

Internal Committees

Name of Internal Committee	Appointment	2019-2021 Recommendation Administrator Appointment	Time/Frequency of Meetings and Location	Description of Committee
Chief Executive Officer Employment and Remuneration Committee	All Administrators	All Administrators	Quarterly Review Meetings & Annual CEO Review Meeting  <i>Leongatha</i>	Participate with the CEO to review progress made against set KPIs throughout the year, and report back to full Council as required.
Audit Committee	One Administrator (Substitute – one other Administrator)	Rick Brown (Substitute – one other Administrator)	4 meetings per year 2-3 hours per meeting  <i>Leongatha</i>	Assist Council in the effective conduct of its responsibilities for financial reporting and management of risk including Council's exposure to fraud, maintaining a reliable system of internal control and facilitating ethical development.
Australia Day Awards	Chair Administrator and One other Administrator	Julie Eisenbise and Christian Zahra	Once per year in late November/early December  <i>Leongatha</i>	Select the Award recipients for Australia Day Awards – with Communications Team.
Access and Inclusion Advisory Committee (AIC)	One Administrator	Christian Zahra	Monthly - Last Thursday of Each Month  <i>Leongatha</i>	Advise Council on issues affecting access and inclusion for people with disabilities. Supported by the Rural Access Officer.
Municipal Emergency Management Planning Committee	One Administrator	Julie Eisenbise	Quarterly  <i>Leongatha</i>	The function of the Municipal Emergency Planning Committee is to maintain a Municipal Emergency Management Plan and ensure investigations are adequately provided for.

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Active Retirees Advisory Committee (ARAC)	One Administrator	Julie Eisenbise	Quarterly <i>Leongatha</i>	The ARAC will identify for Council the specific needs of all retired people, especially the active retirees. The committee also provides a means for Council to communicate with retired people via its community group members.
South Gippsland Youth Council	No Administrator	No Administrator required	Monthly <i>Leongatha</i>	Advocate the needs and aspirations of young people within South Gippsland to the South Gippsland Shire Council.
Mossvale Park Advisory Committee	No Administrator	No Administrator required	Meet at least six times a year <i>Leongatha</i>	Contribute to the preservation and enhancement of Mossvale Park as a public facility.
Economic Development and Tourism Steering Committee	All Councillors	Committee is to be revoked by Council	Council will be revoked by Council as no longer required	1.Review Economic Development and Tourism Strategy 2.Recommend appropriate ways of engaging the community in this regard

External Committees				
Name of External Committee	Appointment	2019-2021 Recommendation Administrator Appointment	Time/Frequency of Meetings and Location	Description of Committee
West Gippsland Regional Library Board	One Administrator and One Substitute	Rick Brown Julie Eisenbise (Substitute)	8 times each year <i>Warragul</i>	Representation will be a member of the Board, making decisions around strategic matters relating to the West Gippsland Libraries Corporation and the provision of library services in the region.
Gippsland Local Government Network (GLGN)	Administrator Chair and One Substitute	Julie Eisenbise Christian Zahra (Substitute)	Every Second Month for CEO and Chair Administrator to attend	GLGN is a forum of the six Gippsland councils to discuss regional issues and promote Gippsland as a whole.
Prom Country Regional Tourism Committee	One Administrator	Christian Zahra	Monthly <i>Leongatha</i>	The official regional marketing and industry development association for South Gippsland. This group works closely with the Economic Development and Tourism Team.
Municipal Association of Victoria (MAV)	Administrator Chair	Julie Eisenbise	Various yearly – two State Council meetings MAV Office <i>Collins Street, Melbourne</i>	MAV is the legislated peak body for Victoria's councils. Participation is to represent South Gippsland on key government issues.
MAV Planning Committee	Recommended an Officer only	No Administrator Officer only	Quarterly MAV Office <i>Collins Street, Melbourne</i>	Address planning issues prioritised by the MAV Board through the Strategic Plan and in response to State Council resolutions.

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MAV Transport and Infrastructure Committee	Recommended an Officer only	No Administrator Officer only	Quarterly MAV Office <i>Collins Street, Melbourne</i>	Focus on the transport and infrastructure priorities identified in the MAV Strategic Plan, the State Council resolutions and as nominated by the Board.
MAV Environment Committee	Recommended an Officer only	No Administrator Officer only	Three meetings per year MAV Office <i>Collins Street, Melbourne</i>	Committee offers strategic advice to the MAV Board regarding environmental issues.
South East Australian Transport Strategy Inc. (SEATS)	One Administrator and Officer	Christian Zahra	Two days Quarterly (can be interstate)	Advocacy for the development of transport infrastructure for South East Australia. Meetings can be held interstate.
Gippsland Local Government Waste Forum	One Administrator	Christian Zahra	1st Thursday of Month - Bi-monthly <i>Traralgon   Leongatha</i>	Provides advice to the Statutory Body of the Gippsland Waste and Recovery Group. Committee requires representation to vote with the board of the Committee.
Leongatha Education Precinct (LEP) - Governance Board	One Administrator	Rick Brown	As required <i>Leongatha</i>	Helping establish the best use of the Leongatha Education Precinct for the Gippsland community. This is a high level policy and advocacy Committee.
Leongatha Recreation Reserve Committee	Recommended an Officer only	No Administrator Officer only	Quarterly <i>Football Club Rooms, Leongatha</i>	Committee manages this DELWP reserve. Council provides input to support the committee including Council provides a maintenance grant.

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South Gippsland Community Weeds Taskforce	Recommended an Officer only	No Administrator Officer only	Bi-monthly <i>Leongatha</i>	Discuss weed management issues, priorities and proposed programs with relevant agencies/groups.
Coastal Agency Liaison Group	Recommended an Officer only	No Administrator Officer only	Bi-monthly <i>Yarram</i>	To discuss and consider coastal issues across agencies.
RoadSafe Gippsland	Recommended an Officer only	No Administrator Officer only	Meets 4 times per year <i>Traralgon   Leongatha</i>	Supports and develops road safety awareness projects, both state-wide TAC /VicRoads priorities and locally selected priorities.
South Gippsland RoadSafe Committee	Recommended an Officer only	No Administrator Officer only		Same members as Roadsafe Gippsland.
Rural Finance Counselling Service	Recommended an Officer only	No Administrator Remove from list	Rural Financial Counselling Service Offices <i>Leongatha</i>	The service provides independent, free and confidential rural financial counselling to primary producers and businesses.
Great Southern Rail Trail Committee of Management	Recommended an Officer only	No Administrator Remove from list	Not required	The Committee will end soon so an Officer will attend until disbanded.  Committee manages this DELWP reserve.
South West Gippsland Public Transport Users Group	Remove from list	No Administrator Remove from list	As required <i>Various locations</i>	Participate in discussion regarding rail solutions for public and industry.

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Alliance of Councils for Rail Freight Development	Remove from list	No Administrator Remove from list	Not required	To advocate for rail standardisation of all key rail lines in Victoria including those to Southern NSW and the South East of South Australia. Upgrading of all key rail lines and infrastructure in Victoria to world class transport standards.
Regional Aboriginal Justice Advisory Committee (RAJAC) Gippsland Region	Remove from list	No Administrator Remove from list	As required  Varies in Central or East Gippsland	Gippsland-wide committee advocating for needs of indigenous community to be addressed in how the legal and court systems work. Council was approached directly a number of years ago around 2010 for a Councillor to be appointed. At that time Cr Kennedy was appointed.

**Section 86 Committees**

Attendance for Section 86 Committees usually takes place within the township of that Committee. Due to the nature of these Committees being operational rather than policy setting Committees, it is recommended that there is no Administrator appointed. Council Officer representation will continue as a support person for these Section 86 Committees.

Section 86 Committees	Appointment	2019-2021 Recommendation Administrator Appointment	Time/Frequency of Meetings and Location	Description of Committee
TP Taylor Reserve	No Administrator	No Administrator required	Quarterly <i>Community Centre, Sandy Point</i>	Committee of Management with limited delegation for the purpose of management of the Reserve.
Allambee South Community Hall	No Administrator	No Administrator required	Quarterly <i>Community Hall, Allambee South</i>	Committee of Management with limited delegation for the purpose of management of the Hall.
Dumbalk Hall and Ladies Auxiliary	No Administrator	No Administrator required	Monthly <i>Dumbalk Hall, Dumbalk</i>	Committee of Management with limited delegation for the purpose of management of the Hall.
Foster Showgrounds	No Administrator	No Administrator required	Bi-Monthly <i>Foster Showgrounds, Foster</i>	Committee of Management with limited delegation for the purpose of management of the Showgrounds.
Foster Stockyard Gallery	No Administrator	No Administrator required	Monthly <i>Foster Showgrounds, Foster</i>	Committee of Management with limited delegation for the purpose of management of the Building.
Foster War Memorial Arts Centre	No Administrator	No Administrator required	Monthly <i>Foster War Memorial Arts Centre, Foster</i>	Committee of Management with limited delegation for the purpose of management of the Hall.

Section 86 Committees	Appointment	2019-2021 Recommendation Administrator Appointment	Time/Frequency of Meetings and Location	Description of Committee
John Terrill Memorial Park and Fish Creek Reserve	No Administrator	No Administrator required	Quarterly <i>Football Clubrooms, Fish Creek</i>	Committee of Management with limited delegation for the purpose of management of the Park and Reserve.
Korumburra Recreation Reserve Special Committee	No Administrator	No Administrator required	Quarterly <i>Recreation Reserve, Korumburra</i>	Committee of Management with limited delegation for the purpose of management of the Park and Reserve.
Leongatha Court House Special Committee	No Administrator	No Administrator required	Annual General Meeting Only <i>Leongatha</i>	Committee of Management with limited delegation for the purpose of management of the Building.
Meeniyah and District Sports Stadium	No Administrator	No Administrator required	Quarterly <i>Meeniyah Sports Stadium, Meeniyah</i>	Committee of Management with limited delegation for the purpose of management of the Building.
Walter J Tuck Recreation Reserve	No Administrator	No Administrator required	Monthly <i>Recreation Reserve, Mirboo North</i>	Committee of Management with limited delegation for the purpose of management of the Reserve.
Mirboo North Hall	No Administrator	No Administrator required	As required <i>Mirboo North Hall, Mirboo North</i>	Committee of Management with limited delegation for the purpose of management of the Hall.
Port Welshpool and District Maritime	No Administrator	No Administrator required	Committee will benefit with regular contact with Council <i>Maritime Museum, Port Welshpool</i>	Committee of Management with limited delegation for the purpose of management of the Building.