


COUNCILLOR APPOINTMENTS: **Internal**

PROFILE	
	CEO EMPLOYMENT & REMUNERATION COMMITTEE
NAME OF COUNCILLOR APPOINTMENT	MAYOR AND CR WILLIAMS, CR RAE, CR KEERIE AND CR SCHELLING MAYOR TO BE ANNUAL APPOINTMENT
PROFILE	<i>The CEO Committee is an Advisory Committee to Council. The purpose of the Committee is to ensure the Council meets its obligations to support the ongoing high performance of the CEO through recruitment, professional development, performance planning and management and appropriate recognition and remuneration.</i>
MEMBERSHIP	RECOMMENDATION <ul style="list-style-type: none"> • Minimum of three (3) Councillors, one of whom includes the Mayor • An Independent Chairperson appointed by the Council, who is entitled to be remunerated for their services
POLICY	CEO Employment and Remuneration Policy (link)
FREQUENCY	MEETING LOCATION
At least twice (2) times per year	Council Offices, Leongatha
OFFICER CONTACT	
Role: Manager People and Culture Contact Name: Michelle Jorgensen Contact Email: michelle.jorgensen@southgippsland.vic.gov.au	

PROFILE	
	AUDIT & RISK COMMITTEE
NAME OF COUNCILLOR APPOINTMENT	CR GILLIGAN WITH CR KEERIE SUBSTITUTE THREE YEAR TERM APPOINTMENT
PROFILE	<i>The Audit and Risk Committee has been established as per Section 53 of the Local Government Act 2020. The Committee assists 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.</i>
MEMBERSHIP	RECOMMENDATION <ul style="list-style-type: none"> • Councillor members to be appointed to the Committee by Council for a term of three (3) years or until the next Council election, whichever is the shorter term • One (1) Councillor (with voting rights) • Mayor is invited as attended guest (if not the appointed Councillor) *** All members with voting rights are required to clear a Police Check***
POLICY	Audit and Risk Committee Charter (link)
FREQUENCY	MEETING LOCATION
Four meetings per year (generally March, June, September, December)	Council Offices, Leongatha (Meeting Room 2)
OFFICER CONTACT	
Role: Manager Financial Strategy Contact Name: Melissa Baker Contact Email: Melissa.Baker@southgippsland.vic.gov.au	


COUNCILLOR APPOINTMENTS: **Internal**

PROFILE	
	AUSTRALIA DAY AWARDS COMMITTEE
NAME OF COUNCILLOR APPOINTMENT	MAYOR AND DEPUTY MAYOR OF THE DAY – APPOINTED FOR EACH YEAR OF THE THREE YEAR TERM
PROFILE	<i>The Committee reviews the award submissions for the Australian Awards using information from the Australia Day Committee organisers and makes recommendations to Council.</i>
MEMBERSHIP	<ul style="list-style-type: none"> • Mayor and Deputy Mayor appointment
FREQUENCY	MEETING LOCATION
Once (1) per year leading up to Australian Day	Council Offices, Leongatha
OFFICER CONTACT	
Role: Manager Customer, Communications and Advocacy Contact Name: Nina Barry-Macaulay Contact Email: nina.barry-macaulay@southgippsland.vic.gov.au	

PROFILE	
	MUNICIPAL EMERGENCY MANAGEMENT PLANNING COMMITTEE
NAME OF COUNCILLOR APPOINTMENT	CR FELTON WITH CR KEERIE AS SUBSTITUTE
PROFILE	<i>The function of the Municipal Emergency Planning Committee is to develop and maintain a Municipal Emergency Management Plan. The Committee operates strategically to ensure comprehensive, collaborative and integrated emergency management planning occurs within the municipality.</i>
MEMBERSHIP	<ul style="list-style-type: none"> • At least one Councillor is appointed by Council, as a representative of the community • This Committee has representatives from Victoria Police, Country Fire Authority, Ambulance Victoria, Victoria State Emergency Service Australia Red Cross and Department of Health and Human Services <p><i>There is no requirement for Council to provide a Councillor to fulfil this role (but it is recommended) and no legal description for who the community representative should be (Section 59(1)(b)(i) of the Act.</i></p>
FREQUENCY	MEETING LOCATION
Quarterly	Council Offices, Leongatha or external
OFFICER CONTACT	
Role: Emergency Management Coordinator Contact Name: James Bremner Contact Email: james.bremner@southgippsland.vic.gov.au	


COUNCILLOR APPOINTMENTS: **Internal**

PROFILE	
	<p>ACCESS AND INCLUSION ADVISORY COMMITTEE</p>
<p>NAME OF COUNCILLOR APPOINTMENT</p>	CR WILLIAMS
<p>PROFILE</p>	<p>The Committee provides advice to Council in relation to disability issues, to promote inclusion, access and equity; and in the development and implementation of Council's Disability Action Plan, other policies, strategies and plans.</p>
<p>MEMBERSHIP</p>	<ul style="list-style-type: none"> • 15 Community representatives with a minimum of five (5), covering diversity of the community • up to five (5) organisational representatives with a minimum of two (2) • One (1) nominated Councillor (if requested by Council)
FREQUENCY	MEETING LOCATION
Will meet at least eight (8) times per year (approx. two-hour meeting)	Council Offices, Leongatha
OFFICER CONTACT	
Role: Community Strengthening Coordinator Contact Name: Sophie Dixon Contact Email: sophied@southgippsland.vic.gov.au	

PROFILE	
	<p>ACTIVE RETIREES ADVISORY COMMITTEE (ARAC)</p>
<p>NAME OF COUNCILLOR APPOINTMENT</p>	CR SCHELLING
<p>PROFILE</p>	<p>The ARAC Committee's goal is to advocate for and express the needs and aspirations of older people (55+) within South Gippsland. The Committee will provide a collective voice for the older community and community groups that serve the needs to Active Retirees in South Gippsland.</p>
<p>MEMBERSHIP</p>	<ul style="list-style-type: none"> • Ten (10) Community representatives, covering all three wards • One (1) nominated Councillor • One (1) Council Officer • Community members serve for a term of four years and then are to re-apply <p><i>Note: Committee is currently not actively participating in meetings due to COVID but it is recommended to appoint one Councillor if chosen by Council</i></p>
FREQUENCY	MEETING LOCATION
Committee is currently not actively participating in meetings due to COVID	Council Offices, Leongatha
OFFICER CONTACT	
Role: Community Strengthening Coordinator Contact Name: Sophie Dixon Contact Email: sophied@southgippsland.vic.gov.au	

COUNCILLOR APPOINTMENTS: **Internal**

PROFILE	
	SOUTH GIPPSLAND YOUTH COUNCIL
NAME OF COUNCILLOR APPOINTMENT	CR WILLIAMS WITH CR FELTON SUBSTITUTE
PROFILE	<i>Advocate the needs and aspirations of young people within South Gippsland to the South Gippsland Shire Council. The Committee aims to listen to and represent young people and their views and to communicate these views to Council and the wider community.</i>
MEMBERSHIP	<ul style="list-style-type: none"> • 18 Community representatives between ages of 12-25 years • One (1) nominated Councillor (if requested by Council) • Community members serve for a term of four years and then are to re-apply <p><i>Note: Committee is currently not actively participating in meetings due to COVID but it is recommended to appoint one Councillor if chosen by Council as the Youth Council is likely to meet in 2022 when restrictions ease</i></p>
FREQUENCY	MEETING LOCATION
Once a quarter held between 4pm and 6pm (or as required)	Council Offices, Leongatha
OFFICER CONTACT	
Role: Community Strengthening Coordinator Contact Name: Sophie Dixon Contact Email: sophied@southgippsland.vic.gov.au	

PROFILE	
	MOSSVALE PARK ADVISORY COMMITTEE
NAME OF COUNCILLOR APPOINTMENT	CR DARAKAI WITH CR SCHELLING SUBSTITUTE
PROFILE	<i>Contribute to the preservation and enhancement of Mossvale Park and environments as a public facility.</i>
MEMBERSHIP	<ul style="list-style-type: none"> • Twelve (12) Community representatives • One (1) nominated Councillor <p><i>Note: Committee may change to a Friends of committee in the near future as currently an Advisory Group. Based on this change, it is recommended that no Councillor is appointed to this Committee as not required.</i></p>
FREQUENCY	MEETING LOCATION
Three times per year or as required	Mossvale Park
OFFICER CONTACT	
Role: Community Strengthening Coordinator Contact Name: Sophie Dixon Contact Email: sophied@southgippsland.vic.gov.au	


COUNCILLOR APPOINTMENTS: External

PROFILE	
	WEST GIPPSLAND REGIONAL LIBRARY (WGRLC) BOARD and Myli – My Community Library Ltd (Myli) Board
NAME OF COUNCILLOR APPOINTMENT	CR DARAKAI WITH CR KEERIE SUBSTITUTE TWO YEAR TERM APPOINTMENT
PROFILE	<i>Representation will be a member of the Board, making decisions around strategic matters relating to the WGRLC and Myli and the provision of library services in the region.</i>
MEMBERSHIP	<ul style="list-style-type: none"> • One (1) nominated Councillor • One (1) Substitute Councillor • Recommend for the two-year term • <i>Note: Councillor appointed will be represented on the WGL Board for the next twelve months to cover the final transition period to the WGRL Board</i>
FREQUENCY	MEETING LOCATION
Will meet at least eight (8) times per year (approx. three-hour meeting) – second Friday of the month	Rotation between South Gippsland, Baw Baw and Bass Coast Councils or virtual/online
OFFICER CONTACT	
Role: Director Performance and Innovation Contact Name: Allison Jones Contact Email: allison.jones@southgippsland.vic.gov.au	


PROFILE	
	ONE GIPPSLAND
NAME OF COUNCILLOR APPOINTMENT	MAYOR AND DEPUTY MAYOR (SUBSTITUTE) OF THE DAY – APPOINTED FOR EACH YEAR OF THE THREE YEAR TERM
PROFILE	<i>One Gippsland is a regional strategic advocacy group, with membership comprising the Mayors and CEOs of all six Gippsland Councils.</i>
MEMBERSHIP	<ul style="list-style-type: none"> • Mayor of South Gippsland • Deputy Mayor of South Gippsland (Substitute) Council Membership <ul style="list-style-type: none"> • Bass Coast Shire Council; - Wellington Shire Council. • Baw Baw Shire Council; - Federation University; • East Gippsland Shire Council; - Destination Gippsland • South Gippsland Shire Council; - TAFE Gippsland • Latrobe City Council; - Food & Fibre Gippsland
FREQUENCY	MEETING LOCATION
Monthly (usually third Friday of the month) for CEO and Mayor and other advocacy by appointment. Approximately four-hour duration.	First meeting: 19 November 2021 Virtual/online or Latrobe City Council in Morwell
OFFICER CONTACT	
Role: Chief Executive Officer Contact Name: Kerryn Ellis Contact Email: kerryn.ellis@southgippsland.vic.gov.au	

COUNCILLOR APPOINTMENTS: External

PROFILE	
 Rural Councils Victoria	RURAL COUNCILS VICTORIA
NAME OF COUNCILLOR APPOINTMENT	CR HERSEY WITH CR DARAKAI SUBSTITUTE
PROFILE	<i>Rural Councils Victoria (RCV) is an organisation representing Victoria's rural councils. RCV believes that liveable, sustainable and prosperous rural communities are fundamental to the ongoing success of Victoria.</i>
MEMBERSHIP	<ul style="list-style-type: none"> • Board comprises of twelve (12) members • Nomination of a Councillor representative and a CEO representative from each of the six RCV regions
FREQUENCY	MEETING LOCATION
RCV holds two Mayors, Councillors and CEOs Forums each year	TBC
OFFICER CONTACT	
Role: Chief Executive Officer Contact Name: Kerryn Ellis Contact Email: kerryn.ellis@southgippsland.vic.gov.au	

PROFILE	
 MUNICIPAL ASSOCIATION OF VICTORIA WWW.MAV.ASN.AU	MUNICIPAL ASSOCIATION OF VICTORIA (MAV)
NAME OF COUNCILLOR APPOINTMENT	MAYOR AND DEPUTY MAYOR (SUBSTITUTE) OF THE DAY- APPOINTED FOR EACH YEAR OF THE THREE YEAR TERM
PROFILE	<i>MAV offers diverse business services to our council members including specialist policy and advocacy, governance and legislative advice, sector development, insurance and procurement services.</i>
MEMBERSHIP	<ul style="list-style-type: none"> • One (1) Councillor for three-year term or an annual appointment Proposed recommendation – annual appointment as follows: <ul style="list-style-type: none"> • One (1) Mayor • One (1) Deputy Mayor (Substitute) • To align with the annual appointment of the Mayor and the Deputy Mayor
FREQUENCY	MEETING LOCATION
Various forums throughout the year at least twice per year. State Council events are all day events.	Online event: 19 November 2021 2.00PM – 3.00PM (virtual) 26 November 2021 - 9.30AM – 12.30PM MAV offices, Melbourne or virtual/online
OFFICER CONTACT	
Role: Chief Executive Officer Contact Name: Kerryn Ellis Contact Email: kerryn.ellis@southgippsland.vic.gov.au	

COUNCILLOR APPOINTMENTS: External

PROFILE	
 <p>SEATS South East Australian Transport Strategy HTTP://SEATS.ORG.AU</p>	<p>SOUTH EAST AUSTRALIAN TRANSPORT STRATEGY (SEATS)</p>
NAME OF COUNCILLOR APPOINTMENT	
CR RAE WITH CR HERSEY SUBSTITUTE	
PROFILE	<p><i>Advocacy for the development of transport infrastructure for South East Australia. SEATS is an effective integrated transport network that stimulates economic growth that is sustainable and sensitive to the environment and enhances communities. Meetings can be held interstate.</i></p>
MEMBERSHIP	<ul style="list-style-type: none"> • One (1) nominated Councillor • Officer representative • Meetings rotate between Victoria, NSW and ACT • Note: First Meeting: Friday 19 Novembe 2021 at 1PM
FREQUENCY	
Quarterly usually second Thursday & Friday (Feb, May, Aug, Nov)	
MEETING LOCATION	
Meetings rotate between Victoria, NSW and ACT	
OFFICER CONTACT	
Role: Coordinator Economic Development Contact Name: Ken Fraser Contact Email: kenf@southgippsland.vic.gov.au	

PROFILE	
	<p>RESOURCE RECOVERY GROUP</p>
NAME OF COUNCILLOR APPOINTMENT	
CR FELTON WITH CR DARAKAI SUBSTITUTE	
PROFILE	<p><i>Councillor representatives will advocate to the Board and state government departments on matters and issues which impact or are a priority for local government in the waste and resource recovery space. Provides advice to the Statutory Body of the Gippsland Waste and Recovery Group. There are only 6 Councillors on this forum, but only 4 of them are nominated to the Statutory body. Committee has one Councillor that votes with the board of the Committee.</i></p>
MEMBERSHIP	<ul style="list-style-type: none"> • One (1) nominated Councillor and is subject to Ministerial approval • One Councillor - Bass Coast Shire Council; • One Councillor - Baw Baw Shire Council; • One Councillor - East Gippsland Shire Council; • One Councillor - Latrobe City Council; • One Councillor – Wellington Shire Council
FREQUENCY	
Third Thursday of the relevant month – minimum three times per year	
MEETING LOCATION	
Traralgon / Leongatha	
OFFICER CONTACT	
Role: Sustainability Coordinator Contact Name: Geoff McKinnon Contact Email: GeoffM@southgippsland.vic.gov.au	