

Council Committees



| Committees | Function | Membership | Organised by | Meeting Schedule |
|---------------------------------------|---|---|----------------|---|
| Access & Inclusion Advisory Committee | To provide advice to Council on access issues for people with disabilities. | One Councillor Community Services Manager, Rural Access Officer, Community Building Facilitator, Community Representatives. | Chris Wightman | Meet on the last Thursday of even months (except December) from 1.30pm -3.00pm. We allow time until 3.30 for longer meetings if necessary. 22 February – Council Chamber 26 April – Council Chamber 28 June – Council Chamber 30 August – Council Chamber 25 October – Council Chamber Dec 2018 - TBC |
| Arts & Culture Advisory Committee | To provide advice to Council on community needs and priorities in relation to arts and culture. | Three Councillors (one Councillor is the Chair) | Rebecca Scott | Meets bi-monthly on Monday from 4.00pm-5.00pm. |

| | | | | |
|------------------------|--|---|----------------------|--|
| <p>Audit Committee</p> | <p>The Committee’s role is to monitor, review and advise the Council on matters of accountability and internal control affecting the operations of the Council. The Committee exists to assist the Council in discharging its responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisations ethical environment.</p> <p>The Audit Committees objectives include the following:-</p> <ul style="list-style-type: none"> ▪ To improve the quality of financial reporting ▪ To improve the quality of performance reporting ▪ To ensure the Council makes informed decisions regarding accounting policies, practices and disclosures ▪ To provide a safeguard from exposures ▪ To overview the scope, quality and outcome of the internal and external auditor | <p>Mayor & Two Councillors</p> <p>The Committee is currently made up of three independent external members –</p> <ul style="list-style-type: none"> • Vince Philpott (Chair) • Tim Large • Homi Burjorjee <p>The Chief Executive Officer and Directors as well as the Finance Manager and Governance Manager attend meetings to provide advice and information, but are not members of the Committee.</p> | <p>Sharon Fowles</p> | <ul style="list-style-type: none"> • 28 February 2018 • 23 May 2018 • 22 August 2018 • 12 September 2018 • 28 November 2018 |
|------------------------|--|---|----------------------|--|



| | | | | |
|---|--|--|---|--|
| <p>Bass Coast Community Road Safety Committee</p> | <p>The Committee's aim is to promote and develop strategies that provide a safe environment for all road users and pedestrians within Bass Coast.</p> <p>The key objective of the committee is to contribute to the long term road safety goal of reducing death and serious injury on Victorian roads.</p> | <p>One Councillor (Chair) Bass Coast Shire Council staff Victoria Police VicRoads Representatives of key road safety projects eg L2 P project Selected community representatives</p> | <p>James Bremner / Damien Adams</p> | <p>Meetings are on the third Tuesday in March, June, September and December: 20 March 2018 19 June 2018 18 September 2018 18 December 2018 They are from 11.00am – 1.00pm with a light lunch to follow.</p> |
| <p>Bass Coast Events Advisory Committee</p> | <p>Provide for an integrated and consultative approach to event management across the Bass Coast Shire</p> | <p>Three Councillors (one Councillor is the Chair) Representatives from: Bass Coast Shire Council, Victoria Police, Emergency Service agencies, key government or non government agencies and other community groups</p> | <p>Frank Angarane / Janine Temme</p> | <p>2nd Monday / month over peak season then as required. 10.30am – 12.30pm Meetings across the Shire.</p> |
| <p>Bass Coast Municipal Emergency Management Planning Committee</p> | <p>The Municipal Emergency Management Planning Committee addresses the prevention of, response to and recovery from emergencies within the Bass Coast Shire. It coordinates Emergency Management and Action Plans. Develops flood and fire mitigation plans, Emergency Recovery Plans, including recommendations for financial assistance. Set up under the provisions of the Emergency Management Act 1986.</p> | <p>One Councillor (Chair) SES, Regional & Local CFA, Victoria Police, Red Cross, Department of Human Services</p> | <p>James Bremner / Damien Adams</p> | <p>Meetings are on the first Monday in March, June, September and December: 5 March 2018 4 June 2018 3 September 2018 3 December 2018 They are from 1.00pm – 3.00pm with a light lunch available before the meeting at 12.30pm.</p> |

| | | | | |
|--|---|---|------------------------------|--|
| Bass Coast Municipal Fire Management Committee | Provide a municipal level forum to build and sustain organisational partnerships, generate a common understanding and shared purpose with regard to fire management and ensure that the plans of individual agencies are linked and complement each other. | One Councillor (Chair) and Councillor substitute Bass Coast Shire Council DSE, CFA, Vic Police, VicRoads, Parks Victoria, PINP Westernport Water & SG Water | James Bremner / Damien Adams | Meetings are on the second Thursday in March, June, September and December: 8 March 2018 7 June 2018 6 September 2018 6 December 2018 They are from 10.00am – 12.30pm with a light lunch following the meeting. |
| Bass Coast Place Names Committee – Section 86 | The primary objective of the Committee is to assist Council in the effective discharge of its responsibilities for: <ul style="list-style-type: none"> • the investigation and determination of geographic place names • the notification of new or altered names to the Registrar of Geographic Names for inclusion in the Register for official mapping data and other purposes • the addressing of properties within the Shire • the provision of a forum where affected people can make representations | One Councillor Asset Management Systems Project Officer Property Officer (who provides administrative support to the Committee) GIS Officer - Assets a representative of the Infrastructure Directorate, with an understanding of subdivision, planning and development processes Senior Revenue Administration Officer | Melody Stone | Meeting are schedule on an as needs basis. There are generally four meetings per year and based on committee members availability. |

| | | | | |
|--|---|--|-------------------------|---|
| <p>Bass Coast Natural Environment Advisory Working Group</p> | <p>The Natural Environment Advisory Working Group (the Working Group) has a role in working together to assist Council to progress the Bass Coast Shire Council Natural Environment Strategy 2016-2026. It provides an opportunity for an open and productive relationship between Council and community representatives with environmental interests, including biodiversity, sustainability and climate change.</p> | <p>One Councillor (Chair)</p> | <p>Deirdre Griepsma</p> | <p>The Working Group will meet quarterly at a central location within the municipality. March June September December</p> |
| <p>Car Ferry Project Steering Committee</p> | <p>Project Steering Committee established representing key stakeholders support the development and delivery of the project. The committee provides advice, discuss progress and review approach and draft documents.</p> | <p>Mayor (Chair) Representatives from:</p> <ul style="list-style-type: none"> • Bass Coast Shire Council • Mornington Peninsula Shire • Destination Gippsland Ltd • Port of Hastings • Regional Development Victoria • Destination Phillip Island • Mornington Peninsula Regional Tourism Board • Parks Victoria • Department of Environment Land Water and Planning (DELWP) • French Island Community Association | <p>Peter Francis</p> | <p>Monthly</p> |



| | | | | |
|-----------------------------------|---|---|---------------|---|
| Community Tourism Reference Group | The group is set up to assist Council and partners with the implementation of the Phillip Island and San Remo Visitor Economy Strategy 2035 | <p>One Councillor (Chair)</p> <p>Representative from:</p> <ul style="list-style-type: none"> • Destination Phillip Island • Phillip Island Nature Park • Phillip Island Conservation Society • Phillip Island Tourism and Business Association • San Remo District Traders Association • San Remo Foreshore Committee <p>Community representatives who applied through an EOI process (currently 15)</p> | Teresa Mahood | Quarterly at the Phillip Island Visitor Information Centre. |
|-----------------------------------|---|---|---------------|---|



| | | | | |
|---|--|--|-------------------|--|
| <p>Chief Executive Officer Employment Matters Committee</p> | <p>Responsibilities Advising Council on:</p> <ul style="list-style-type: none"> • Contractual matters relating to the CEO: <ul style="list-style-type: none"> - The appointment of the CEO or person to act as the CEO - Remuneration and conditions of appointment of the CEO or person to act as the CEO - Extension (ie, reappointment) of the CEO or person to act as the CEO. • Performance reviews of the CEO, including recommendations to Council as a result of performance reviews. • The performance of any other prescribed functions or responsibilities stipulated under the Local Government Act 1989 or Regulations in relation to the CEO's employment. | <p>Mayor and Two Councillors Independent Chairperson – appointed for two years</p> | <p>Linda Ryan</p> | <p>Recruitment to the position of independent Chairperson is currently underway. Meeting dates will be set after appointment to the position, in consultation with all Committee members as to their availability. The Committee Charter requires at least four meetings per year.</p> |
|---|--|--|-------------------|--|



| | | | | |
|--|--|--|---------------------|--|
| <p>Phillip Island Aquatics Working Group Updated</p> | <p>The Phillip Island Aquatic Working Group will act as an advisory group to Council.</p> <p>Functions of the Phillip Island Aquatic Working Group will be to:</p> <ul style="list-style-type: none"> • Undertake investigation to determine the most suitable location for the Phillip Island Aquatic Centre • Undertake investigation to determine the most appropriate first stage of construction of the Phillip Island Aquatic Centre • Investigate available funding options through community fundraising and/or government grants • Work with the community to identify needs requirements of user groups to be considered in the design • Identify examples of world best practice of operational swimming pool design elements that can be incorporated to reduce operating costs | <p>Bass Coast Shire Council:</p> <ul style="list-style-type: none"> • Two Councillors (one Councillor is the Chair) • GM Advocacy, Character and Economy (or their nominee) • Recreation and Open Space Planner <p>Representatives from:</p> <ul style="list-style-type: none"> • Phillip Island Aquatic Centre Fund Inc (two members) • Phillip Island Swim Club • Bass Coast Health • Bass Coast YMCA • Newhaven College <p>As Required/ Requested</p> <ul style="list-style-type: none"> • Cowes Primary School • Cowes Community Committee Inc • Newhaven Primary School • Bass Coast Regional Health • Phillip Island Medical | <p>Mark Lindsay</p> | <p>Next meeting scheduled for 12pm – 1.30pm on Friday 16 February.</p> <p>Meetings are held quarterly and are generally held on a Friday during the middle of the day (this was due to the diary of the previous Cr representative.)</p> |
|--|--|--|---------------------|--|

| | | | | |
|------------------------|---|-----------------------------------|------------|--|
| Rural Engagement Group | <p>Functions of the Rural Engagement Group include:</p> <ul style="list-style-type: none"> • Discuss matters that impact on the rural sector • Provide an opportunity for increased networking and collaboration between key stakeholders in the rural sector • Provide advice to Council in relation to its strategic direction | Mayor & One Councillor | Ros Jenzen | REG meets 4 times a year. Meetings usually in February/March, May, August & November. Meetings are held in Wonthaggi (central location). Meeting times are 12.30pm to 3.00pm with the first ½ hour for lunch and networking. |
|------------------------|---|-----------------------------------|------------|--|



External Committees



| Committee | Function | Membership | Council Contact | Meeting Schedule |
|---|---|---|--------------------|--|
| Australian Coastal Councils Association Inc. (ACCA) | <p>The objectives of the ACCA:</p> <ul style="list-style-type: none"> To support and advance the interests of coastal councils and their constituencies; To provide national leadership regarding issues that affect coastal communities; To work collaboratively with local State and Federal Governments to develop a coordinated approach to managing population and tourism growth in coastal areas. | <p>Mayor & Councillor substitute</p> <p>Councils from Queensland, South Australia, Tasmania, New South Wales, Victoria and Western Australia are participants.</p> | Councillor Support | <p>Conference scheduled 21-23 March 2018 (Cr Whelan registered)</p> <p>Other meeting dates not known at this time.</p> |

| | | | | |
|--|---|---|----------------------|---|
| <p>Bass Coast Environmental Review Committee</p> | <p>The key role of the committee is to review a mine or quarry's environmental performance against the requirements of legislation. This may include the operator's licence/Work Authority, Work Plan, Environmental Management Plan/Program (EMP) and any other related environmental performance commitments made in binding statutory management plans. This includes environmental impacts on and off-site.</p> | <p>One Councillor Department of Primary Industries Planning Officer Representatives from: Holcim, Donmix, Hanson, Bass Coast Sands, TGS and the community</p> | <p>Jodi Kennedy</p> | <p>Meetings will be held at the Transaction centre at Grantville from 10.30 am – 12.30pm on the following dates:</p> <p>Friday 23 February 2018; Friday 22 June 2018; and Friday 26 October 2018.</p> |
| <p>Destination Phillip Island – Regional Tourism Board</p> | <p>Destination Phillip Island – Regional Tourism Board is the independent peak body for the Phillip Island Tourism Sector. It is governed by a skills based board. The board focuses on the development and growth of the tourism industry in the region, strategic tourism development and advocacy for the region.</p> | <p>One Councillor or Chief Executive Officer One skills based BCSC nominated position available to be reviewed each financial year.</p> | <p>Peter Francis</p> | <p>6 meetings per year February, April, June, August, October and December 1st Monday of month, 9am – 12pm. Meetings are held at various locations on Phillip Island.</p> |

| | | | | |
|--|---|---|-------------------------|---|
| <p>Gippsland Local Government Network (GLGN)</p> | <p>Gippsland Local Government Network (GLGN) is an alliance of the six Gippsland Councils. These six Councils are committed to working with each other on matters of mutual interest or where synergies can be achieved. GLGN recognises that on issues of regional significance, the Council's advocacy resource sharing, project management and knowledge base can be enhanced by working co-operatively.</p> | <p>Mayor CEO Latrobe City Council Baw Baw Shire Council East Gippsland Shire Council South Gippsland Shire Council Bass Coast Shire Council Wellington Shire Council</p> | <p>Linda Ryan</p> | <p>GLGN Group Forum (Mayors and CEO's): 23 February 2018 27 April 2018 29 June 2018 31 August 2018 (all Councillor Forum) 26 October 2018 30 November 2018 (includes Mayoral Induction and end-of-year lunch)</p> |
| <p>Gippsland Local Government Waste Forum</p> | <p>The Gippsland Local Government Waste Forum is an advisory group to the Gippsland Waste and Resource Recovery Group Board. The forum has representation for all five Gippsland Council at Councillor and Officer level, and coordinates and facilitates best practice waste management and resource recovery across Gippsland.</p> | <p>One Councillor and Councillor substitute</p> | <p>Deirdre Griepsma</p> | <p>Meetings are held at the Baw Baw Technology Centre. 107 Princess Highway, Trafalgar. Forum meetings are held bi-monthly</p> |

| | | | | |
|--|---|---|-------------------------|--|
| <p>Gippsland Waste and Resource Recovery Group Board</p> | <p>The Gippsland Waste and Resource Recovery Group is a Victorian State Government statutory body responsible for coordinating and facilitating best practice waste management and resource recovery across the Gippsland region.</p> <p>Appointment to the Board is by the Minister.</p> | <p>Cr Pamela Rothfield (appointed by the Minister)</p> | <p>Deirdre Griepsma</p> | <p>Meetings are held at the Baw Baw Technology Centre. 107 Princess Highway, Trafalgar.</p> <p>Board meetings are held bi-monthly.</p> |
|--|---|---|-------------------------|--|

| | | | | |
|--|--|---|-------------------|--|
| <p>Municipal Association of Victoria (MAV)</p> | <p>The Municipal Association of Victoria is the peak representative and lobbying body for Victoria's 79 councils. The MAV's role is to provide leadership to councils by supporting them to achieve the highest levels of respect and recognition through improved performance. The MAV is an organisation firmly committed to concepts of best practice, continuous improvement and increased autonomy for local government.</p> <p>The MAV focuses its activities on representing, promoting and advancing the interests of Victorian local governments. Campaigns include improved relations between local, State and Commonwealth Governments, better road funding and greater financial capacity.</p> | <p>One Councillor and Councillor substitute CEO (optional)</p> | <p>Linda Ryan</p> | <p>State Council Meeting dates to be determined. Usually held in May and September of each year.</p> |
|--|--|---|-------------------|--|

| | | | | |
|--|---|--|-------------------------|---|
| <p>Peri Urban Group of Councils</p> | <p>The peri-urban seems to be characterised by flux: rapid changes in land-use, built forms, economic activities; mismatches between administrative structures and territory; influxes of new populations; conflicts between new and existing landholders; and visually, somewhere that seems disjunctive, that jars with longstanding preconceptions of the distinctiveness of places, as either fundamentally rural or urban.</p> | <p>Mayor and Councillor substitute CEO, General Manager Advocacy, Character and Economy Bass Coast Shire Council Baw Baw Shire Council Golden Plains Shire Council Macedon Ranges Shire Council Moorabool Shire Council Murrindindi Shire Council Surf Coast Shire Council</p> | <p>Jodi Kennedy</p> | <p>The meetings are scheduled bi-monthly on the second Friday of the month. Meeting dates in 2018 will be:</p> <ul style="list-style-type: none"> • Friday 9 February 2018 • Friday 13 April 2018 • Friday 8 June 2018 • Friday 10 August 2018 • Friday 12 October 2018 • Friday 14 December 2018 |
| <p>Phillip Island Nature Park Community and Environment Advisory Committee</p> | <p>The significant contributions made by community members, groups and volunteers are highly valued by the Board. The Board has established a joint Community and Environment Advisory Committees that includes members of the local community and representatives. Board members will chair the committees.</p> | <p>One Councillor Representatives from: Bass Coast Shire Council Community Groups Council's Manager Sustainable Environment is a member of the Environment Advisory Committee, by invitation.</p> | <p>Deirdre Griepsma</p> | <p>All meetings will take place at: 4:00pm Education Pod Meeting Room 995 Ventnor Road Summerlands - next to the Penguin Parade (unless otherwise advised). This is a joint meeting, with sub advisory group meetings held at the same time. Administration contact: Hayley Smith (03) 59512804 or executiveassistant@penguins.org.au The Committee meets quarterly. Friday 2 March 2018</p> |

| | | | | |
|--|---|---|---|---|
| <p>Rural Councils Victoria (RCV)</p> | <p>RCV is an alliance representing the 38 rural Victorian councils, supporting and promoting sustainable, liveable, prosperous rural communities. The Gippsland region, through GLGN, nominates one Councillor representative and one CEO representative.</p> | <p>One Councillor</p> <p>CEO: Baw Baw Shire Council</p> <p>Regional representative via GLGN. Current Councillor representative: Cr Aaron Brown (South Gippsland Shire Council)</p> | <p>Linda Ryan</p> | <p>Two Mayor, Councillor and CEO forums are held each year. First in 2018 scheduled 11 April 2018. October date to be determined.</p> <p>Rural Councils Summit scheduled 16-18 May 2018</p> |
| <p>South East Australian Transport Study</p> | <p>Provides coordinated and influential advocacy for the development of regional transport infrastructure that supports economic development and the prosperity of its constituents in the South East Australia region. Develops regional transport networks and reviews infrastructure projects.</p> <p>SEATS encompasses all forms of transport infrastructure including major and minor roads, ports, air and rail services.</p> | <p>One Councillor</p> | <p>Peter Francis / Jamie Sutherland</p> | <p>Quarterly – 2 in Victoria and 2 in NSW. John Duscher is the Executive Officer and he will notify Cr Le Serve directly.</p> |

| | | | | |
|--|--|---|---------------------------|--|
| <p>South East Councils Climate Change Alliance</p> | <p>The South East Councils Climate Change Alliance - SECCCA - is a network of 8 Councils in the south east making a regional response to climate change. They carry out projects in greenhouse gas abatement, in sequestration and in adaptation on behalf of its Council members.</p> | <p>One Councillor and Councillor substitute Most Councils have a representative who is either at manager or coordinator level; none of the Councils provide a Councillor to sit on the committee as the work done is quite operational. Councillors attend a</p> | <p>Deirdre Griepsma</p> | <p>16 February 2017 – City of Casey, Verdun Drive, Narre Warren – Meeting are held bi-monthly</p> |
| <p>Victorian Local Governance Association</p> | <p>The VLGA is an Independent Organisation that supports Councils, Councillors and Communities in Good Governance</p> | <p>One Councillor</p> | <p>Councillor Support</p> | <p>22 November 2018 AGM Comprehensive calendar of events can be found here http://www.vlga.org.au/Events-Training-Networking/VLGA-Diary-Dates-2018</p> |

| | | | | |
|--|--|--|-------------------------|---|
| <p>West Gippsland Regional Library Board</p> | <p>WGRL Board comprises three member councils: Bass Coast Shire, Baw Baw and South Gippsland Shire. Each member council is represented on the Board by one councillor and one officer. A new chairperson is elected annually as soon as practicable after board elections. WGRL maintains two sub committees: Human Resources and Finance. The Board is responsible for the general running of the business of the Library, including development of the Corporate Plan, the development and upgrading of strategies relating to communications and technology and maintaining the library infrastructure.</p> | <p>Cr Geoff Ellis, Cr Pamela Rothfield (sub) Representatives from: Bass Coast Shire Council Baw Baw Shire Council South Gippsland Shire Council</p> | <p>David Elder</p> | <p>2 February 2018 2 March 2018 4 May 2018 29 June 2018 14 September 2018 2 November 2018 7 December 2018</p> |
| <p>Western Port Biosphere Reserve</p> | <p>To implement the management of the reserve - conservation, development and logistics function adopting all sustainable practices and to implement the business strategy as developed by the Board</p> | <p>One Councillor Bass Coast Shire Council Mornington Peninsula Shire Council Frankston City Council City of Casey Cardinia Shire Council</p> | <p>Deirdre Griepsma</p> | <p>Council Liaison Committee meets two weeks prior to the Biosphere Reserve Foundation Board Meetings, every two months.</p> |