



WELLINGTON

SHIRE COUNCIL

The Heart of Gippsland

**COUNCIL ADVISORY COMMITTEES,
COMMUNITY ASSET COMMITTEES
AND COMMITTEES OF OTHER
ORGANISATIONS (DELEGATES)**

2020/2021

COUNCIL ADVISORY COMMITTEES, COMMUNITY ASSET COMMITTEES & COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)

Table of Contents

SECTION 1: COUNCIL MEETINGS	3
SECTION 2: COUNCIL ADVISORY COMMITTEES	4
Audit & Risk Committee	4
CEO Performance Review Committee	4
Gippsland Art Gallery Advisory Group	4
Gippsland Regional Sports Complex User Group Committee	4
Place Names Committee	5
Remuneration Committee	5
Strategic Land Use Planning Projects Review Group	5
The Wedge Advisory Group	5
Wellington Youth Service Network (WYSN)	6
Wellington Shire Youth Council	6
SECTION 3: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)	7
Australian Coastal Councils Association	7
Gippsland Climate Change Network Incorporated	7
OneGippsland	7
Gippsland Local Government Waste Forum	7
Municipal Association of Victoria (MAV)	7
National Timber Council Association Inc	7
Native Timber Taskforce	7
South East Australian Transport Strategy (SEATS)	8
Timber Towns Victoria	8
SECTION 4: OTHER GROUPS, TASKFORCES, PROJECT CONTROL GROUPS (PCG'S) & STATUTORY COMMITTEES	9
Municipal Public Health and Wellbeing Partnership Group	9
Wellington Shire Municipal Emergency Management Planning Committee (MEMPC)	9
Living Well during COVID-19 Municipal Committee	10
Domestic Animal Management Plan Reference Group	10
Business Boost Reference Group (Business Recovery Sub-committee)	10
SECTION 5: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT)	11
Cameron Sporting Complex Committee	11
Gordon Street Reserve Committee	11
Maffra Recreation Reserve Committee	11
Sale Performance Space Fundraising Committee	11

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 an Unscheduled 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

Unscheduled 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
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> <i>*Remuneration applies to independent members (non-Council)</i>	General Manager Corporate Services	Meets at least quarterly, with extra meetings scheduled if needed	Councillor McKenzie Councillor Stephens Councillor Bye (alternate) Chief Executive Officer General Manager Corporate Services Frank Evans (Independent) Chris Badger (Independent) Kiah Cashman (Independent)
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>	General Manager Corporate Services	As required	Mayor – Councillor Stephens Past Mayor – Councillor Crossley Remuneration Committee Chair – Councillor Hole
Gippsland Art Gallery Advisory Group <i>Purpose: To provide input to the Council on the operation, policy development and future planning of Gippsland Art Gallery.</i>	Manager Arts & Culture	1st Monday at 5:30pm; Mar, Jun, Sept and Dec	Councillor Rossetti Councillor Crossley Art Gallery Director
Gippsland Regional Sports Complex User Group Committee <i>Purpose: To provide advice, information, and feedback in relation to operational, maintenance and use of Gippsland Regional Sports Complex. Also to share information with other users of the Gippsland Regional Sports Complex.</i>	GRSC Operations Leader	Jan, April, July and Oct at 6:00pm	Councillor Bye Councillor Tattersson (alternate) 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

Place Names Committee <i>Purpose: Make recommendations to Council on naming issues.</i>	Manager Assets and Projects	3 rd Tuesday every three (3) months	Councillor Maher Councillor Rossetti Councillor Crossley
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	General Manager Corporate Services	Quarterly or more frequently if required	Councillor Hole (Remuneration Chair) Councillor Crossley Councillor McKenzie Chief Executive Officer General Manager Corporate Services Manager People and Excellence
Strategic Land Use Planning Projects Review Group <i>Purpose: To provide local Councillor input into and review the range of current strategic planning projects and Planning Scheme Amendments.</i>	Manager Land Use Planning	Bi-monthly	Councillor Bye Councillor Maher Councillor Tattersson General Manager Development Manager Land Use Planning Manager Business Development Coordinator Strategic Planning Strategic Planners General Manager Built and Natural Environment Manager Assets and Projects Coordinator Infrastructure Development
The Wedge Advisory Group <i>Purpose: To provide input to the Council on the operation, policy development and future planning of The Wedge performing arts centre, with current focus on potential redevelopment of the centre.</i>	Manager Arts & Culture	Quarterly, usually 3 rd Wednesday at 6:00pm; Feb, May, Aug & Nov	Councillor Crossley Councillor Wood (alternate) General Manager Community & Culture (Chair) Manager Arts & Culture Performing Arts Centre Manager Coordinator Venue Administration Coordinator Venue Operations <u>Community Representatives:</u> Deirdre Relph Clara Mandaletti Matthew Goss Deirdre Marshall Leanne Flaherty Dan Davine

Wellington Youth Service Network (WYSN) <i>Purpose: To lend support to Youth Councillors generally and participate in a topic of discussion per meeting pre-set by either Youth Councillors, Councillors or Youth Liaison Coordinator.</i>	Youth Liaison Coordinator	10:00am – 12:00pm Meeting dates: 2 February 2021 31 March 2021 1 June 2021 4 August 2021 5 October 2021 1 December 2021	Councillor Wood Youth Councillors (up to 18 no.) Youth Liaison Coordinator
Wellington Shire Youth Council <i>Purpose: To lend support to Youth Councillors generally and participate in a topic of discussion on an issue pre-set by either Youth Councillors, Councillors or Youth Liaison Coordinator.</i>	Youth Liaison Coordinator	Councillor attendance: 5:00 – 6:00pm Meetings with Councillor Conversation on the agenda are: 17 February 2021 17 March 2021 21 April 2021 19 May 2021 16 June 2021 14 July 2021 11 August 2021 8 September 2021 6 October 2021 3 November 2021	Councillor Crossley Councillor Wood (alternate)

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. Facilitated by Alan Stokes – Executive Officer SCTF</i>	Twice yearly (ALGA and Forum)	Councillor Maher General Manager Development
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>	1st Monday from 10:00am – 1:00pm of each month unless otherwise noted	Councillor Crossley
OneGippsland <i>Purpose: Regional co-operation and lobbying by Gippsland Councils. Facilitated by: Collective Position Group P/L (Secretariat)</i>	Bi-monthly, 2 nd Friday	Mayor – Councillor Stephens Chief Executive Officer
Gippsland Local Government Waste Forum <i>Purpose: Works in tandem with Gippsland Waste and Resource Recovery Group</i>	Bi-monthly	Councillor Tatterson Councillor Maher (<i>Gippsland Waste and Resource Recovery Group: nominated by Council, appointed by Minister</i>)
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 (alternate)
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>	Quarterly teleconferences Twice yearly in person at the ALGA Conference and Annual Meeting in November	Councillor Hole
Native Timber Taskforce <i>Purpose: The role of the taskforce is to:</i> <i>a. secure significantly improved outcomes from the proposed native timber phaseout for all detrimentally impacted businesses and communities.</i>	As required	Mayor - Councillor Stephens Councillor Hole Mayor of East Gippsland Shire Council CEO of Australian Sustainable

<p><i>b. preserve the viability of the industries and communities dependent upon the native timber industry for their wellbeing.</i></p> <p><i>c. lobby the Victorian State Government to make public the scientific information that underpinned the phaseout decision as well as to develop and advocate for a viable alternate plan that ensures the sustainability of both industry and the native forest.</i></p> <p><i>d. collectively lobby the Victorian State Government and advocate community/business views in respect of the proposed native timber harvesting phaseout and other relevant matters such as the operational issues caused by the Code of Practice for Timber Production. The taskforce will work collaboratively with other advocacy groups to present a united front where possible.</i></p> <p><i>e. provide advice to the Wellington Shire Council and other members on issues and impacts from the proposed phaseout.</i></p> <p><i>f. advocate to the Victorian State Government in respect of joint matters in respect of the \$120 million Native Forests Transition Package.</i></p>		<p>Hardwoods CEO of Radial Timber CEO of Fenning Timber Representative of the CFMEU Representative of Timber Towns Victoria</p>
<p>South East Australian Transport Strategy (SEATS)</p> <p><i>Purpose: Integrated transport strategy for South East Australia. Includes representatives of municipalities and other organisations from Dandenong to Wollongong.</i></p> <p><i>Facilitated by: SEATS</i></p>	<p>Quarterly, 2nd Thursday & Friday (Feb, May, Aug, Nov)</p> <p>Meeting venue rotates between VIC, ACT & NSW</p>	<p>Councillor Tatterson</p> <p>General Manager Built & Natural Environment</p>
<p>Timber Towns Victoria</p> <p><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)</p> <p>2nd Friday bi-monthly (Ordinary Members)</p>	<p>Councillor Hole</p>

SECTION 4: OTHER GROUPS, TASKFORCES, PROJECT CONTROL GROUPS (PCG'S) & STATUTORY COMMITTEES

OTHER GROUPS, TASKFORCES, PROJECT CONTROL GROUPS (PCG'S) & STATUTORY COMMITTEES		
These Groups, Taskforces, PCG's and Statutory Committees are subject to formal Council approval processes.		
NAME	SCHEDULE (Include Sunset Dates)	CONVENOR or DELEGATES & ADMIN RESOURCES
<p>Municipal Public Health and Wellbeing Partnership Group</p> <p><i>Purpose: Multi-agency partnership group that oversees the development, implementation and evaluation of Wellington Shire's Municipal Public Health and Wellbeing Plan (legislatively required plan).</i></p>	Quarterly	<p>Councillor Wood Councillor Crossley (alternate)</p> <p>Manager Community Wellbeing Coordinator Social Policy and Planning Department of Health and Human Services Department of Education and Training Central Gippsland Health Yarram and District Health Service Gippsland Women's Health GippSport Gippsland Primary Health Network Wellington Primary Care Partnership Executive Officer Wellington Neighbourhood Houses Uniting Quantam Mission Australia</p>
<p>Wellington Shire Municipal Emergency Management Planning Committee (MEMPC)</p> <p><i>(Multi-agency committee appointed in accordance with the Emergency Management Legislation Amendment Act 2018)</i></p> <p><i>Councillors appointed on the committee as community representatives, mandatory to have community representatives on the committee under the Act.</i></p> <p><i>Council CEO is required to chair, or nominate a Council officer to chair, this committee.</i></p> <p><i>The committee is responsible for developing, implementing, maintaining and monitoring a Municipal Emergency Management Plan (MEMPC).</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 and evaluated for effectiveness and future learnings .</i></p>	Quarterly	<p>Councillor Wood Councillor Crossley (alternate)</p> <p>General Manager Community and Culture / Municipal Emergency Manager (chair) Coordinator Emergency Management Municipal Emergency Management Officer Municipal Recovery Manager Municipal Fire Prevention Officer Emergency Management Planning Officer All Wellington Shire emergency management services and agencies (public and private) Major business and industry representatives</p>

<p>Living Well during COVID-19 Municipal Committee</p> <p><i>Purpose: Responsible for coordinating shire-wide recovery from pandemic, ensuring economic and social impacts of COVID-19 are addressed utilising support from state government departments. Sub groups (economic & social) responsible for delivering initiatives.</i></p>	<p>Monthly meetings or as required</p>	<p>Councillor Crossley</p> <p>General Manager Community and Culture / Municipal Emergency Manager (chair) Municipal Recovery Manager Emergency Management Planning Officer Wellington shire recovery agencies representatives (NGO and government)</p>
<p>Domestic Animal Management Plan Reference Group</p> <p><i>Purpose: To provide input, advice and recommendations to the project team.</i></p>	<p>Bi-monthly meetings commencing February 2021 to August 2021</p>	<p>Councillor Wood Councillor McKenzie</p> <p>General Manager Development Manager Municipal Services</p>
<p>Business Boost Reference Group (Business Recovery Sub-committee)</p> <p><i>Purpose: To provide feedback and input into Council's marketing campaign, designed to improve business turnover throughout Central Gippsland by attracting more visitors and shoppers to the region while stimulating economic recovery and growth. All business and tourism Associations and other business related groups within the Shire are represented. This group also doubles as the official Covid-19 business recovery sub-committee as well.</i></p>	<p>Approximately every 6 to 8 weeks with meetings will run to at least mid-2021 (to be reviewed for continuation at this point)</p> <p>Meetings are usually held from 7:30 to 8:30am</p>	<p>Councillor Maher Councillor Wood</p> <p>General Manager Development (chair) Senior Business Development Officer Marketing Campaign Coordinator Pace Marketing representatives Business, tourism association and industry representatives</p>

SECTION 5: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT)

<p>COMMUNITY ASSET COMMITTEES</p> <p><i>Under Section 65 of the Local Government Act 2020, in addition to any Advisory Committees that the Council may establish, the Council may establish one or more Community Asset Committees, made up of any combination of Councillors, Council staff and other people.</i></p> <p><i>The Council may by Instrument of Delegation, delegate its functions, duties or powers to a Community Asset Committee, though this is subject to certain restrictions. The Mayor may attend any meeting.</i></p>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
<p>Cameron Sporting Complex Committee</p> <p><i>Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra</i></p>	Coordinator Community Committees	3 rd Thursday monthly at 8:00pm Cameron Sporting Complex	Councillor Hole
<p>Gordon Street Reserve Committee</p> <p><i>Purpose: To protect, promote and develop the Gordon Street Reserve.</i></p>	Coordinator Community Committees	2 nd Thursday bi-monthly (Feb, Apr, Jun, Aug, Oct) Gordon Street Recreation Reserve	Councillor Hole
<p>Maffra Recreation Reserve Committee</p> <p><i>Purpose: To protect, promote and develop the Maffra Recreation Reserve.</i></p>	Coordinator Community Committees	1 st Monday monthly Maffra Recreation Reserve Meeting Room	Councillor Tatterson
<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</p>	Manager Arts & Culture	As required	<p>Councillor Crossley</p> <p>Manager Corporate Finance Manager Arts & Culture Performing Arts Centre Director</p>

those cultural activities and projects accepted meet the definition of the “organisation’s principal purpose” in the Register of Cultural Organisations Guide.			
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