at 6pm	<p>Councillor Bye</p> <p>One (1) Representative of the Sale Amateur Basketball Association One (1) Representative of the Sale Netball Association One (1) Representative of the Maffra Hockey Club One (1) Representative of the Sale Hockey Club One (1) Representative of the Wellington Hockey Club</p>
<p>Place Names Committee <i>Purpose: Make recommendations to Council on naming issues.</i></p>	Manager Assets and Projects	3rd Tuesday every 3 months	<p>Councillor Rossetti Councillor McCubbin Councillor Maher</p>

SECTION 2: COUNCIL ADVISORY COMMITTEES

<p>Remuneration Committee <i>Purpose</i> 1. To monitor and review Councillor expenses 2. To review and recommend Councillor allowances. 3. To review and monitor the salary, performance and performance plan (including performance criteria) for the Chief Executive Officer. 4. To monitor Enterprise Bargaining Agreements. 5. To consult on Human Resources and Remuneration Policy. 6. Any other related matters that may arise.</p>	<p>General Manager Corporate Services</p>	<p>Quarterly or more frequently if required</p>	<p>Councillor Hall Councillor Hole (Remuneration Chair) Councillor Stephens</p> <p>Chief Executive Officer General Manager Corporate Services Manager People and Excellence</p>
<p>Stephenson Park Advisory Committee <i>Purpose: To provide advice in relation to Master Planning for Stephenson Park recreation facilities.</i></p>	<p>Manager Natural Environment & Parks</p>	<p>Quarterly - 3rd Wednesday 7.30pm Feb, May, Aug, Nov</p>	<p>Councillor McCubbin Councillor Bye</p>
<p>Strategic Land Use Planning Projects Review Group <i>Purpose: To provide local Councillor input into and review the range of current strategic planning projects.</i></p>	<p>Manager Land Use Planning</p>	<p>Bi-monthly</p>	<p>Councillor McCubbin Councillor Bye Councillor Maher General Manager Development, Manager Land Use Planning, Coordinator Strategic Planning, Strategic Planners, General Manager Built and Natural Environment, Manager Assets and Projects, Coordinator Infrastructure Development.</p>
<p>The Wedge and Masterplan Advisory Group <i>Purpose: To advise the Council on the operation, policy development and future planning of Esso BHP Billiton Wellington Entertainment Centre.</i></p>	<p>Manager Arts & Culture</p>	<p>Quarterly, usually 3rd Wednesday 6pm Feb, May, Aug & Nov</p>	<p>Councillor Bye Councillor McCubbin Councillor Hall (Alternative) General Manager Community & Culture (Chair) Manager Arts & Culture Performing Arts Centre Manager Coordinator Venue Administration Coordinator Venue Operations Community Representatives: Donald Carmichael Deirdre Relph Clara Mandaletti Matthew Goss Deirdre Marshall Leanne Flaherty Dan Davine</p>

SECTION 2: COUNCIL ADVISORY COMMITTEES

Wellington Access & Inclusion Advisory Group <i>Purpose: To assist Council in monitoring the implementation of the Access Policy and Action Plan adopted in April 2003.</i>	Rural Access Project Coordinator	Monthly, 3 rd Wednesday – ½ day	Councillor Ripper
Wellington Youth Service Network (WYSN) <i>Purpose: To promote collaborative relationships between young people, youth services, the community and all levels of government.</i>	Youth Liaison Coordinator	January, April, July and October	Councillor Stephens

SECTION 3: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) <i>Councillors are often requested or required to represent Council via participation on Committees formed by other organisations.</i>		
NAME	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Australian Coastal Councils Association <i>Purpose: To bring together the coastal shires experiencing the sea-change phenomenon.</i> <i>Facilitated by: Alan Stokes – Executive Officer SCTF</i>	Twice yearly (ALGA and Forum)	Councillor McCubbin Councillor Maher / Hall (shared) General Manager Development
Coastal Agencies Liaison Group <i>Purpose: To discuss coastal issues</i> <i>Facilitated by: Department of Sustainability & Environment</i>	2 monthly (Feb, April, June etc.) Location: Yarram	Councillor Maher
Gippsland Climate Change Network Incorporated <i>Purpose: To provide Gippsland, at an individual and organisational level; information, consultation and facilitation to enable action on climate change, whilst also providing a voice for Gippsland on climate change issues.</i>	10am - 1pm, 1st Monday of each month unless otherwise noted	Councillor McCubbin
Gippsland Local Government Network (GLGN) <i>Purpose: Regional co-operation and lobbying by Gippsland Councils.</i> <i>Facilitated by: SOCOM (Secretariat)</i>	Bi-monthly 2nd Friday	Mayor Chief Executive Officer
Gippsland Local Government Waste Forum <i>Purpose: Works in tandem with GWRRG</i>	Bi-monthly	Councillor Maher (Chair)
Municipal Association of Victoria (MAV) <i>Purpose: Peak body representing Victorian Councils. Councillors also representing at the Australian Local Government Association (ALGA).</i>	Monthly meetings and as required	Councillor Hole Councillor Rossetti (shared)
National Timber Council Association Inc <i>Purpose: To pursue a variety of issues relevant to local governments that have forest industries/timber issues with the Federal Government.</i>	Twice yearly at the ALGA Conference and Annual Meeting in November	Councillor Hole
South East Australian Transport Strategy (SEATS) <i>Purpose: Integrated transport strategy for South East Australia. Includes representatives of municipalities and other organisations from Dandenong to Wollongong. Facilitated by: SEATS</i>	Quarterly, 2 nd Thursday & Friday (Feb, May, Aug, Nov) Meeting venue rotates b/t Vic, ACT & NSW	General Manager Built & Natural Environment Councillor Crossley

SECTION 3: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

<p>Timber Towns Victoria <i>Purpose: To pursue a variety of issues relevant to local governments which have forest industries in Victoria and keep abreast of the issues and trends in forestry development that may have an impact upon rural communities.</i></p>	<p>2nd Friday each month (Executive) 2nd Friday bi-monthly (Ordinary Members)</p>	<p>Councillor Hole</p>
<p>Wellington Regional Tourism (WRT) <i>Purpose: To promote Wellington Gippsland tourism.</i></p>	<p>Monthly</p>	<p>Councillor Hall Councillor Maher (shared) Visits, Economy & Events Coordinator</p>

OTHER GROUPS, TASKFORCES, PROJECT CONTROL GROUPS (PCG'S) & STATUTORY COMMITTEES <i>These Groups, Taskforces, PCG's and Statutory Committees are subject to formal Council approval processes</i>		
NAME	SCHEDULE (Include Sunset Dates)	CONVENOR or DELEGATES & ADMIN RESOURCES
<p>Healthy Wellington Action Group Purpose: Partnership Group that oversees the development, implementation and evaluation of Healthy Wellington (Municipal Public Health and Wellbeing Plan).</p>	Quarterly	Councillor Stephens / Councillor Ripper (shared)
<p>Wellington Shire Council Emergency Management Planning Committee (Council committee appointed in accordance with the <i>Emergency Management Act 1986 section 21</i>)</p> <p><i>Purpose: The Committee will prepare a draft municipal emergency management plan for consideration by the Wellington Shire Council. Once prepared the plan must be maintained by the Council.</i></p> <p><i>The Committee will also maintain liaison, co-ordinate emergency working and operational arrangements, conduct exercises and other emergency management activities such that emergencies may be prevented and when they do occur are managed appropriately.</i></p>	Twice annually or more often if required.	<p>Councillor Stephens Councillor Crossley Councillor Rossetti</p> <p>Municipal Emergency Resource Officer Municipal Recovery Manager Municipal Fire Prevention Officer Coordinator Municipal Emergency Municipal Emergency Manager (General Manager Community & Culture)</p>

SPECIAL COMMITTEES

Under Section 86 of the Local Government Act 1989, in addition to any Advisory Committees that the Council may establish, the Council may establish one or more special committees made up of any combination of Councillors; Council staff and other people.

The Council may by Instrument of Delegation, delegate its functions, duties or powers to a special committee, though this is subject to certain restrictions. The Mayor may attend any meeting.

NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Briagolong Quarry Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Quarry Reserve.</i>	Coordinator Community Committees	Quarterly – 1 st Tues – Mar, Jun, Sep, Dec	Councillor Ripper
Briagolong Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday monthly at 7.30pm Briagolong Recreation Reserve	Councillor Ripper
Cameron Sporting Complex Committee <i>Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra</i>	Coordinator Community Committees	3 rd Thursday of each month Cameron Sporting Complex 8pm	Councillor Hole
Gordon Street Reserve Committee <i>Purpose: To protect, promote and develop the Gordon Street Reserve.</i>	Coordinator Community Committees	Gippsland Historical Auto Club- Heyfield 2 nd Thursday of every 2 nd month Feb, Apr, Jun, Aug, Oct	Councillor Hole
Maffra Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Maffra Recreation Reserve.</i>	Coordinator Community Committees	1 st Monday – each month Maffra Recreation Reserve Meeting Room	Councillor Ripper
Newry Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Newry Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday Feb, May, Aug & Nov	Councillor Hole

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<p>Sale Performance Space Fundraising Committee</p> <p>2.1 To maintain a public fund into which the public may contribute towards the construction, maintenance, upgrade and expansion of Wellington Shire Council owned cultural spaces, facilities and equipment.</p> <p>2.2 To maintain a public fund into which the public may contribute towards cultural activities, programs and events conducted by Wellington Shire Council through Wellington Shire Council owned cultural spaces and facilities. To coordinate fundraising activities on behalf of Wellington Shire Council owned cultural spaces and facilities. To obtain all necessary permits and approvals required for eligible fundraising activities.</p> <p>To retain the registration of the Sale Performance Space Donations Fund on the Register of Cultural Organisations for the purposes of the Income Tax Assessment Act 1997 (Commonwealth), ensuring that those cultural activities and projects accepted meet the definition of the “organisation’s principal purpose” in the Register of Cultural Organisations Guide.</p>	Manager Arts & Culture	As required – at least once annually	Councillor McCubbin. Manager Corporate Finance Manager Arts & Culture Entertainment Centre Manager