



# Quarterly Update on Committee Activities

## January - March 2025

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| <b>Committee Name:</b>                                                                               | Association of Bayside Municipalities                                                                                                                          |
| <b>Date of Meeting:</b>                                                                              | 13 February 2025                                                                                                                                               |
| <b>Councillors in Attendance:</b>                                                                    | -                                                                                                                                                              |
| <b>Council Officers in Attendance:</b><br><i>(please specify only the title of the officer)</i>      | Coastal Policy and Planning Officer                                                                                                                            |
| <b>Other Attendees:</b><br><i>(please specify only the title &amp; organisation of the attendee)</i> | Councillors and Officers from Bayside CC, Greater Geelong CC , Hobsons Bay CC, Kingston CC, Mornington Peninsula CC, Port Phillip CC and Wyndham CC, MAV staff |
| <b>Responsible Directorate:</b>                                                                      | Communities                                                                                                                                                    |

### Matters considered

| Title/heading of Item                            | Brief highlights of the matter discussed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Declaration of Conflict of Interest, if any |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Welcome and update on ABM current context</b> | <p>The Chair noted importance of meeting to elect an Executive Committee to undertake a strategic governance review and strategic priorities review this financial year. The Chair explained the budgetary position of the ABM and attempts to fill the vacant Executive Officer position through external recruitment rounds and secondments.</p> <p>The Chair explained the role of the Executive Committee as a working committee and suggested four members of the Executive Committee would help support delivery of key priorities.</p> |                                             |
| <b>Motion regarding voting eligibility</b>       | <p>The Chair explained the motion regarding voting eligibility for officer delegates has been put forward as some members have not elected councillor delegates. This motion would support continuity of the ABM by ensuring there are enough delegates to form a quorum at member meetings and form an Executive Committee.</p>                                                                                                                                                                                                              |                                             |

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|                                                 | <p><i>Motion: That the members agree that for the purposes of this meeting and election, ABM Councillor representative should be read as Council representative, affording all nominated council representatives one vote in elections and eligibility to stand for a position in the executive committee.</i></p> <p>[CARRIED]</p> |  |
| <b>Elections – President and Vice President</b> | <p>President elected for 2025 - Wyndham CC Councillor</p> <p>Vice-president elected for 2025 – Kingston CC Councillor</p> <p>Executive Committee members elected for 2025:</p> <ul style="list-style-type: none"> <li>- Frankston CC officer delegate</li> <li>- Bayside CC officer delegate</li> </ul>                             |  |
| <b>MAV/ABM MOU extension</b>                    | <p>The President called for a vote on the motion to extend the MAV/ABM MOU and ABM Charter until 31 May 2025.</p> <p><i>Motion: Members agree that the ABM Charter and ABM-MAV MOU be extended to 31 May 2025 to complete the strategic governance review process.</i></p> <p>[CARRIED]</p>                                         |  |
| <b>Next Meeting date:</b>                       | Executive Committee meeting 5 March 2025                                                                                                                                                                                                                                                                                            |  |

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| <b>Committee Name:</b>                                                                               | Association of Bayside Municipalities – Executive Committee meeting                                                                                                                                                                                                                                                                                                                                                                    |                                                    |
| <b>Date of Meeting:</b>                                                                              | 5 March 2025                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |
| <b>Councillors in Attendance:</b>                                                                    | -                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                    |
| <b>Council Officers in Attendance:</b><br><i>(please specify only the title of the officer)</i>      | Coastal Policy and Planning Officer                                                                                                                                                                                                                                                                                                                                                                                                    |                                                    |
| <b>Other Attendees:</b><br><i>(please specify only the title &amp; organisation of the attendee)</i> | Executive Committee made up of: Councillors and Officers from Kingston CC, Bayside CC, Wyndham City Council, MAV staff                                                                                                                                                                                                                                                                                                                 |                                                    |
| <b>Responsible Directorate:</b>                                                                      | Communities                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                    |
| <b>Matters considered</b>                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                    |
| <b>Title/heading of Item</b>                                                                         | <b>Brief highlights of the matter discussed</b>                                                                                                                                                                                                                                                                                                                                                                                        | <b>Declaration of Conflict of Interest, if any</b> |
| <b>Executive Committee responsibilities , staffing and recruitment</b>                               | <p>The MAV outlined recent achievements of the ABM over the past 18 months. The MAV outlined the key responsibilities of the Executive Committee as per the ABM Charter including financial management, membership fees, employment of Executive Officer and other urgent business.</p> <p>The MAV explained the role of the Executive Officer and how the position works with the Executive Committee and on recruitment process.</p> |                                                    |
| <b>Budget update</b>                                                                                 | <p>The MAV provided an overview of the budget approved by the previous Executive Committee in June 2024 and year to date figures.</p>                                                                                                                                                                                                                                                                                                  |                                                    |
| <b>Strategic governance review</b>                                                                   | <p>The MAV provided a list of proposed milestones and timelines for the strategic governance review to be completed by June 2025.</p> <p>This review will be supported through the engagement of a suitably qualified consultant.</p> <p>The Executive Committee discussed options for recruiting a temporary Executive Officer to assist with secretariat duties.</p>                                                                 |                                                    |

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| <b>Forward schedule of meetings</b> | The Executive Committee discussed preferences for the meeting schedule. |  |
| <b>Next Meeting date:</b>           | 9 April 2025                                                            |  |