

ATTACHMENT I – Ordinary Council 18 December 2008

That the Council determine the appointment of Councillors to the internal and external committees and bodies outlined below for 2009:

COUNCIL	Purpose	Membership	Chair	Comments
Ordinary Council	Meets monthly to consider reports from the Strategy and Policy Review Committee and to note decisions made by the Statutory Planning Committee.	All Councillors	Mayor	Requirement of the Local Government Act 1989.

SECTION 86 SPECIAL COMMITTEES COMPOSED ENTIRELY OF COUNCILLORS -	Purpose	Membership	Chair	Comments
Strategy and Policy Review Committee	Meets monthly to consider reports from staff on strategy and policy matters and makes recommendations to Council.	All Councillors		Need to appoint a Chair.
Statutory Planning Committee	Meets monthly and has a delegation from Council to make decisions on planning applications.	All Councillors		Need to appoint a Chair.

OTHER SECTION 86 SPECIAL COMMITTEES WITH DELEGATIONS	Purpose	Councillors	Community members	Comments
Inner Melbourne Action Plan Committee (with Stonnington, Melbourne and Yarra Councils)	Encourages collaboration regionally across eleven regional strategies and 57 actions to address one objective: to make the inner Melbourne region more liveable.	1 (Mayor)	N/A	Successful regional grouping. Terms of Reference (TOR) require Mayor to the appointee.
Neighbourhood Programs Committee	Has the discretion to make minor donations and grants to individuals, organisations or community groups on behalf of councillors.	2 (Mayor & Deputy Mayor)	N/A	TOR requires Mayor and Deputy Mayor as Council appointees
South Melbourne Market Management Committee	Special committee with delegated powers to oversee South Melbourne Market.	1 - 4	2	TOR requires minimum of 1 and maximum of 4 councillors.
St Kilda's Edge Committee	Special committee with delegated powers. Facilitates delivery of the St Kilda's Edge project as set out in the Urban Design Framework.	1-3	2	TOR requires up to 3 councillors as appointees.

ADVISORY COMMITTEES	Purpose	Councillors	Community members	Comments
Arts Advisory Committee Acquisition Committee Rupert Bunny Foundation Committee	Advises Council on arts and culture from an expert/community perspective. Under review as part of work on Creative Futures Strategy 2008.	1	6	TOR requires 1 councillor as appointee.

ADVISORY COMMITTEES	Purpose	Councillors	Community members	Comments
Audit Committee	Reviews internal audits and follows-through to ensure recommendations are implemented. Reviews financial reporting, internal controls, risk management and compliance. This committee is a requirement of the Local Government Act 1989.	2 (Mayor and 1 other)	2	TOR requires Mayor and another Councillor as appointees. Meets at least quarterly. External representatives have specialist skills.
Community Grants Assessment Panel	Assesses community grant applications received according to selection criteria, makes recommendation to Council.	2	4	TOR requires 2 councillor appointees. Meets annually.
Community Pulse Steering Committee	Project steering committee for community sustainability indicators.	1	4-6	
Cultural Development Fund Committee	Makes recommendations to Council on granting of cultural grants.	1	tba	
Friends of Suai Community Taskforce	Promotes Friends of Suai program across City of Port Phillip, and promotes community links with Suai. Project steering committee for Council funded initiatives in Suai.	1	15	TOR requires 1 councillor appointee. Meets monthly.
Healthy & Safer Cities Alliance	Includes range of agencies, supports implementation of Healthy & Safer Cities Plan, also serves as local priority policing committee	1	15	
Multicultural Forum	A forum for communication between Council & multicultural communities.	1	20+	TOR requires 1 councillor as appointee. Is not operating as a formal advisory committee – is a

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				resource forum for multicultural representatives.
Multi-Faith Network Steering Committee	Arose from a recommended strategy in the Health & Well Being Strategy.	1	12	Councillor representation not stipulated in TOR. Has had active involvement of one councillor. Not formally constituted as Advisory Committee.
Older Persons Consultative Committee	Advice and advocacy about wellbeing issues affecting older people and policies, plans & services impacting on older people.	1	12	TOR requires 1 councillor as appointee.
Sustainable Environment Forum	Forum for community consultation and action in line with Sustainable Environment Strategy.	1-2	10	Appoint one or two councillors.
Urban Study Consultative Committee	Advises on local history and heritage services, particularly Urban History Centre.	1	8	TOR requires 1 councillor as appointee.

EXTERNAL COMMITTEES	Purpose	No of Councillors	Comments
Association of Bayside Municipalities	Group of the 10 councils with coastal frontage to Port Phillip Bay. Any councillor can be appointed.	1	
Better Bays & Waterways Stakeholder Advisory Group		1	
Drugs Round Table	Representatives from various agencies and services. Operating more as an information network. Previously had a councillor appointment but not essential as now reporting through Healthy & Safer Cities Alliance.	1	

EXTERNAL COMMITTEES	Purpose	No of Councillors	Comments
Inner Melbourne Community Road Safety Council (Yarra, Stonnington, Melbourne Councils)	Addresses road safety programs in Yarra, Melbourne, Port Phillip areas.	1	No Port Phillip community members.
Inner South Metropolitan Mayors Forum	Forum for inner south council mayors	1 (Mayor)	
MAV Association of Victoria	One representative to be appointed to attend MAV state council on behalf of CoPP.	1 plus a reserve	
MAV Strategic Environment Advisory Group	This is an Advisory Committee to the MAV Board to provide policy advice on environmental issues affecting local government.	2	
MAV Human Services Portfolio Committee		1	
MAV Melbourne 2030	Reference Group	1 plus a reserve	
MAV Transport & Infrastructure Advisory Group		1 plus a reserve	
Melbourne Sports and Aquatic Centre Advisory Committee	Provides advice to MSAC. Originated from a Deed of Agreement in 1995. TOR amended 2008 to specify categories and 2-yr tenure for community reps, and number of councillors increased from 1 to 2. Meets 4 times a year. External committee but is administered by CoPP.	2	
Metropolitan Transport Forum – 17 Councils	Advocates for effective, efficient and equitable transport in metropolitan Melbourne.	1 plus a reserve	Has industry reps.
Metropolitan Waste Management Group	Supports implementation of Sustainability Victoria's Waste Wise program and other waste management programs.	1	
Port Phillip Housing Association Ltd – Board of Directors	Trustee company to fund, develop, own and manage community housing under the Port Phillip Housing Trust.	1	
Victorian Local Sustainability Advisory Committee		1	

EXTERNAL COMMITTEES	Purpose	No of Councillors	Comments
Victorian Local Governance Association	Recent change to membership requires the Mayor to be the representative.	1 (Mayor) plus a reserve	

INTERNAL COMMITTEES	Purpose	Councillors	Comments
Human Resources Committee	Update Council on organisational issues, changes and plans. Provide a sounding board for ideas from the CEO and Manager, People & Culture.	2 (Mayor & Deputy Mayor)	Meets quarterly. Mayor and Deputy Mayor as appointees. Mayor reports to Council.
Civic Projects and Citizens of the Year Panel	Convenes annually to recommend awards	2 (and 2 council officers)	Meets annually.
External Relations Taskforce	Develops strategy to influence government and other stakeholders for high priority Council projects.	2 (Mayor & Deputy Mayor)	Meets bi-monthly.