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, Access and Healthy Ageing Officer, Social and Community Planning Administration Officer, appointed Community (people with disability, their families and/or carers) and Disability Service Provider representatives (who apply through an EOI process). One of the key priorities identified as part of the development of our new DAP 2021-2025, is to review the attributes and skills of the current AIAC members and recruit new members to strengthen any gaps. This will occur in 2023, when the term of appointment for the current members expires.	Team Leader, Social Planning	Meets on the last Thursday of even months from 1.30pm - 3.00pm. Occasional additional Meetings, if required for site visits or specific Council projects and initiatives. The final meeting for 2022 is scheduled for Thursday 22 December, however this may change to Thursday 1 December (to be confirmed) to coincide with International Day of People with Disability and Social Inclusion Week celebrations. 2023 meeting dates TBA, but most likely similar to 2022 schedule.
Arts & Culture Advisory Committee	To provide advice to Council on community needs and priorities in relation to arts and culture.	**Two Councillors (one Councillor is the Chair)** Council's Team Leader Arts and Culture and Coordinator Recreation and Culture, representatives from community organisations, local Aboriginal and Torres Strait Islander Community and practicing artists.	Team Leader Arts & Culture	Meets bi-monthly

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 – • Vince Philpott (Chair) • Tim Large • Homi Burjorjee The Chief Executive Officer, General Managers, Chief Financial Officer, Manager Finance and Manager Governance and Property attend meetings to provide advice and information, but are not members of the Committee.	Manager Governance & Property	Audit and Risk Committee meets 4-5 times per year. An additional meeting in September may be required to deal solely with the Audited Financial and Performance Statement.
Australian First Peoples Advisory Committee	To provide advice to Council on matters related to Aboriginal and Torres Strait Islander Community.	**Mayor (Co-chair)** Council's Aboriginal Development Officer, Manager Community Recreation and Culture, Community Representatives (one as Co-Chair) and community service organisations	Manager Community Recreation and Culture	Quarterly Meetings

Bass Coast Community Road Safety Committee	The Committee's aim is to promote and develop strategies that provide a safe environment for all road users and pedestrians within Bass Coast. 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.	**One Councillor (Chair)** Bass Coast Shire Council staff Victoria Police Department of Transport Representatives of key road safety projects (e.g. L2P project) and organisations (e.g. RACV) Selected community representatives	Team Leader Emergency Management and Road Safety	Meetings are on the third Tuesday in January, April, July and October:
Bass Coast Events Advisory Committee	Provide for an integrated and consultative approach to event management across the Bass Coast Shire	**Two 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	Senior Visitor Economy & Events Officer	2nd Monday / month over peak season then as required. 10.00am – 11.30am Meetings across the Shire.
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*** 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. • The performance of any other prescribed functions or responsibilities stipulated under the *Local Government Act 2020* or Regulations in relation to the CEO's employment.	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 2023 are yet to be determined and are scheduled to align with the mid-year and annual performance review of the Chief Executive Officer. Dates are determined in consultation with the Independent Chair and Committee members.

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	**One Councillor (Chair)** Representative from: • Destination Phillip Island • Phillip Island Nature Park • Phillip Island Conservation Society • Phillip Island Business Network • San Remo District Traders Association	Coordinator Visitor Economy and Events	Quarterly Meetings at locations across the Shire
Phillip Island Integrated Transport Study Reference Group (PIITS)	PIITS community vision is to provide a transport network that supports the ongoing development of Phillip Island into a year round destination in a safe, prosperous and sustainable way, and providing all residents, businesses and visitors the opportunity to access, enjoy and share in Phillip Island's unique attractions. The governance structure includes a Community Reference Group to provide feedback and community representation for direct communication with major PIITS stakeholders.	**One Councillor (Chair)**	Coordinator Asset Management	Quarterly meetings per year at the Phillip Island Visitor Information Centre.

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 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. Note: The current term of Committee members expires at this year's AGM to be held on 29 November. Nominations for these positions will open on 15 October. A call for nominations will be issued on that date.	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**	Aboriginal Development Officer	Meeting held on the third Thursday of every second month at the Bunurong Environment Centre, Inverloch.

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** **Chaired by Manager Community Recreation and Culture** 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

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 Council s 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.

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	Executive Assistant to Chief Executive Officer	The 2022 meeting schedule is yet to be determined, however, meetings are held monthly, typically on the third Friday of each month. Meetings are held in person at Latrobe City Council offices, Morwell. Virtual options are also offered.
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.	**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 2023 meeting schedule is yet to be determined, however, meetings are held every six weeks approximately usually on a Friday. Meetings alternate between in person in the Melbourne CBD and virtual.

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 Coast Inclusion Network (SCIN)	SCIN is an advocacy and reference group that aims to improve the wellbeing, equity and visibility of LGBTI people of all ages living in Bass Coast and South Gippsland.	**One Councillor**	Community Wellbeing Officer	Bi-monthly or as required

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.	**One Councillor 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.	Climate Change and Sustainability Advisor	SECCCA Councillor Advisory Group hold 5 Meetings of 2 hours per year at a SECCCA member council office. Regional forum held twice a year.

West Gippsland Regional Library Board	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.	**One Councillor and Councillor substitute** Representatives from: Bass Coast Shire Council Baw Baw Shire Council South Gippsland Shire Council	General Manager Resilient Communities	Monthly
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.