



WELLINGTON

SHIRE COUNCIL

The Heart of Gippsland

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

2022/2023

COUNCIL ADVISORY COMMITTEES, COMMUNITY ASSET COMMITTEES AND COMMITTEES OF OTHER ORGANISATIONS (DELEGATES) 2022/23

Table of Contents

SECTION 1: COUNCIL MEETINGS	3
SECTION 2: COUNCIL ADVISORY COMMITTEES	4
Aqua Energy Redevelopment – Project Reference Group.....	4
Audit & Risk Committee	4
CEO Employment and Remuneration Committee.....	5
Gippsland Art Gallery Advisory Group.....	5
Gippsland Regional Sports Complex User Group Committee.....	5
Place Names Committee	5
Port of Sale Masterplan Implementation Steering Committee.....	5
Remuneration Committee	5
Strategic Land Use Planning and Economic Development Group.....	6
The Wedge Advisory Group	6
Wellington Disability Advisory Committee.....	7
Wellington Youth Service Network (WYSN)	7
Wellington Shire Youth Council	7
SECTION 3: COMMITTEES OF OTHER ORGANISATIONS (DELEGATES)	8
Gippsland Climate Change Network Incorporated	8
OneGippsland	8
Municipal Association of Victoria (MAV)	8
National Timber Council Association Inc.....	8
South East Australian Transport Strategy (SEATS)	8
Timber Towns Victoria	8
SECTION 4: OTHER GROUPS, TASKFORCES, PROJECT CONTROL GROUPS (PCG'S) AND STATUTORY COMMITTEES	9
Wellington Shire Municipal Emergency Management Planning Committee (MEMPC).....	9
Business Boost Reference Group (Business Recovery Sub-committee)	9
Wellington Renewable Energy Forum	9
SECTION 5: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT).....	11
Briagolong Recreation Reserve Committee	11
Cameron Sporting Complex Committee.....	11
Gordon Street Reserve Committee	11
Maffra Recreation Reserve Committee	11
Newry 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
Aqua Energy Redevelopment – Project Reference Group <i>Purpose: The Aqua Energy Redevelopment Project Reference Group (Reference Group) is established to implement community engagement, planning and review processes for the Aqua Energy Redevelopment Project. The Reference Group provides a forum for information stakeholders in terms of project progress.</i>	Manager Leisure Services	As required. Changing between Monthly and Bi-Monthly	Councillor Tatterson Councillor Bye <u>Chairperson:</u> Manager Leisure Services <u>Stakeholder advocacy:</u> General Manager Community and Culture <u>Meeting support:</u> Executive Support Officer Community & Culture <u>Media and Public Relations:</u> Coordinator Communications & Media <u>Client representative:</u> Coordinator Communities Facilities Planning <u>User Group representative:</u> Sale Swim Club & Gippsland Swimming <u>School education representative:</u> Kemp Aquatics <u>Access and inclusion:</u> Wellington Disability Advisory Committee <u>Project Superintendent:</u> Coordinator Assets and Projects
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 Stephens Councillor Maher Councillor McKenzie (alternate) Chief Executive Officer General Manager Corporate Services Sarah Heath (Independent) Chris Badger (Independent) Tony Smith (Independent)

CEO Employment and Remuneration 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 Bye Previous Mayor – Councillor Stephens Remuneration Committee Chair <i>* one or two other Councillors may be elected if the required positions are unable to fulfil this role</i>
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 and Culture	1 st Monday at 5:00pm; March, June, September and December	Councillor Crossley Councillor Rossetti (alternate) Gippsland 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	Quarterly, usually a Wednesday at 6:00pm	Councillor Tatterson Councillor Bye (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
Port of Sale Masterplan Implementation Steering Committee <i>Purpose: To facilitate the coordinated implementation of the key elements of the Port of Sale Masterplan (September 2021).</i>	General Manager Development	As required	Councillor Bye Councillor Crossley Councillor Wood General Manager Development Coordinator Strategic Planning Coordinator Commercial Property Coordinator Infrastructure Development Manager Arts and Culture Manager Corporate Finance
Remuneration Committee <i>Purpose:</i> 1. To monitor and review Councillor expenses	General Manager Corporate Services	Quarterly or more frequently if required	Councillor Bye Councillor Tatterson Councillor McKenzie Chief Executive Officer

<p>2. To review and recommend Councillor allowances</p> <p>3. To review and monitor the salary, performance, and performance plan (including performance criteria) for the Chief Executive Officer</p> <p>4. To monitor Enterprise Bargaining Agreements</p> <p>5. To consult on Human Resources and Remuneration Policy</p> <p>6. Any other related matters that may arise</p>			<p>General Manager Corporate Services</p> <p>Manager People and Capability</p>
<p>Strategic Land Use Planning and Economic Development Group</p> <p><i>Purpose: To provide local Councillor input into and review the range of current strategic planning projects and Planning Scheme Amendments.</i></p>	<p>Manager Land Use Planning</p>	<p>Bi-monthly</p>	<p>Councillor Bye Councillor Maher Councillor Tattersson</p> <p>General Manager Development Manager Land Use Planning Manager Economic Development Coordinator Strategic Planning Strategic Planners General Manager Built and Natural Environment Manager Assets and Projects Coordinator Infrastructure Development</p>
<p>The Wedge Advisory Group</p> <p><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></p>	<p>Manager Arts and Culture</p>	<p>Quarterly, usually 3rd Wednesday at 6:00pm; February, May, August and November</p>	<p>Councillor Bye Councillor Rossetti Councillor Crossley Councillor Tattersson (alternate)</p> <p>General Manager Community & Culture (Chair) Manager Arts and Culture Creative Director – Performing Arts Coordinator Theatre Administration Coordinator – Performing Arts Operations</p> <p><u>Community Representatives:</u> Deirdre Relph Clara Mandaletti Deirdre Marshall Leanne Flaherty Dan Davine Stella Ramage Melesa Eldred Darren McCubbin Teagan Tudor</p>

Wellington Disability Advisory Committee <i>Purpose: To provide advice to Wellington Shire Council on matters relating to access and inclusion for people living with a disability</i> <i>*proposed terms of reference to be considered at Council on 15 November 2022</i>	Senior Community Development Officer	Four formal meetings a year	Councillor Crossley Councillor Wood (alternate)
Wellington Youth Service Network (WYSN) <i>Purpose: Wellington Youth Services Network (WYSN) is a localised network of organisations, individuals and representatives of youth agencies located in the Wellington Shire. WYSN will work together to optimise the quality of life of all young people within the Wellington Shire.</i> Promote. Advocate. Communicate.	Youth Liaison Coordinator	10:00am – 12:00pm Meeting dates: Two face-to-face meetings per year: 7 February 2023 1 November 2023 Online meetings: 7 March 2023 4 April 2023 6 June 2023 3 July 2023 (training) 1 August 2023 5 September 2023 3 October 2023	Councillor Wood Youth Councillors (up to 18) Youth Liaison Coordinator Suggest Councillor attend the two face-to-face meetings plus the May and August on-line meetings
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 Project Officer – FreeZA Youth Liaison Coordinator	Meetings with Councillor Conversation on the agenda are: 8 February 2023 – leadership team elections 8 March 2023 5 April 2023 10 May 2023 7 June 2023 12 July 2023 9 August 2023 6 September 2023 4 October 2023 1 November 2023 29 November 2023	Councillor Crossley Councillor Wood (alternate) <i>Our Youth Council values and is strengthened by the active support of Councillors in meetings. Youth Liaison Coordinator investigating suitable model of support / mentorship from Councillors</i>

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
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>	1 st 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.</i> <i>Facilitated by: Collective Position Group P/L (Secretariat)</i>	Bi-monthly, 2 nd Friday	Mayor – Councillor Bye Chief Executive Officer
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 Rossetti Councillor Tatterson (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	Chief Executive Officer
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.</i> <i>Facilitated by: SEATS</i>	Quarterly, 2 nd Thursday and Friday (February, May, August, November) Meeting venue rotates between VIC, ACT and NSW	Councillor Tatterson General Manager Built and Natural Environment
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>	2 nd Friday each month (Executive) 2 nd Friday bi-monthly (Ordinary Members)	Economic Development Officer

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

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>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 (MEMP).</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) Manager Communities, Facilities and Emergencies / Municipal Recovery Manager Coordinator Emergency Management / Municipal Emergency Management Officer All Wellington Shire emergency management services and agencies (public and private) Major business and industry representatives</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 Coordinator Marketing, Events and Tourism Pace Marketing representatives Business, tourism association and industry representatives</p>
<p>Wellington Renewable Energy Forum</p> <p><i>Purpose: To demonstrate support and provide input to the Renewable Energy projects and proposals in the Shire. Council welcomes renewable energy as a major growth sunrise industry for the Shire as evidenced in our Council Plan 2021/25 and the Wellington Investment Prospectus.</i></p> <p><i>There are two key objectives for RE Forum:</i></p>	<p>Bi-monthly meetings</p> <p>Meetings are held Tuesdays 2:00-3:30pm</p>	<p>Mayor – Councillor Bye Councillor Crossley Councillor Stephens Councillor McKenzie Councillor Maher</p> <p>Chief Executive Officer General Manager Development Manager Economic Development (chair) Senior Business Development Officer</p>

<ol style="list-style-type: none"> 1. <i>To allow Council and renewable energy stakeholders to update each other on key projects and initiatives.</i> 2. <i>To jointly progress shared outcomes including addressing common challenges, skills and training needs and to discuss advocacy to State/Federal Governments on common compliance and funding matters.</i> 		Manager Land Use Planning Projects, governing bodies, key industry stakeholders
--	--	---

SECTION 5: COMMUNITY ASSET COMMITTEES (VOLUNTARY APPOINTMENT)

COMMUNITY ASSET COMMITTEES <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> <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>			
NAME	DESIGNATED REPORTING OFFICER	SCHEDULE	CONVENOR or DELEGATES & ADMIN RESOURCES
Briagolong Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Briagolong Recreation Reserve.</i>	Coordinator Community Committees	3 rd Monday monthly Briagolong Recreation Reserve	No Council Representative Nominated
Cameron Sporting Complex Committee <i>Purpose: To protect, promote and develop the Cameron Sporting Complex, Maffra</i>	Coordinator Community Committees	3 rd Thursday bi-monthly Cameron Sporting Complex	Councillor Tatterson
Gordon Street Reserve Committee <i>Purpose: To protect, promote and develop the Gordon Street Reserve.</i>	Coordinator Community Committees	2 nd Thursday bi-monthly (February, April, June, August, October) Gordon Street Recreation Reserve	Councillor Ripper
Maffra Recreation Reserve Committee <i>Purpose: To protect, promote and develop the Maffra Recreation Reserve.</i>	Coordinator Community Committees	1 st Monday monthly 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 quarterly (February, May, August and November)	No Council Representative Nominated
Sale Performance Space Fundraising Committee 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. 2.2 To maintain a public fund into which the public may contribute towards cultural activities, programs and events conducted by	Manager Arts and Culture	As required	Councillor Crossley Manager Corporate Finance Manager Arts and Culture Performing Arts Director

<p>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>			
--	--	--	--