

Attachment 1: Proposed Committee procedures

If adopted by Council, these common procedures would apply to all advisory committees of the council (that is, CoPP committees which are not special committees).

Procedures applying to all Port Phillip advisory committees	
Closing the loop	Council officers are responsible for ensuring that committee members are advised of: <ul style="list-style-type: none">• progress or outcomes of any advice provided by the committee• any Council report or Council decision relevant to the committee's work• dates of Council meetings discussing matters relevant to the committee
Committee powers	Committees provide advice and organise their work according to their terms of reference. Committees do not have any formally delegated powers under the Local Government Act.
Declaration of interests	A member with a conflict of interest or perceived conflict of interest in a matter before the committee must declare their interest prior to committee discussion of the item.
Term of membership	Members of committees will be appointed for a term of two years or less. Membership terms will end no later than 31 December of the relevant year. Members can be reappointed for further terms.
Annual report	Each committee will provide an annual report to the council in October, November or December of each year. The report will set out the committee's work of the previous year and planned work for the coming year.
Term of committee	Each committee will continue its work until no later than 31 December 2006 ¹ . Council may extend the term of any committee. The annual report of the committee can recommend to Council that its term be continued.
Review of terms of reference	Committee terms of reference may only be amended by the Council. Committees may recommend to Council changes to their terms of reference in their annual report.

¹ Audit Committee does not have a sunset clause of 31 December 2006 since under the Local Government Act the Council is required to have an Audit Committee.

Attachment 2: Committee Terms of Reference

TABLE OF CONTENTS

<i>Committee</i>	<i>page</i>
Arts Advisory Committee	2
Sustainable Environment Consultative Committee	4
GLBTI Forum	5
Indigenous Forum	6
Multicultural Forum	7
Older Persons Consultative Committee	8
Young Persons Forum	10
Community Grant Assessment Panel	11
Friends of Suai Community Taskforce	12
Sustainable Community Progress Indicators Community Taskforce	13
Urban History Consultative Committee	14
Audit Committee	17

(Note: terms of reference for the new Child Care Consultative Committee were adopted by the Council in April 2005.)

Arts Advisory Committee

Purpose	<p>The Arts Advisory Committee provides expert advice on arts policy to the Council and Council officers, by means of information sharing, discussion and strategic thinking.</p>
Objectives	<p>At Port Phillip the arts include visual and performing arts, music, writing, heritage, film, popular culture, multimedia, festivals, design, indigenous arts, arts in the community, and other forms of creative endeavour. The committee will:</p> <ol style="list-style-type: none"> 1. give expert policy advice about the specific contribution the arts can make to a culturally vital city. Advice will be given to Council officers or (on request of the Council) to the Council. 2. provide strategic policy advice relating to the arts. The committee is not expected to comment on operational matters unless relevant to the development of policy. 3. receive and contribute information and advice on an as-needs basis: <ul style="list-style-type: none"> - the City of Port Phillip Urban History Consultative Committee - Linden Board of Management Inc (the Linden-St Kilda Centre for Contemporary Arts) - Gasworks Inc Board of Management (the Gasworks Art Park) and - relevant working groups established by the committee.
Membership	<ol style="list-style-type: none"> 1. The committee will consist of <ol style="list-style-type: none"> a) A chairperson, with experience in the arts and an understanding of cultural vitality, who is a high profile member of the arts community b) Up to four members of the arts community of Port Phillip who are experts in creative development, funding, policy, or community cultural vitality. c) A Councillor appointed by the Council. d) Executive Director Community and Cultural Vitality or her/his nominee 2. Linden and Gasworks Boards of Management and Urban History Consultative Committee will be invited to send a representative and take part in discussion as relevant. 3. Other stakeholders may be invited to take part as relevant. 4. Positions at (a) and (b) above will be approved by Council on the recommendation of the Executive Director Community & Cultural Vitality. 5. Expressions of interest may be advertised at the discretion of the Chairperson and the Executive Director. 6. The position of a member who does not attend three consecutive meetings without apology shall be deemed to be vacant.

<p>Working groups</p>	<p><i>Cultural Development Fund</i> The Cultural Development Fund working group will make recommendations to Council on awarding cultural development grants in line with the Cultural Development Fund Guidelines.</p> <p><i>Rupert Bunny Foundation</i> The Rupert Bunny Foundation working group convenes and meets as required under the terms of the Declaration of Trust – Rupert Bunny Foundation and the Victorian Community Foundation Deed of Trust.</p> <p><i>Art Acquisition</i> The Art Acquisition working group is convened every 1-2 years as required and provides advice to Council officers under the City of Port Phillip City Collection Management Policy.</p> <p><i>Other working groups</i> The committee can convene working groups to provide advice to the committee on an as-needs basis.</p>
<p>Policy framework</p>	<p>The committee's work is informed by the Arts Plan, Festivals Framework, Social and Cultural Policy and Planning Framework, City Collection Management Policy, and the Council Plan – Cultural Vitality Pillar</p>
<p>Work plan</p>	<p>The committee's priorities and tasks will be guided by the Arts Plan and will be informed, where relevant by the Arts & Festivals service plan.</p>
<p>Meetings</p>	<p>The committee will usually meet quarterly.</p>

Sustainable Environment Consultative Committee

Purpose	To promote sustainable environmental practices within the City of Port Phillip and across the Port Phillip community; and to advise Council officers on how to increase community engagement with sustainable environmental practice.
Objectives	<ul style="list-style-type: none"> • To review the City of Port Phillip Sustainable Environment Strategy by the end of 2005. • To advise City of Port Phillip officers and (on request) the Council on sustainable environment issues including: <ul style="list-style-type: none"> ○ air quality ○ biodiversity ○ the built environment ○ community engagement ○ land degradation ○ transport ○ water • To identify strategies which increase real and sustained behaviour change in residents, businesses and other members of the Port Phillip community to improve environmental outcomes.
Workplan	The committee will develop a work plan by March of each year. This may include a schedule of topics for two-monthly meetings, and the holding of community forums on sustainable environmental issues.
Membership	<p>The committee will consist of :</p> <ul style="list-style-type: none"> ○ up to ten community members with interest and expertise in environmental matters, appointed by the Council following public advertisement ○ a Councillor appointed by the Council <p>The Manager Infrastructure and Environment and other relevant staff will attend as appropriate.</p>
Meetings	Meetings will be chaired by a taskforce member appointed by the Council. Meetings will usually take place every two months.
Resourcing	Staff of the Port Phillip Department of Infrastructure and Environment will ensure that minutes and agendas are distributed as appropriate.

GLBTI Forum

Purpose	The City of Port Phillip's GLBTI (Gay, Lesbian, Bisexual, Transsexual and Intersex) Forum advises Council officers and Council on the development of policies and strategies to promote inclusiveness for GLBTI people in all areas of Council activity.
Objectives	<ol style="list-style-type: none"> 1. To advise Council officers on <ul style="list-style-type: none"> o the extent to which Council's services and programs are inclusive of GLBTI people o positive strategies to promote inclusiveness where this is required o advocacy needed with other levels of government and/or the private sector in responding to the needs of the GLBTI community o methods of effectively consulting with members of the lesbian and gay community o how Council can most effectively promote the social, cultural and health interests of the GLBTI community
Policy framework	The work of the GLBTI Forum and of the Council is informed by the Council's Statement of Commitment to our Gay and Lesbian Community.
Membership	<ol style="list-style-type: none"> 1. The following people are invited to forum meetings: <ul style="list-style-type: none"> o Interested members of the GLBTI community o A Councillor appointed by the Council o Relevant Council staff.
Meetings	The Forum will meet at least twice per year or as required. Meetings will be chaired by the Councillor or by another forum participant.
Resourcing	Council officers will ensure that participants are notified of meetings, minutes and agendas are distributed, and actions are followed up and reported back to the Forum.

Indigenous Forum

Purpose	The City of Port Phillip's Indigenous Forum aims to facilitate discussion and advise Council officers about issues affecting Indigenous people.
Objectives	<ol style="list-style-type: none"> 1. To advise the City of Port Phillip Social and Cultural Policy and Planning Department through the Co-ordinator Indigenous Policy & Programs on policy relating to: <ul style="list-style-type: none"> o employment o economic development o Indigenous land management and protection o cultural protocols o social justice o equality o reconciliation o arts and events. 2. To give practical advice to the Co-ordinator Indigenous Policy & Programs about implementing policies and plans affecting Indigenous people. 3. To exchange information about service provision by government, community, and private sector organisations in and around the City of Port Phillip 4. To strengthen relationships between the City of Port Phillip's Indigenous community, traditional owner groups specifically the Boonwurung, and community organisations which provide services to the Indigenous community.
Policy framework	The work of the Indigenous Forum and of the Council is informed by the Memorandum of Understanding between City of Port Phillip and its Indigenous Community.
Membership	<ol style="list-style-type: none"> 1. The following people will be invited to the Forum: <ul style="list-style-type: none"> o Traditional owners o Members of the local Indigenous community o Local Indigenous community organisations o Commonwealth and state government departments providing services to the local Indigenous community o Peak Indigenous organisations o Mayor of the City of Port Phillip o Indigenous staff of the City of Port Phillip o Manager, Social and Cultural Policy and Planning Department 2. Other Council officers or organisations may be invited to attend from time to time, depending on the agenda topics for the meeting.
Meetings & Work	<ul style="list-style-type: none"> • The traditional owners and the Mayor jointly chair the Forum. • During meetings the Forum will set targets or actions to be followed up. • The Forum will meet at least four times per year. Some meetings might have 'themes' or be held in different places to encourage participation and discussion.
Resourcing	The City of Port Phillip Co-ordinator Indigenous Policy and Programs will organise meetings and documents.

Multicultural Forum

Purpose	The City of Port Phillip's Multicultural Forum facilitates discussion and advises Council officers and the Council about policies and plans supporting the multicultural community.
Objectives	<p>The Multicultural Forum will:</p> <ul style="list-style-type: none"> • Work within the existing Multicultural Policy which has the goals of providing effective representation, delivering cultural and linguistically responsive services and promoting community cultural development. • Act as a resource and provide direction to the community. • Represent the views and needs of the Port Phillip community. • Advise Council officers about lobbying other levels of Government and agencies where appropriate. • Advise Council about it can most effectively promote the social, cultural and health interests of the multicultural community • Ensure effective communication between Council and the Community.
Policy framework	The work of the Multicultural Forum is informed by the Council's Multicultural Plan.
Membership	<p>The following people are invited to forum meetings:</p> <ul style="list-style-type: none"> ○ Representatives of multicultural groups, organisations and agencies ○ Interested individuals ○ A Councillor appointed by the Council ○ Relevant Council staff.
Meetings	<p>Forum meetings will be chaired by the attending Councillor. The Forum will usually meet four times per year.</p>
Resourcing	City of Port Phillip Neighbourhood Development staff will ensure that participants are notified of meetings, interpreters are booked, minutes and agendas are distributed, and actions are followed up and reported back to the Forum.

Older Persons Consultative Committee

Purpose	The Older Persons Consultative Committee will provide advice to Council and Council officers about policies, plans and services impacting on older people.
Objectives	<ul style="list-style-type: none"> • To be the peak advisory and advocacy body on wellbeing issues affecting older people (55+) within the Port Phillip municipality • To provide advice to Council officers on policies, plans and services that impact on older people. • To provide advice to Council on policies that impact on older people • To advocate to the Community and Council, on behalf of older people, reflecting the United Nations principles of independence, participation, care, self-fulfilment and dignity • To connect with other community advisory structures of Council • To liaise with other organisations and networks that have a direct interest in older persons in the City of Port Phillip
Policy framework	The committee's work is informed by relevant parts of the Council Plan, the Aged Services Plan and state and federal government policies and plans about services for older people.
Work plan	<p>The committee will hold an Annual Planning Session to review achievements and prioritise a work plan for the coming year.</p> <p>The committee will aim to have each year:</p> <ul style="list-style-type: none"> • one public Forum (at a minimum) per year to gain broader community views on social issues impacting on older residents • at least one guest speaker from Council each year • at least 3 guest speakers from local organisations / service providers <p>The committee may set up Organising Working Groups / Portfolio Groups as required.</p>
Membership	<ul style="list-style-type: none"> • The committee will consist of: <ul style="list-style-type: none"> ○ Up to 13 members appointed by Council, who are individuals reflective of the City's cultural diversity ○ A Councillor appointed by the Council. • Members will be appointed for a term of up to two years by Council following public advertisement and recommendation by the Committee. • Honorary members completing a two-year term may, with the approval of Council, be reappointed for a further two-year term. • The Selection Criteria are outlined in the Committee Handbook approved by the committee. • The Council will appoint a Chairperson from the community members of the Committee, after receiving a recommendation from the committee. The chairperson will serve a renewable one-year term.
Committee roles	<ul style="list-style-type: none"> • The Chairperson will chair all committee meetings. The Chairperson is the authorised spokesperson for the committee. • A Secretary will be appointed each year by the Committee and may be reappointed. The Secretary's role will include: <ul style="list-style-type: none"> - maintaining a Register of committee members, their date of appointment / reappointment, official positions held as a committee member, and - the Secretary will advise committee members of term completion dates and their eligibility for reappointment as relevant.

Member Accountability	<ul style="list-style-type: none"> • Committee members have an active role in communicating community views to Council. • Committee members participate in discussions at monthly meetings. • Committee members speak publicly on issues on behalf of the committee and therefore do not present personal opinions. • Committee members must have the endorsement of the committee prior to making public statements or announcements.
Resourcing	<p>The Secretary, in conjunction with the Chairperson and the Council Resource Officer, will meet to review, approve and prepare the Agenda for the monthly meeting and delivery to the Council Resource Officer</p> <p>The Council Resource Officer will:</p> <ul style="list-style-type: none"> • Distribute agendas and papers to committee members • Be the contact for the committee
Consultation	<p>When the committee consults with the community they will follow the council's consultation and engagement framework</p>
Meetings	<p>The committee will usually meet monthly for about two hours.</p> <p>Quorum for meetings will be five members.</p>

Young Persons Forum

Purpose	The Young Persons Forum shares information about issues facing young people and provides advice to Council and to Council staff.
Objectives	<ul style="list-style-type: none"> • Enable young people to communicate directly with City of Port Phillip staff about issues pertinent to young people • Advise Council on policy relating to young people • Provide young people with the opportunity to be consulted and contribute to the City of Port Phillip's planning and development of youth initiatives. • Enable young people to gain experience of local government. • Provide young people with the opportunity to be involved in various youth projects and activities. • Provide young people with the opportunity to represent the City of Port Phillip at conferences and forums on youth-related matters. • Provide young people with the opportunity to receive training and skill development. • Organise events and processes to enable community-wide consultation with young people.
Policy framework	The forum's work is informed by the Port Phillip Youth Strategy.
Work plan	Interested forum members can join a process working group which will suggest forum topics and processes, and follow up outcomes.
Membership	<ol style="list-style-type: none"> 1. At the beginning of each year the forum will be advertised to young people living in or connected with the City of Port Phillip 2. The forum is aimed at people aged 14-21 approximately. 3. Forum meetings will be chaired by someone chosen by forum members and/or chaired by the Youth Development Officer 4. Regular forum attendees will be given the option of Council meeting their transport costs of attending meetings.
Meetings	The Forum will usually meet at least four times per year, and other times as required.
Resourcing	The Youth Development Officer will organise meetings and documents in conjunction with the process working group.

Community Grant Assessment Panel

Purpose	The Community Grant Assessment Panel is convened annually by the Co-ordinator Community Development & Programs to assess applications for community grants of less than \$10,000 and recommend grants to Council through Council officers.
Process	<ol style="list-style-type: none"> 1. Applications are divided into two broad categories and approximately half go into the Sport, Recreation & Leisure Projects category and the other half into the Social, Health and Wellbeing Projects category. Assessment panel members are assigned to one of these Assessment Panel categories. 2. Each Panel will comprise a Councillor appointed by Council, two independent community representatives appointed by Council on recommendation of the relevant Co-ordinator, and one Council officer. 3. The Panel membership will ensure that expectations for due process and probity, professional expertise and community input and participation are met. 4. The Panel will observe confidentiality principles and will not discuss any material outside of the Panel meetings. 5. The Panel will assess applications on the basis of the selection criteria and principles set out in the policy
Meetings	The Panel will meet as necessary during May to meet Council's financial year budgetary cycle, with recommendations presented to the Council in June.
Resourcing	Council officers will provide appropriate documentation. A major role of the Council officers is to assist the panel to consistently apply the principles and process and to use their professional knowledge of the service network to inform the panel's decision making process.
Closing the loop	The Co-ordinator Community Development Policy and Programs will ensure that the panel is advised of the outcome of their recommendations. At the end of each assessment cycle the panel will meet to evaluate the process and make recommendations for any changes required to policy.
Reporting	This group provides advice to the Co-ordinator Community Development Policy and Programs, who will prepare the report to the Council setting out grant recommendations. No further reporting is required.
Term	Panel members are appointed for two years at a time.

Friends of Suai Community Taskforce

Purpose	To work with and assist the City of Port Phillip to develop sustainable and productive relationships between the Port Phillip and Suai communities.
Objectives	<ol style="list-style-type: none"> 1. To promote the friends of suai program throughout the Port Phillip community 2. To encourage community members to participate and provide support to friends of suai. 3. To work in partnership with the Suai community collective in identifying appropriate projects and activities 4. To make recommendations to Council officers about funding of programs and activities and the expenditure of funds raised 5. Where appropriate, to liaise with wider Victorian contacts and networks related to East Timor, in order to promote and support Friends of Suai 6. To organise and support fundraising activities for the Friends of Suai program
Workplan	The Taskforce will annually update its strategic plan.
Membership	<ol style="list-style-type: none"> 1. Anybody may attend and speak at meetings of the Friends of Suai Community Taskforce. 2. To become a member of the Friends of Suai Community Taskforce, a community member must: <ul style="list-style-type: none"> o attend at least one meeting of the Community Taskforce, then o be invited by resolution of a meeting to become a member. 3. Council will appoint a Councillor to be a member of the Committee. 4. Community taskforce membership may not exceed 25 members. 5. The Chairperson is appointed by the CEO or Council after consideration of recommendations made by the Friends of Suai Community Taskforce through a democratic process. 6. If a member fails to attend three consecutive meetings without apology the Community Taskforce may require the member to relinquish their membership. 7. Members will be required to fill out a declaration of interest form when they join the taskforce, and to update their declaration at least annually.
Meetings	The taskforce will usually meet every two months, and must meet at least four times in each calendar year.
Resourcing	<p>Written minutes meetings are the responsibility of the Secretary. An agenda is prepared by the Friends of Suai Co-ordinator and the Chairperson. Agenda and other papers for meetings will be compiled and distributed by the Friends of Suai Co-ordinator.</p> <p>The Friends of Suai Co-ordinator will ensure that new members receive copies of the Community Taskforce terms of reference, guidelines, friends of suai vision statement and any other relevant information.</p>

Sustainable Community Progress Indicators (SCPI) Community Taskforce

Purpose	To advise the CEO on the Sustainable Community Progress Indicators (SCPI) project
Objectives	<p>The taskforce will:</p> <ul style="list-style-type: none"> • contribute ideas to the project from a range of perspectives and experiences within council and across the community • select criteria for choosing sustainable community progress indicators for Port Phillip • provide input into the interpretation of SCPI data • provide a link between the project, staff and the community • raise awareness and ownership of the development of sustainable community indicators across council and the community • oversee the implementation of the project
Membership	<p>The taskforce will consist of :</p> <ul style="list-style-type: none"> • CEO • A Councillor • SCPI Project Manager • Working group members (City of Port Phillip staff from the divisions of Corporate Management, Community & Cultural Vitality, City Development and Urban Services) appointed by the relevant Executive Director • Representatives from community groups representing the pillars of sustainability • A trader/business rep and a maximum of four general community reps (appointed by the group following advertisement and assessment against selection criteria). <p>Other relevant staff will attend as appropriate.</p>
Workplan	The taskforce will agree on an annual workplan.
Meetings & Resourcing	<ul style="list-style-type: none"> ○ The taskforce will be chaired by the CEO or nominee. Meetings are as required (usually four times per year). ○ Each meeting will focus on a key discussion topic at each meeting matching the primary project focus for that quarter. ○ The SCPI Project Manager will ensure that agendas and supporting material will be circulated prior to meetings, and minutes are circulated after meetings.

Urban History Consultative Committee

Purpose	The Urban History Consultative Committee advises Council and Council officers on policy and implementation of City of Port Phillip local history and heritage services.
Objectives	<p>The committee will provide strategic advice and expertise to Council on policy development and planning of Council's local history and heritage services, in particular:</p> <ol style="list-style-type: none"> 1. Port Phillip City Collection policy, including acquisitions, conservation, research and documentation, exhibitions, promotion, education of moveable material artefacts and related services 2. development of an Urban History Centre and related programs to increase access to the collections and other relevant historical material 3. the Heritage Recognition program which recognises significant heritage sites through the installation of plaques 4. The relationship between Council's local history and heritage services and local history networks including historical societies. <p>In providing advice, the committee's work will be guided by the following principles:</p> <ul style="list-style-type: none"> • Integration and promotion of heritage related projects and services across council departments and other groups in the City of Port Phillip. • Accessibility of heritage projects and services at a local level. • Participation in local history and heritage activities across the City of Port Phillip.
Subcommittee	From time to time the Heritage Recognition Program Panel may be convened, under the terms of the Heritage Recognition Program Policy and Strategy.
Policy framework	Aspects of the committee's work is informed by the Port Phillip City Collection Management Policy.
Work plan	The committee will develop an annual workplan by March of each year.

<p>Membership</p>	<p><i>1. Composition</i> There will be a maximum of nine members appointed by Council, including:</p> <ul style="list-style-type: none"> o A Councillor o One person who is also a member of the St Kilda Historical Society o One person who is also a member of the Port Melbourne Historical and Preservation Society o One 'historical' representative from the former City of South Melbourne o Three people, one from each locality of Port Melbourne, South Melbourne and St Kilda, with an interest and expertise in historical and heritage matters o Up to two additional members providing skills or expertise not otherwise represented on the group. <p>The Cultural Heritage Co-ordinator is the Executive Officer of the committee.</p> <p>The committee can invite other people to attend and participate as required.</p> <p><i>2. Responsibilities and selection criteria</i> An individual appointed to the committee will be expected to offer advice based on the following skills and abilities:</p> <ul style="list-style-type: none"> o Knowledge of and a passion for local history, heritage concepts, facilities and programs o Expertise in any or all of the following - teaching, writing, communicating or researching history o Ability to be open, creative, committed, enthusiastic and to communicate well o Ability to consider the proposed centre as contributing to the City of Port Phillip's vision for the development of local history and heritage services across the municipality o Experience as a team member or participation in project development o Resident of the City of Port Phillip o Availability for a minimum of six meetings a year on a bi-monthly basis. <p>The above list will form the selection criteria for selection processes for new members.</p> <p>An individual may offer advice regarding the potential role and interests of a particular interest group in relation to Council's local history and heritage services.</p> <p><i>3. Term and continued membership</i></p> <ul style="list-style-type: none"> • Membership terms are for a maximum two years. At the end of a member's term the member may reapply for a committee position. • Should a member miss two consecutive meetings, that position may be declared vacant and eligible for recruitment by the committee.
<p>Recruitment & selection of members</p>	<p><i>1. Advertisement & selection</i></p> <ul style="list-style-type: none"> • At the end of the term for a majority of committee members, or at any time there is a majority of committee members to be replaced, the Executive Officer will advertise to fill these positions. • Nominees must submit a written nomination addressing the selection criteria.

Recruitment & selection of members continued	<ul style="list-style-type: none"> • The Executive Officer will make a recommendation to Council to appoint members to the committee based on the selection criteria, and with a view to achieving a balance of skills and abilities across the new members and the whole committee. This balance will include representatives of relevant special interest groups, a diversity of ages, and geographical representation across Port Phillip. <p>2. <i>Casual vacancies</i></p> <p>In the event of resignation by a committee member before the end of their term, the Executive Officer of the committee will decide whether to:</p> <ul style="list-style-type: none"> (a) invite reserve applicants from the previous round of membership recruitment to resubmit their application to join the committee, without advertising; or (b) publicly advertise the position, assess applications against the selection criteria and make a recommendation to Council. <p>The Executive Officer will then assess applications against the selection criteria above and make a recommendation to Council.</p>
Meetings	<ul style="list-style-type: none"> • The chairperson of the committee will be appointed by the Council. • The committee will usually meet every two months for two hours. Additional meetings may be called as required.
Resourcing	<p>The Executive Officer will ensure that meeting agendas and meeting notes will be made available to committee members.</p>

Glossary:

In the context of the Urban History Consultative Committee the following meanings are ascribed:

History: actual events which happened in the past

Social history: history pertaining to the interactions of people with each other and their environment

Cultural heritage: the history that is passed on from one generation to the next. It can include folklore and other intangible history, artefacts and places.

Audit Committee

Purpose	<p>The Audit Committee co-ordinates the activities of the internal audit process, the Auditor-General and Council management in order to achieve overall organisational objectives in an efficient and effective manner.</p> <p>The Audit Committee advises Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.</p>
Objectives	<p>Audit Committee will provide advice to the CEO and the Council on ensuring:</p> <ul style="list-style-type: none"> o effective management of financial risks o improved credibility and objectivity of financial reports o compliance with laws and regulations o the effectiveness of the annual audit program <p>Audit Committee will provide an effective means for communication between the Victorian Auditor-General's Office, internal audit and the Council's management.</p>
Policy framework	<p>The committee's work is informed by the requirements of the Local Government Act 1989 and will operate in accordance with any state government guidelines for local government audit committees.</p>
Work plan	<p>The committee will annually identify priorities and tasks for the year in its annual work plan. The plan will be developed and adopted by the committee at the commencement of each calendar year.</p>
Membership	<ol style="list-style-type: none"> 1. The committee will consist of: <ol style="list-style-type: none"> a. The Mayor b. The Executive Director Corporate Management c. Two external members appointed by the Council 2. The external members will be selected from the community and will have corporate management experience and exposure to financial and risk management functions. External members will preferably be members of the Port Phillip community. 3. External members will be appointed for a two-year renewable term. 4. The chairperson will be selected by the Council from the external membership.
Remuneration	<p>External members receive payment as set by the Council¹.</p>
Meetings	<p>The Committee will meet at least quarterly.</p>
Resourcing	<p>Agendas and papers for meetings will be distributed before the weekend prior to the meeting day by Council officers.</p> <p>The committee will consult with Council's internal and external auditors and may require the attendance of Council staff to provide information on relevant matters.</p>
Reporting	<p>The committee will ensure that it reports its activities to the Council after every meeting. The committee will provide an annual report to the Council in November each year in setting out committee achievements and workplan for the coming year.</p>

¹ Audit committee remuneration is currently set at \$4,500 for the chairperson and \$4,000 for the other external member.