Council Committees

Committees	Function	Membership	Organised by	Meeting Schedule
Access & Inclusion Advisory Committee	To provide advice to Council on promoting and improving access and inclusion for people with disability living, studying or visiting Bass Coast.	**One Councillor (Chair)** Team Leader Social Planning and Access and Healthy Ageing Officer appointed Community (people with disability, their families and/or carers) and Disability Service Provider representatives (who apply through an EOI process). The plan this relates to is the Access, Equity and Inclusion Plan (this captures healthy ageing and disability). Member terms conclude end of 2025 or early 2026, a EOI process will be conducted every time the term of membership of a member comes to an end.	Team Leader Social Planning	2025 Dates to be organised with Councillor availability and portfolio holder. Occasional additional Meetings, if required for site visits or specific Council projects and initiatives.
Arts & Culture Advisory Committee	The purpose of this Arts and Culture Advisory Committee (ACAC) is to help Council identify community needs and priorities in relation to arts and culture	**Two Councillors (one Councillor is the Chair)** Council's Cultural Programs Coordinator and Visual Arts and Cultural Development Officer, representatives from community organisations, local Aboriginal and Torres Strait Islander Community and practicing artists.	Cultural Programs Coordinator	Meets Quaterly

Audit and Risk Committee	The Audit and Risk Committee (the Committee) is an independent advisory committee to Council established under section 53 of the Local Government Act 2020 (the Act). The Committee does not have any delegated powers, including executive powers, management functions or delegated responsibility. The committee's role is to monitor, review and advise Council on the standard of its financial control, risk management and corporate governance.	**Mayor & One Councillor** The Committee is currently made up of three independent external members – • Goran Mitrevski (Chair) • Tim Large • Janelle Howell The Chief Executive Officer, General Managers, Chief Financial Officer, and Executive Manager Governance and Finance attend meetings to provide advice and information but are not members of the Committee.	Coordinator Governance	Audit and Risk Committee meets 3-4 times per year. An additional meeting in September may be required to deal solely with the Audited Financial and Performance Statement.
Bass Coast Natural Environment Advisory Working Group	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.	**One Councillor (Chair)**	Manager Sustainable Environment	The Working Group will meet quarterly at a central location within the municipality.

Chief Executive Officer Employment Matters Committee	***Responsibilities*** Undertaking the duties of the Committee as set out in the CEO Employment and Remuneration Policy, the *Local Government Act 2020*, any relevant Regulations and this Charter including advising Council on: • Contractual matters relating to the CEO: - 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.	**Independent chairperson and at least two Councillors, one of whom will be the Mayor.**	Executive Assistant to Chief Executive Officer	The Committee meets twice per year. Meetings for 2025 are yet to be determined and are scheduled to align with the mid-year and annual performance review of the Chief Executive Officer – anticipated around mid-late February and mid-late July. Dates are determined in consultation with the Independent Chair and Committee members.

Rural Engagement Group (REG)	Functions of the Rural Engagement Group include: • 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	**One Councillor (Chair)** Representatives from: • Bass Coast Landcare • Victorian Farmers Federation • Food and Fibre Gippsland	Coordinator Business and Industry Development	REG meets 4 times a year. Meetings usually in February/March, May, August & November. Meetings are usually 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)	The objectives of the ACCA: • To support and advance the interests of coastal councils and their constituencies; • To provide national leadership in addressing the impact of the sea change phenomenon • To work collaboratively with local State and Federal Governments to develop a coordinated approach to managing population and tourism growth in coastal areas. • To assist coastal councils to increase their capacity to respond to coastal issues including projected climate change impacts and adaption.	**Mayor & Councillor substitute** 2 representatives per Councils from Queensland, South Australia, Tasmania, New South Wales, Victoria and Western Australia are participants.	Councillor Support	Annual Conference and other meeting dates to be determined.

Bass Coast South Gippsland Reconciliation Group	Community driven group to raise awareness and undertake activities and events in relation to reconciliation.	**One Councillor and Councillor substitute**	Team Leader Social Planning	
Municipal Association of Victoria (MAV)	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. 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.	**Mayor and Deputy Mayor substitute** **CEO (optional)**	Councillor Support	3 Regional meetings per year, dates to be determined 2 State Councils per year dates to be determined. Usually held in May and October of each year. Annual State Conference, dates to be confirmed but likely Oct/Nov.

Municipal Emergency Management Planning Committee	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 and the Emergency Management Legislation Amendment Bill 2018.	**One Councillor** SES, Regional & Local CFA, Victoria Police, Red Cross, Department of Human Services. The E*mergency Management Legislation Amendment Act 2018* identifies that a Council staff member must chair this committee. The EMLA Act also requires a MEMPC to invite at least one additional Community representative.	Coordinator Community Safety	Meetings are on the first Monday in March, June, September and December
Myli-My Community Library	MYLI – My Community Library is a charitable and not-for-profit institution established and operated in Australia solely to establish and operate one or more Public Libraries to make available public library resources, services and programs aimed at meeting the needs of the community, local government, schools and other persons or institutions, so that they are supported to grow and thrive.	One Councillor from Bass Coast Shire Council Representatives from: • Bass Coast Shire Council • Baw Baw Shire council • South Gippsland Shire Council • Cardinia Shire Council • 3 Independent members	General Manager Community and Culture	The appointment is the individual councillor and the role cannot be delegated. Approximately 10 Board meetings per year and one of those is the 2 day strategy session.

One Gippsland	One Gippsland is the peak regional advocacy body representing the Gippsland region and comprises the six Gippsland Councils and industry sector members. One Gippsland aims to connect the dots between government, business and community, while collectively working together to champion the interests of the region and the Gippsland people. One Gippsland is supported by a professional advocacy organisation, Collective Position.	**Mayor** **CEO** Latrobe City Council Baw Baw Shire Council East Gippsland Shire Council South Gippsland Shire Council Bass Coast Shire Council Wellington Shire Council Food and Fibre Gippsland TAFE Gippsland Federation University Destination Gippsland Ltd Gunaikurnai Land and Waters Aboriginal Corporation	Executive Assistant to Chief Executive Officer	The 2025 meeting schedule is yet to be determined, however, meetings are held bi-monthly between February and November, typically on the fourth Friday. Meetings are held in person at Latrobe City Council offices, Morwell. Virtual options are also offered. There are also three annual delegations scheduled: • Two to state government in person, in Melbourne • One to federal government (in Canberra in person, or virtual as determined by the Board). OBJ
Peri Urban Councils Victoria (PUCV)	PUCV advocates and works closely with government on a range of projects and initiatives to promote and strengthen the peri urban region and the councils that manage this fast-growing area of Victoria, which is immediately adjacent to Metro Melbourne and Geelong. PUCV is supported by a professional advocacy organisation, Collective Position.	**Mayor or Councillor** **CEO** Financial Members of the PUCV include: Bass Coast Shire Council Baw Baw Shire Council Golden Plains Shire Council Moorabool Shire Council Surf Coast Shire Council	Executive Assistant to Chief Executive Officer	The 2025 meeting schedule is yet to be determined, however, meetings are held every six weeks between February and November, usually on a Friday. Meetings alternate between in person in the Melbourne CBD and virtual. Delegations to state and federal governments are scheduled as required.

Phillip Island Nature Park Community and Environment Advisory Committee	The PINP Board has established a joint Community and Environment Advisory Committee that includes members of the local community and representatives. Board members will chair the committees. The significant contributions made by community members, groups and volunteers are highly valued by the Board.	**One Councillor and Councillor substitute** Council's Manager Sustainable Environment is a member of the Environment Advisory Committee, by invitation. Representatives from: PINP, Bass Coast Shire Council, Community Groups	Manager Sustainable Environment	Quarterly

South East Councils Climate Change Alliance	The South East Councils Climate Change Alliance - SECCCA - is a network of 9 Councils in the south east making a regional response to climate change. SECCCA carries out projects in greenhouse gas abatement, in sequestration and in adaptation on behalf of its Council members.	**Mayor and Councillor substitute** SECCCA has established a Councillor Advisory Group to; • Provide advice on SECCCA strategic Direction • Support the implementation of the SECCCA Strategic Plan; and • Receive information on SECCCA activities SECCCA management committee is managed by a committee of officers, representing each member council. The management Committee oversees the operation of the organisation and development of the Strategic Plan.	Coordinator Environmental Partnerships	SECCCA Councillor Advisory Group hold 5 Meetings of 2 hours per year at a SECCCA member council office. Regional forum held twice a year.

Western Port Biosphere Reserve	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	**One Councillor** Bass Coast Shire Council Mornington Peninsula Shire Council Frankston City Council City of Casey Cardinia Shire Council	Manager Sustainable Environment	Council Liaison Committee meets two weeks prior to the Biosphere Reserve Foundation Board Meetings, every two months.