

7.3.4 COUNCIL REPRESENTATION ON ORGANISATIONS/ ADVISORY COMMITTEES 2025

Responsible Manager:	Amanda Sapolu, Manager Corporate Governance & Legal
Responsible Director:	Simone Wickes, Director Corporate Services

RECOMMENDATION

That Council

1. Appoints the Council representatives to the various organisations and committees for 2025.
2. Adopts the amended Terms of Reference for the Clayton Activity Centre Committee, Glen Waverley Activity Centre Committee and Oakleigh Activity Centre Steering Committee to reflect the recent changes to Ward boundaries.

INTRODUCTION

Council is requested to review its Councillor representation on various bodies and organisations for 2025.

COUNCIL PLAN STRATEGIC OBJECTIVES

Good Governance

Effectively communicate and engage with the community.

BACKGROUND

This process is conducted annually. Councillors have been consulted during the preparation of this report.

DISCUSSION

COMMITTEE/ORGANISATION	PROPOSED REPRESENTATIVES	SUBSTITUTES
<i>SPECIAL COMMITTEES OF COUNCIL</i>		
Museum of Australian Photography (MAPh) Committee of Management	Cr Lee Cr McCluskey	

<i>COMMITTEE/ORGANISATION</i>	<i>PROPOSED REPRESENTATIVES</i>	<i>SUBSTITUTES</i>
<i>ADVISORY COMMITTEES & OTHER BODIES OF COUNCIL</i>		
Audit & Risk Committee	Cr Lake Cr Luo	Cr James
CEO Employment & Remuneration Committee	Cr Klisaris (Mayor) Cr Fergeus Cr James Cr Lee Cr Luo	
Clayton Activity Centre Committee	Cr Klisaris (Mayor) Cr C. Little (Chair)	
Disability Advisory Committee	Cr C. Little (Chair) Cr McCluskey	
Environmental Advisory Committee	Cr B. Little	Cr Luo
Eastern Innovation Centre (EIBC) Committee	Cr B. Little Cr Paterson	
Gender Equity Advisory Committee	Cr Paterson (Chair) Cr de Silva	
Glen Waverley Activity Centre Committee	Cr Klisaris (Mayor) Cr Lake (Chair) Cr Luo Cr Paterson	
Junior Advisory Group	Cr Luo	
LGBTIQA+ Advisory Committee	Cr Luo	
Monash Awards Committee	Cr Klisaris (Mayor) (Chair) Cr James Cr B. Little Cr McCluskey	
Monash War Memorials Advisory Committee	Cr Klisaris (Mayor)	
Monash Youth Committee	Cr C. Little (Chair) Cr McCluskey	

Multicultural Advisory Committee	Cr Lee (Chair) Cr Luo Cr McCluskey	
Oakleigh Activity Centre Steering Committee	Cr Klisaris (Mayor) Cr Fergeus Cr James (Chair)	
Positive Ageing Reference Group	Cr B. Little	Cr Klisaris (Mayor) Cr McCluskey
Positive Ageing Network Forum	Cr B. Little	Cr Klisaris (Mayor) Cr McCluskey

<i>COMMITTEE/ORGANISATION</i>	<i>PROPOSED REPRESENTATIVES</i>	<i>SUBSTITUTES</i>
<i>EXTERNAL BODIES</i>		
Eastern Affordable Housing Alliance (Adopted in 2021 for a period of 2 years)	Cr Paterson	
Eastern Alliance for Greenhouse Action	Cr B. Little	
Eastern Transport Coalition	Cr C. Little	Cr James
Municipal Association of Victoria	Cr James	Cr Klisaris (Mayor)
<i>COMMITTEE/ORGANISATION</i>	<i>PROPOSED REPRESENTATIVES</i>	<i>SUBSTITUTES</i>
<i>GROUPS FOR WHICH COUNCILLORS ARE APPOINTED LIAISON REPRESENTATIVES</i>		
Friends of Damper Creek Conservation Reserve	Cr de Silva Cr B. Little Cr Paterson	
Friends of Scotchmans Creek & Valley Reserve Inc.	Cr Fergeus Cr Luo	
Monash Friends of Vemassee	Cr Fergeus	

Letters will be sent to the various external bodies confirming the representatives of Council. It is envisaged that representatives will report to Council on the activities of each of the organisations/committees.

FINANCIAL IMPLICATIONS

There are no financial implications to this report.

POLICY IMPLICATIONS

There are no policy implications to this report.

CONSULTATION

Community consultation was not required.

SOCIAL IMPLICATIONS

There are no social implications to this report.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights implications to this report.

GENDER IMPACT ASSESSMENT

A GIA was not completed because this agenda item is not a 'policy', 'program' or 'service'.

CONCLUSION

That Council review and appoints the Council representatives to the various organisations for 2024.

ATTACHMENT LIST

1. Clayton Activity Centre Committee - Terms of Reference - Updated Nov 2024 [7.3.4.1 - 4 pages]
2. Glen Waverley Activity Centre Committee - Terms of Reference - Updated Nov 2024 [7.3.4.2 - 4 pages]
3. Oakleigh Activity Centre Steering Committee - Terms of Reference - Updated Nov 2024 [7.3.4.3 - 4 pages]

Clayton Activity Centre Committee – Terms of Reference

Type

The committee is a Standing Advisory Committee consisting of Councillors and supported by the CEO, Director City Development, Director of Community Services and other staff as required.

Purpose

The purpose of the Clayton Activity Centre Committee is to provide high level advice, direction and input into major Council and State Government projects and strategic policy initiatives for the Clayton Activity Centre.

The key areas of focus currently include:

- implications for Council regarding the Clayton Activity Centre arising from the State Government's Suburban Rail Loop project;
- the redevelopment and reinvigoration of the Clayton Activity Centre (with an increased focus on pedestrians, active transport and outdoor dining);
- future options for Council owned land;
- opportunities in Clayton arising from the Monash Open Space Strategy and the Monash Urban Landscape and Canopy Vegetation Strategy; and
- In addition to the areas of focus identified above, the Committee may also have take on other areas of focus relating to the Clayton Activity Centre.

In addition to the areas of focus identified above, the Committee may also take on other areas of focus relating to the Clayton Activity Centre precinct.

Objectives

The objectives of the Clayton Activity Centre Committee are:

- provide input and advice to Council on opportunities, resulting from Council and State Government driven strategic development issues and major projects in and around the Clayton Activity Centre;
- actively support and assist Council's consultation with, engagement and advocacy to the State Government, relevant stakeholders and the broader community in relation to the Clayton Activity Centre;
- assist with shaping and encouraging a reinvigorated activity centre which prioritises pedestrians, outdoor dining and other activity over cars;
- recommend to Council appropriate projects or development opportunities for the Clayton Activity Centre; and
- assist Council in determining priorities and strategic directions for the activity centre.

Scope

The scope of the Committee is limited to matters relating to the Clayton Activity Centre/SRL Precincts shown in Figure 1.

Authority

The Committee will act in an advisory capacity only. The Committee has no delegated authority to make decisions as if it was the Council. The Committee may make recommendations to Council on any matter in relation to the Clayton Activity Centre, and SRL Precinct.

Membership

The Committee will comprise the Councillors as resolved upon by Council in appointing representation on organisations/advisory committees on an annual basis.

One of the Committee members will be appointed to chair the Committee. This appointment will be made by either the Councillor members of the Committee or the Council.

It will be supported by the Chief Executive Officer, Director of City Development, Director of Community Services and other officers as required.

Meeting arrangements

The Committee will meet as required at the Clayton Community Centre or via remote methods including virtual meetings.

Additional meetings may be required from time to time and can be called as required by the chair or any of the Chief Executive Officer, the Director Development or Director Community Services to address urgent or pressing matters as they arise.

The Committee may also deal with matters via email outside of meetings where appropriate.

There is no requirement to give public notice of the meetings and meetings are not open to the public.

Meetings will:

- be scheduled and confirmed in advance will all relevant papers distributed (as appropriate) to each member;
- encourage fair and respectful discussion;
- focus on the relevant issues at hand as identified by the Committee or Council; and
- operate on a consensus basis as far as possible, or otherwise on a vote of members.

Agendas and minutes

Agendas and minutes must be prepared for each meeting of the Committee. The agenda must be provided to members of the committee not less than five business days before the time fixed for the holding of the meeting unless all committee members consent to a shorter period because of a pressing matter.

The minutes of each meeting will be taken by a Council officer. The minutes must:

- contain details of the items discussed, major issues and commentary and any recommendations or actions requested by the Committee;
- be clearly expressed;
- be self-explanatory;

- in relation to recommendation or action items recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process; and
- distributed to all Committee members within 14 days of the meeting.

Reporting

A report on the activities of the Committee will be presented to Council annually.

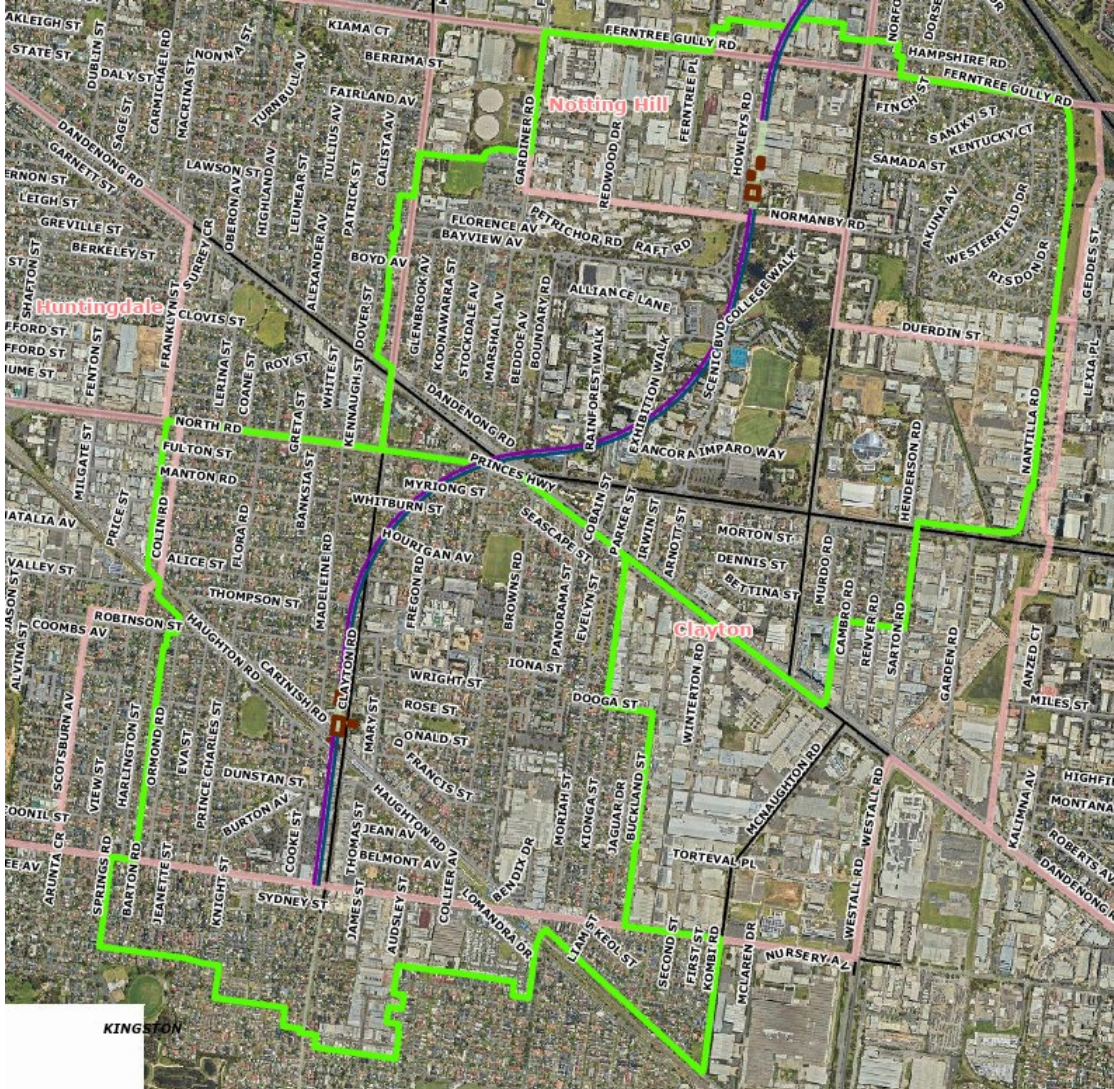
Resources and budget

Council facilities will be used for conduct of meetings. Administrative and technical support will be provided from existing resources within the Council.

Review

The Committee is established as an ongoing committee of Council. The Committee will review its terms of reference periodically and provide any recommendations to Council in relation to any changes required.

Figure 1. Boundary of Clayton and Monash University SRL Precincts



Glen Waverley Activity Centre Committee – Terms of Reference

Type

The committee is a Standing Advisory Committee consisting of Councillors and supported by the CEO, Director City Development, Director of Community Services and other staff as required.

Purpose

The purpose of the Glen Waverley Activity Centre Committee is to provide high level advice, direction and input into major Council and State Government projects and strategic policy initiatives for the Glen Waverley Activity Centre (**GWAC**).

The key areas of focus currently include:

- implications for Council and the GWAC arising from the State Government’s Suburban Rail Loop project;
- the redevelopment and reinvigoration of Kingsway (with an increased focus on pedestrians and outdoor dining);
- the Glen Waverley Civic Precinct project;
- future options for part of the Central Car Park site retained by Council; and
- replacement car parking.

In addition to the areas of focus identified above, the Committee may also take on other areas of focus relating to the GWAC.

Objectives

The objectives of the GWAC Committee are:

- provide input and advice to Council on opportunities, Council and State Government driven strategic development issues and major projects in the Activity Centre;
- actively support and assist Council’s consultation with, engagement and advocacy to the State Government, relevant stakeholders and the broader community in relation to the GWAC;
- assist with shaping and encouraging a reinvigorated Kingsway streetscape which prioritises pedestrians, outdoor dining and other activity over cars;
- recommend to Council appropriate projects or development opportunities for the GWAC; and
- assist Council in determining priorities and strategic directions for the Activity Centre.

Scope

The scope of the Committee is limited to matters relating to the GWAC as shown in Figure 1.

Authority

The Committee will act in an advisory capacity only. The Committee has no delegated authority to make decisions as if it was the Council. The Committee may make recommendations to Council on any matter in relation to the GWAC.

Membership

The Committee will comprise the Councillors as resolved upon by Council in appointing representation on organisations/advisory committees on an annual basis.

One of the Committee members will be appointed to chair the Committee. This appointment will be made by either the Council or the Mayor.

It will be supported by the Chief Executive Officer, Director of City Development, Director of Community Services and other officers as required.

Meeting arrangements

The Committee will meet as required at the Glen Waverley Civic Centre or via remote methods including virtual meetings.

Additional meetings may be required from time to time and can be called as required by the chair or any of the Chief Executive Officer, the Director Development or Director Community Services to address urgent or pressing matters as they arise.

The Committee may also deal with matters via email outside of meetings where appropriate.

There is no requirement to give public notice of the meetings and meetings are not open to the public.

Meetings will:

- be scheduled and confirmed in advance will all relevant papers distributed (as appropriate) to each member;
- encourage fair and respectful discussion;
- focus on the relevant issues at hand as identified by the Committee or Council; and
- operate on a consensus basis as far as possible, or otherwise on a vote of members.

Agendas and minutes

Agendas and minutes must be prepared for each meeting of the Committee. The agenda must be provided to members of the committee not less than five business days before the time fixed for the holding of the meeting unless all committee members consent to a shorter period because of a pressing matter.

The minutes of each meeting will be taken by a Council officer. The minutes must:

- contain details of the items discussed, major issues and commentary and any recommendations or actions requested by the Committee;
- be clearly expressed;
- be self-explanatory;
- in relation to recommendation or action items recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process; and
- distributed to all Committee members within 14 days of the meeting.

Reporting

A report on the activities of the Committee will be presented to Council annually.

Resources and budget

Council facilities will be used for conduct of meetings. Administrative and technical support will be provided from existing resources within the Council.

Review

The Committee is established as an ongoing committee of Council. The Committee will review its terms of reference periodically and provide any recommendations to Council in relation to any changes required.

Figure 1. Boundary of GWAC



Oakleigh Activity Centre Steering Committee – Terms of Reference

Type

The committee is a Standing Advisory Committee consisting of Councillors and supported by the CEO, Director City Development, Director of Community Services and other staff as required.

Purpose

The purpose of the Oakleigh Activity Centre Steering Committee is to provide high level advice, direction and input into major Council and State Government projects and strategic policy initiatives for the Oakleigh Activity Centre.

The key areas of focus currently include:

- implications for Council arising from any State Government’s projects;
- progressing the design of the Oakleigh Station Precinct public realm upgrade;
- the redevelopment and reinvigoration of the Oakleigh Activity Centre (with an increased focus on pedestrians, active transport and outdoor dining);
- future options for Council owned land;
- opportunities in Oakleigh arising from the Monash Open Space Strategy and the Monash Urban Landscape and Canopy Vegetation Strategy; and
- In addition to the areas of focus identified above, the Committee may also have take on other areas of focus relating to the Oakleigh Activity Centre.

Objectives

The objectives of the Oakleigh Activity Centre Steering Committee are:

- provide input and advice to Council on opportunities, resulting from Council and State Government driven strategic development issues and major projects in and around the Oakleigh Activity Centre;
- actively support and assist Council’s consultation with, engagement and advocacy to the State Government, relevant stakeholders and the broader community in relation to the Oakleigh Activity Centre;
- assist with shaping and encouraging a reinvigorated activity centre which prioritises pedestrians, outdoor dining and other activity over cars;
- recommend to Council appropriate projects or development opportunities for the Oakleigh Activity Centre; and
- assist Council in determining priorities and strategic directions for the activity centre.

Scope

The scope of the Committee is limited to matters relating to the Oakleigh Activity Centre shown in Figure 1.

Authority

The Committee will act in an advisory capacity only. The Committee has no delegated authority to make decisions as if it was the Council. The Committee may make recommendations to Council on any matter in relation to the Oakleigh Activity Centre.

Membership

The Committee will comprise the Councillors as resolved upon by Council in appointing representation on organisations/advisory committees on an annual basis.

One of the Committee members will be appointed to chair the Committee. This appointment will be made by either the Councillor members of the Committee or the Council.

It will be supported by the Chief Executive Officer, Director of City Development, Director of Community Services and other officers as required.

Meeting arrangements

The Committee will meet as required at the Glen Waverley Civic Centre, Oakleigh Chambers or via remote methods including virtual meetings.

Additional meetings may be required from time to time and can be called as required by the chair or any of the Chief Executive Officer, the Director Development or Director Community Services to address urgent or pressing matters as they arise.

The Committee may also deal with matters via email outside of meetings where appropriate.

There is no requirement to give public notice of the meetings and meetings are not open to the public.

Meetings will:

- be scheduled and confirmed in advance will all relevant papers distributed (as appropriate) to each member;
- encourage fair and respectful discussion;
- focus on the relevant issues at hand as identified by the Committee or Council; and
- operate on a consensus basis as far as possible, or otherwise on a vote of members.

Agendas and minutes

Agendas and minutes must be prepared for each meeting of the Committee. The agenda must be provided to members of the committee not less than five business days before the time fixed for the holding of the meeting unless all committee members consent to a shorter period because of a pressing matter.

The minutes of each meeting will be taken by a Council officer. The minutes must:

- contain details of the items discussed, major issues and commentary and any recommendations or actions requested by the Committee;
- be clearly expressed;
- be self-explanatory;
- in relation to recommendation or action items recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process; and

- distributed to all Committee members within 14 days of the meeting.

Reporting

A report on the activities of the Committee will be presented to Council annually.

Resources and budget

Council facilities will be used for conduct of meetings. Administrative and technical support will be provided from existing resources within the Council.

Review

The Committee is established as an ongoing committee of Council. The Committee will review its terms of reference periodically and provide any recommendations to Council in relation to any changes required.

Figure 1. Boundary of Oakleigh Activity Centre

