



Colac Otway  
SHIRE

**AGENDA**

MEETING OF STATUTORY COUNCIL  
OF THE  
COLAC-OTWAY SHIRE  
COUNCIL

7 NOVEMBER 2012

at 5:00 PM

COPACC Meeting Rooms

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, subpoena or by any other law, such as the Freedom of Information Act 1982.

COLAC-OTWAY SHIRE STATUTORY COUNCIL MEETING

7 NOVEMBER 2012

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NOTICE is hereby given that the next MEETING OF STATUTORY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL will be held in COPACC Meeting Rooms on 7 November 2012 at 5.00 pm.

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## **AGENDA**

**1. OPENING PRAYER**

*Almighty God, we seek your blessing and guidance in our deliberations on behalf of the people of the Colac Otway Shire. Enable this Council's decisions to be those that contribute to the true welfare and betterment of our community.*  
*AMEN*

**2. PRESENT**

**3. APOLOGIES**

**4. MAYORAL STATEMENT**

Colac Otway Shire acknowledges the original custodians and law makers of this land, their elders past and present and welcomes any descendents here today.

Colac Otway Shire encourages active community input and participation in Council decisions. Council meetings provide one of these opportunities as members of the community may ask questions to Council either verbally at the meeting or in writing.

Questions asked today must relate to the items listed on the Statutory Council Meeting Agenda.

Questions made in writing will be addressed if received within two days of the Council meeting. Please note that some questions may not be able to be answered at the meeting, these questions will be taken on notice. Council meetings also enable Councillors to debate matters prior to decisions being taken.

I ask that we all show respect to each other and respect for the office of an elected representative.

An audio recording of this meeting is being made for the purpose of verifying the accuracy of the minutes of the meeting. In some circumstances the recording may be disclosed, such as where Council is compelled to do so by court order, warrant, subpoena or by any other law, such as the Freedom of Information Act 1982.'

**5. QUESTION TIME**

**6. DECLARATION OF INTEREST**

OFFICERS' REPORTS

**Chief Executive Officer**

ST120711-1 ELECTION OF MAYOR  
ST120711-2 ELECTION OF DEPUTY MAYOR  
ST120711-3 SCHEDULE OF MEETING DATES  
ST120711-4 COUNCIL APPOINTMENT TO INTERNAL COMMITTEES  
ST120711-5 COUNCILLOR APPOINTMENTS TO COMMITTEES AND EXTERNAL  
BODIES

**Rob Small**  
**Chief Executive Officer**

**ST120711-1 ELECTION OF MAYOR**

AUTHOR:	Colin Hayman	ENDORSED:	Rob Small
DEPARTMENT:	Executive	FILE REF:	11/96352

**Purpose**

The purpose of this report is to elect the Mayor of the Colac Otway Shire.

**Declaration of Interests**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**Background**

Section 71(1) of the *Local Government Act 1989* provides that Councillors must elect a Councillor to be Mayor of the Council.

Section 71(3)

*“The Mayor is to be elected –*

- (a) after the fourth Saturday in October but not later than 30 November in each year; or*
- (b) as soon as possible after any vacancy in the office of Mayor occurs.”*

Following the election the Mayor shall assume the chair to deal with the remaining matters before the meeting.

**Election Procedure**

Council’s Local Law No 4, 2009 – Council Meeting Procedures and Common Seal, Part Three for the procedure in the election of Mayor.

**14. Procedure for Election of Mayor**

*In conducting the election of Mayor the following will apply:*

- (1) the election of the Mayor must be by a show of hands;*
- (2) the Councillor who receives the majority of votes cast must be declared elected; and*
- (3) for the purpose of sub-clause (2) the following will apply:*
  - (a) nominations must be moved and seconded;*
  - (b) where only one nomination is received, that Councillor must be declared elected;*
  - (c) where two nominations are received, the Councillor with an absolute majority of votes cast must be declared elected;*
  - (d) where there are more than two nominations received, the Councillor who receives an absolute majority at the first round of votes cast must be declared elected, or if no candidate receives an absolute majority of votes, the candidate with the least number of votes must be eliminated as a candidate and a further ballot conducted between the remaining candidates. If there are several*

*candidates, this procedure must be repeated until a candidate receives an absolute majority of votes and that candidate must be declared elected; and*

- (e) *if for the purpose of eliminating the candidate with the least number of votes, two or more candidates have the same least number of votes, the candidate to be eliminated must be determined by simple majority vote. If there is an equality of votes with respect to the candidate to be eliminated, the candidate to be eliminated will then be determined by lot conducted by the Chief Executive Officer in the presence of the Meeting.*

Term of Mayor

Under the *Local Government Act 1989* a Council may resolve to elect the Mayor for a 2 year term of office. However, before a Mayor is elected for a two year term, section 71 (2) of the *Local Government Act 1989* states that Council must first resolve to elect a Mayor for a term of two years.

**Attachments**

Nil

**Recommendation(s)**

***That pursuant to the provisions of Section 71 of the Local Government Act 1989, the Council elect Councillor ..... to be the Mayor for the Colac Otway Shire Council for the next 12 months.***

~~~~~\~~~~~

**ST120711-2                    ELECTION OF DEPUTY MAYOR**

|             |              |           |           |
|-------------|--------------|-----------|-----------|
| AUTHOR:     | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive    | FILE REF: | 11/96352  |

**Purpose**

The purpose of this report is to consider the appointment of a Deputy Mayor for the Colac Otway Shire for the next 12 months.

**Declaration of Interests**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**Background**

If there is a vacancy in the office of Mayor or the Mayor is absent or incapable of acting, the Council must appoint one of the Councillors to be the Acting Mayor. An Acting Mayor may perform any function or exercise any power conferred on the Mayor.

At the last statutory meeting held in December 2011, Council appointed Cr Lyn Russell as the Deputy Mayor.

The position of Deputy Mayor is not a statutory position and no special allowance is payable.

Local Law

Council's Local Law No 4 2009 – Council Meeting Procedures and Common Seal Clause 17, provides for a Deputy Mayor.

*“If the Council resolves to appoint a Deputy Mayor the provisions contained in this part for the election of Mayor will apply to the election of the Deputy Mayor with all necessary adaptations and modifications.”*

**Attachments**

Nil

**Recommendation(s)**

***That Council elect Cr ..... as Deputy Mayor of the Colac Otway Shire Council for the next 12 months.***

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**ST120711-3 SCHEDULE OF MEETING DATES**

|             |               |           |           |
|-------------|---------------|-----------|-----------|
| AUTHOR:     | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive     | FILE REF: | 11/96352  |

**Purpose**

To propose a schedule of meeting dates and venues for the holding of Colac Otway Shire Ordinary Council and Planning Committee meetings in 2013 and to confirm the meeting dates for the remainder of 2012.

**Declaration of Interests**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**Background**

Council has previously resolved that at least two Ordinary Council meetings be held in Apollo Bay and that one Ordinary Council meeting be held in Birregurra each year. At the Council Meeting held on 24 August 2011, the then Council approved the following dates for the November 2012 and December 2012 subject to the approval of the new Council.

- Wednesday, 28 November 2012 at 3.00pm, at COPACC, Colac
- Wednesday, 19 December 2012 at 3.00pm, at COPACC, Colac

Councillors discussed Council Ordinary Council meeting dates at the Councillor Induction Workshop and agreed that Council adopt the following meeting dates and venues for 2013.

- Wednesday, 23 January 2013 at 5.00pm, at COPACC, Colac
- Wednesday, 27 February 2013 at 5.00pm, COPACC, Colac
- Wednesday, 27 March 2013 at 5.00pm, at COPACC, Colac
- Wednesday, 24 April 2013 at 3.00pm, at COPACC
- Wednesday, 22 May 2013 at 3.00pm, at Apollo Bay Senior Citizen's Centre, Apollo Bay
- Wednesday, 26 June 2013 at 3.00pm, at COPACC, Colac
- Wednesday, 24 July 2013 at 3.00pm, at COPACC, Colac
- Wednesday, 28 August 2013 at 3.00pm, at Birregurra Community Health Centre
- Wednesday, 25 September 2013 at 3.00pm, at COPACC, Colac
- Wednesday, 23 October 2013 at 3.00pm, at COPACC, Colac
- Wednesday, 27 November 2013 at 3.00pm, at Apollo Bay Senior Citizen's Centre, Apollo Bay
- Wednesday, 18 December 2013 at 3.00pm, at COPACC, Colac.

The Statutory Council meeting is to be held on 13 November 2013 at COPACC from 1.00pm.

**Council Plan / Other Strategies / Policy**

**Leadership and Governance**

Council will fulfil its leadership, statutory and legal obligations to its community and staff in a way that is: fair, ethical, inclusive, sustainable, financially responsible and meets the needs and practical aspirations of current and future generations.

## Issues / Options

### *Council Meetings*

Councils hold "Ordinary or Special meetings" for the purpose of transacting the business of the Council. Meetings are open to the public and the community is welcome to attend to observe their elected representatives debate and vote on issues.

Currently Council holds its ordinary meetings on the fourth Wednesday of each month, with the exception of December which is held in the third week. Planning Committee meetings are held on the second Wednesday of each month, with the exception of January which is held in the third week. Planning Committee meetings are held in conjunction with Councillor workshops.

Council meetings held in other locations have the potential to give the local community in the area in which the meeting is being held a more convenient opportunity to attend a meeting. It also sends a message of a more inclusive Council prepared to get out into the community.

However, holding Council meetings away from Colac may make it more difficult for those community members who regularly attend meetings to access those meetings.

There are three general options that Council could adopt for the location of its meetings based on current practices:

1. Hold all Council meetings at COPACC
2. Hold two of its Ordinary Council meetings in Apollo Bay with the balance to be held at COPACC (this was the pattern for several years).
3. Hold two of its Ordinary Council meetings in Apollo Bay, one in Birregurra and the balance at COPACC. This would include one evening meeting in the summer months.

Council could also opt for meetings to be held in the evenings or during the day (as they are presently).

## Proposal

That Council meetings continue to be held in the daytime at 3.00pm at COPACC in Colac with two Ordinary Council meetings to be held in Apollo Bay and one Ordinary Council meeting to be held in Birregurra.

It is proposed that the Statutory Council meeting be held on 13 November 2013 from 1.00pm at COPACC.

It is also proposed that when required, Planning Committee meetings are to be held at 10.30am on the following days:

|                   |   |                           |
|-------------------|---|---------------------------|
| 16 January 2013   | - | COPACC (third Wednesday)  |
| 13 February 2013  | - | COPACC                    |
| 13 March 2013     | - | COPACC                    |
| 10 April 2013     | - | COPACC                    |
| 8 May 2013        | - | COPACC                    |
| 12 June 2013      | - | COPACC                    |
| 10 July 2013      | - | COPACC                    |
| 14 August 2013    | - | COPACC                    |
| 11 September 2013 | - | COPACC                    |
| 9 October 2013    | - | COPACC                    |
| 13 November 2013  | - | COPACC                    |
| 11 December 2013  | - | COPACC (second Wednesday) |

These dates will need to be confirmed by the Planning Committee.

### **Financial and Other Resource Implications**

It is anticipated that additional costs will be incurred for meetings held away from COPACC. These include:

- Additional travel expenses to Councillors
- Officer time away from their normal duties
- COPACC staff away from COPACC duties or may require additional staff

### **Risk Management & Compliance Issues**

There are a number of minor Occupational Health and Safety issues in relation to holding Council Meetings at other locations:

- Moving Recording Equipment
  - Damage to / loss of equipment as it is very sensitive
  - Injury to staff lifting / carrying equipment (low risk)
- Travel
  - Accident due to travelling to / from meeting
- Security / secure environment / emergency services

None of these risks are considered to be significant.

### **Environmental and Climate Change Considerations**

Not applicable.

### **Community Engagement**

The community engagement strategy follows the recommendations of the Colac Otway Shire Council Community Engagement Policy of January 2010, which details five levels of engagement – inform, consult, involve, collaborate and empower.

The method selected would be inform. Under the *Local Government Act 1989* Council is required to give at least 7 days public notice of a Council Meeting or a special meeting unless there are urgent or extraordinary circumstances that prevent a Council from doing so. Meetings held outside of Colac will be given additional publicity within the host community.

### **Implementation**

The 2013 schedule of Ordinary Council and Planning Committee meetings would commence in January 2013.

### **Conclusion**

The proposal presented is consistent with the schedule of Ordinary Council and Planning Committee Meetings for 2012.

### **Attachments**

Nil

**Recommendation(s)**

**That Council:**

1. **Confirms the meeting dates, times and venues for Ordinary Council meetings for the remainder of 2012 as:**
  - **Wednesday, 28 November 2012 at 3.00pm, at COPACC, Colac**
  - **Wednesday, 19 December 2012 at 3.00pm, at COPACC, Colac**
  
2. **Confirms the meeting dates, times and venues for the 2013 Ordinary Council meetings as:**
  - **Wednesday, 23 January 2013 at 5.00pm, at COPACC, Colac**
  - **Wednesday, 27 February 2013 at 5.00pm, COPACC, Colac**
  - **Wednesday, 27 March 2013 at 5.00pm, at COPACC, Colac**
  - **Wednesday, 24 April 2013 at 3.00pm, at COPACC**
  - **Wednesday, 22 May 2013 at 3.00pm, at Apollo Bay Senior Citizen's Centre, Apollo Bay**
  - **Wednesday, 26 June 2013 at 3.00pm, at COPACC, Colac**
  - **Wednesday, 24 July 2013 at 3.00pm, at COPACC, Colac**
  - **Wednesday, 28 August 2013 at 3.00pm, at Birregurra Community Health Centre**
  - **Wednesday, 25 September 2013 at 3.00pm, at COPACC, Colac**
  - **Wednesday, 23 October 2013 at 3.00pm, at COPACC, Colac**
  - **Wednesday, 27 November 2013 at 3.00pm, at Apollo Bay Senior Citizen's Centre, Apollo Bay**
  - **Wednesday, 18 December 2013 at 3.00pm, at COPACC, Colac.**
  
3. **Confirms the date for the Colac Otway Shire Statutory Meeting as the 13 November 2013.**
  
3. **Notes the meeting dates, times and venues for the Planning Committee meetings, if required, for the remainder of 2012 as:**
  - **Wednesday, 14 November 2012 at 10.30am, at COPACC, Colac**
  - **Wednesday, 12 December 2012 at 10.30am, at COPACC, Colac.**
  
4. **Notes the meeting dates, times and venues of 2013 Planning Committee meetings, if required, as:**
  - **Wednesday, 16 January 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 13 February 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 13 March 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 10 April 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 8 May 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 12 June 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 10 July 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 14 August 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 11 September 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 9 October 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 13 November 2013 at 10.30am, at COPACC, Colac**
  - **Wednesday, 11 December 2013 at 10.30am, at COPACC, Colac**

**Note that these dates will need to be confirmed by the Planning Committee.**

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**ST120711-4 COUNCIL APPOINTMENT TO INTERNAL COMMITTEES**

|             |              |           |           |
|-------------|--------------|-----------|-----------|
| AUTHOR:     | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive    | FILE REF: | 11/96352  |

**Purpose**

The purpose of this report is to appoint Councillors to Special Internal Committees.

**Declaration of Interests**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**Background**

The *Local Government Act 1989* acknowledges the need for Special Committees of the Council and Advisory Committees in Part 4 Division 2 of the *Local Government Act 1989* which allows for committees made up of Councillors, Council staff and other persons and for a Council by Instrument of Delegation to delegate any of its functions, duties or powers to a Special Committee. Procedural requirements in respect to these committees include that whereby a Council may specify in an Instrument of Delegation that a member of a Special Committee who as a member of the public or of Council staff does not have voting rights on the Special Committee.

The Committees of Council as set out below are recommended in dealing with the business of Council.

In forming the committees, it is recommended that the following guidelines apply to meetings of the committees to ensure communication and accountability to the full Council.

- Mayor to be ex-officio to all committees;
- Minutes of all meetings to be circulated to full Council;
- All Councillors able to attend but voting rights are for appointed committee members only.

Council has previously established a number of committees. The Chief Executive Officer Appraisal Committee has been added to the list of Council committees. Under the Chief Executive Officer's contract, the Officer's Performance must be reviewed by a committee of Council appointed for that purpose.

**Council Committees**

- (a) Planning Committee
- (b) Chief Executive Officer Appraisal Committee

**Advisory Committees**

- (c) Audit Committee
- (d) Australia Day Advisory Committee
- (e) Central Reserve Advisory Committee
- (f) Colac Livestock Selling Centre Advisory Committee
- (g) Festival and Events Support Scheme Advisory Committee
- (h) Friends of the Colac Botanic Gardens Committee
- (i) Grants/Community Funding Advisory Committee

- (j) Lake Colac Co-ordinating Committee
- (k) Municipal Emergency Management Planning Committee (MEMPC)
- (l) Small Town Improvement Program Advisory Committee

### Proposal

The following table provides details of each committee.

Officers attend a number of the committees either as a member of the committee or as an administrative resource person.

#### (a) Planning Committee

|                                                |                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | All Councillors                                                                                                                                                                                                                                                                                                                       |
| Meeting Details                                | Meets on 2 <sup>nd</sup> Wednesday of the month commencing at 10.30 am or more frequently as required.                                                                                                                                                                                                                                |
| Other Information                              | The Planning Committee has been established as a Special Committee under Section 86 of the <i>Local Government Act 1989</i> and Section 188 of the <i>Planning and Environment Act 1987</i> . The committee comprises all Councillors and has the power to determine on planning matters as set down in the Instrument of Delegation. |
| Previous Delegates                             | All Councillors                                                                                                                                                                                                                                                                                                                       |
| New Delegates                                  | All Councillors                                                                                                                                                                                                                                                                                                                       |

#### (b) Chief Executive Officer Appraisal Committee

|                                                |                                                      |
|------------------------------------------------|------------------------------------------------------|
| Number of delegates to be appointed to Council | All Councillors                                      |
| Previous Delegates                             | All Councillors                                      |
| Date Appointed                                 | 7 November 2012                                      |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                 |
| Meeting Details                                | Half Yearly                                          |
| Other Information                              | Primary purpose to review the performance of the CEO |
| New Delegates                                  | All Councillors                                      |

#### (c) Audit Committee

|                                                |                                                                                                                                                                           |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 2 Councillors                                                                                                                                                             |
| Date Appointed                                 | 7 November 2012                                                                                                                                                           |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                                                                                                      |
| Meeting Details                                | Quarterly or more frequently as determined                                                                                                                                |
| Other Information                              | Made up of 2 Councillors and 2 independent members. An independent member to be chairperson. The committee is an advisory committee of Council. CEO is non-voting member. |
| Previous Delegates                             | Cr Stephen Hart, Cr Stuart Hart                                                                                                                                           |
| New Delegates                                  | Cr Hart, Cr Delahunty                                                                                                                                                     |

#### (d) Australia Day Advisory Committee

|                                                |                                                                                                                                  |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 4 Councillors                                                                                                                    |
| Date Appointed                                 | 7 November 2012                                                                                                                  |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                                                             |
| Meeting Details                                | Once per year December/January                                                                                                   |
| Other Information                              | Purpose is to review nominations, select Australia Day Award winners in the various categories and discuss location of function. |
| Previous Delegates                             | Cr Buchanan, Cr Crook, Cr Russell, Cr Smith                                                                                      |
| New Delegates                                  | Cr Russell, Cr Smith, Cr Woodcroft, Cr Hart                                                                                      |

**(e) Central Reserve Advisory Committee**

|                                                |                                                                                                                                                                                                |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 1 Councillor                                                                                                                                                                                   |
| Date Appointed                                 | 7 November 2012                                                                                                                                                                                |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                                                                                                                           |
| Meeting Details                                | Bi-monthly                                                                                                                                                                                     |
| Other Information                              | Purpose is to facilitate communication between Council, park users, local police and local residents about matters concerning planning, development, maintenance and operation of the reserve. |
| Previous Delegate                              | Cr Crook                                                                                                                                                                                       |
| New Delegate                                   | Cr Crook                                                                                                                                                                                       |

**(f) Colac Livestock Selling Centre Advisory Committee**

|                                                |                                                                                                   |
|------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 1 Councillor                                                                                      |
| Date Appointed                                 | 7 November 2012                                                                                   |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                              |
| Meeting Details                                | Annual budget meeting and others as required                                                      |
| Other Information                              | Purpose is to provide advice on the operations of the centre and make recommendations to Council. |
| Previous Delegate                              | Cr Higgins                                                                                        |
| New Delegate                                   | Cr Smith                                                                                          |

**(g) Festival and Events Support Scheme Advisory Committee**

|                                                |                                                                                                                                                                                                        |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 4 Councillors                                                                                                                                                                                          |
| Date Appointed                                 | 7 November 2012                                                                                                                                                                                        |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                                                                                                                                   |
| Meeting Details                                | Once per year May/June                                                                                                                                                                                 |
| Other Information                              | Purpose is to consider the applications received for the Festival and Events Support Scheme and make recommendations to Council on any strategic directions for specific events on the support scheme. |
| Previous Delegates                             | Cr Buchanan, Cr Crook, Cr Stuart Hart, Cr Russell                                                                                                                                                      |
| New Delegates                                  | Cr Russell, Cr Woodcroft, Cr Smith, Cr McCrickard                                                                                                                                                      |

**(h) Friends of the Colac Botanic Gardens Committee**

|                                                |                                                                                             |
|------------------------------------------------|---------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 1 Councillor                                                                                |
| Date Appointed                                 | 7 November 2012                                                                             |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                        |
| Meeting Details                                | Monthly                                                                                     |
| Other Information                              | Purpose is to undertake voluntary projects and to act as an advisory committee for Council. |
| Previous Delegate                              | Cr Smith                                                                                    |
| New Delegate                                   | Cr Smith                                                                                    |

**(i) Grants/Community Funding Advisory Committee**

|                                                |                                                                                                                                                                                                           |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 4 Councillors                                                                                                                                                                                             |
| Date Appointed                                 | 7 November 2012                                                                                                                                                                                           |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                                                                                                                                      |
| Meeting Details                                | Once per year May/June                                                                                                                                                                                    |
| Other Information                              | Purpose is to consider the applications received for the Festival and Events Support Scheme and make recommendations to Council on any strategic directions for specific projects or the funding program. |
| Previous Delegates                             | Cr Crook, Cr Stephen Hart, Cr Stuart Hart, Cr Smith                                                                                                                                                       |
| New Delegates                                  | Cr Smith, Cr Hart, Cr Woodcroft, Cr McCrickard                                                                                                                                                            |

**(j) Lake Colac Co-ordinating Committee**

|                                                |                                                                                                                                                                                                           |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 2 Councillors                                                                                                                                                                                             |
| Date Appointed                                 | 7 November 2012                                                                                                                                                                                           |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                                                                                                                                      |
| Meeting Details                                | Quarterly                                                                                                                                                                                                 |
| Other Information                              | Purpose is to be a forum to assist Council in the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan. To advise Council on the revitalization and development of Lake Colac. |
| Previous Delegates                             | Cr Higgins, Cr Smith                                                                                                                                                                                      |
| New Delegates                                  | Cr Smith                                                                                                                                                                                                  |

**(k) Municipal Emergency Management Planning Committee (MEMPC)**

|                                                |                                                                                                                |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 1 Councillor                                                                                                   |
| Date Appointed                                 | 7 November 2012                                                                                                |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                                           |
| Meeting Details                                | Quarterly                                                                                                      |
| Other Information                              | Ensure the prevention of, the response to and the recovery from emergencies that could occur within the Shire. |
| Previous Delegates                             | Cr Stuart Hart                                                                                                 |
| New Delegates                                  | Cr Delahunty                                                                                                   |

**(l) Small Town Improvement Program Advisory Committee**

|                                                |                                                                                          |
|------------------------------------------------|------------------------------------------------------------------------------------------|
| Number of delegates to be appointed to Council | 4 Councillors                                                                            |
| Date Appointed                                 | 7 November 2012                                                                          |
| Term of Appointment                            | Until 2013 Statutory Council Meeting                                                     |
| Meeting Details                                | Once per year in May and others as required                                              |
| Other Information                              | Purpose is to consider the applications received for the Small Town Improvement Program. |
| Previous Delegates                             | Cr Buchanan, Cr Stuart Hart, Cr Higgins, Cr Russell                                      |
| New Delegates                                  | Cr Russell, Cr Smith, Cr McCrickard, Cr Hart                                             |

**Attachments**

Nil



**Recommendation(s)**

***That Council makes the following appointments to the following committees until the next Statutory Meeting of Council in November 2013.***

- (a) That Council appoints all Councillors as members of the Planning Committee.***
- (b) That Council appoints all Councillors as members of the Chief Executive Officer Appraisal Committee.***
- (c) That Council appoints Cr Hart and Cr Delahunty as members of the Audit Committee.***
- (d) That Council appoints Cr Russell, Cr Smith, Cr Woodcroft and Cr Hart as members of the Australia Day Committee.***
- (e) That Council appoints Cr Crook as member of the Central Reserve Advisory Committee.***
- (f) That Council appoints Cr Smith as member of the Colac Livestock Selling Centre Advisory Committee.***
- (g) That Council appoints Cr Russell, Cr Woodcroft, Cr Smith and Cr McCrickard as members of the Festival and Events Support Scheme Advisory Committee.***
- (h) That Council appoints Cr Smith as a member of the Friends of the Colac Botanic Gardens Committee.***
- (i) That Council appoints Cr Smith, Cr Hart, Cr Woodcroft and Cr McCrickard as members of the Grants/Community Funding Advisory Committee.***
- (j) That Council appoints Cr Smith as a member of the Lake Colac Co-ordinating Committee.***
- (k) That Council appoints Cr Delahunty as a member of the Municipal Emergency Management Planning Committee.***
- (l) That Council appoints Cr Russell, Cr Smith, Cr McCrickard and Cr Hart as members of the Small Town Improvement Program Advisory Committee.***

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## ST120711-5 COUNCILLOR APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES

|             |              |           |           |
|-------------|--------------|-----------|-----------|
| AUTHOR:     | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive    | FILE REF: | D12/58412 |

### Purpose

The purpose of this report is to appoint Councillors to various committees and external bodies.

### Declaration of Interests

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

### Background

Council has Councillor/Officer representation on a number of committees with varying purposes from managing Council owned or managed facilities, to advising Council on issues and representing Council views on regional and statewide matters.

These committees vary on the number of meetings that are held each year and the role that a Councillor plays on them.

Most of the committees are usually outside the control of Council as they operate under their own charter and determine their procedures, policies and practices. Council involvement is to participate and influence the activities of those external groups where those activities are in the public's interest.

Council has previously appointed Councillors and officers to the various committees at its Statutory Meeting.

If formal representation is not required, Councillors could still attend meetings as specific issues arise or where invited by the committee.

The attached schedule of committees (attachment 1) provides for the information of Councillors to external committees for the next 12 months.

### Proposal

The attached nomination of Councillors to Committees and External Bodies table provides details of each committee.

The table indicates:

- Committee and purpose
- Representative(s)
- Previous Councillor representative (appointed December 2011)
- Appointment to 2013
- Meeting schedule
- Additional information

The appointments will be until the next statutory meeting of Council in November 2013.

Steering Committee

The list does not include Steering Committees where Councillors have been appointed to a committee for a particular project.

Officers

In some cases an officer(s) still needs to be appointed to a committee on an annual basis.

- COPACC Trust (2) - Manager Recreation Arts & Culture and COPACC Manager;
- Corangamite Regional Library Corporation (1) - General Manager Corporate & Community Services;
- Otways Tourism Inc (1) – Manager Economic Development

**Attachments**

1. Nomination of Councillors to Committees and External Bodies

**Recommendation**

***That Council and officer nominations to committees and external bodies be agreed to as set out in Attachment 1 until the appointment of new representatives after the next Statutory Meeting of Council to be held on 13 November 2013.***

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**NOMINATION OF COUNCILLORS TO COMMITTEES AND EXTERNAL BODIES**

| Committee                                                                                                                                                                                                                                      | Representatives                 | Previous Councillor Representation to 26 Oct 2012                 | Councillor Appointment                                    | Meeting Schedule   | Additional Information                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------|--------------------|-----------------------------------------------------|
| Apollo Bay Harbour Redevelopment Community Reference Group<br><i>Involvement in the planning of the redevelopment of the harbour precinct and the planning scheme amendment process.</i>                                                       | (1) Councillor                  | Cr Frank Buchanan                                                 | Cr Russell & Cr Delahunty                                 | As required        | Meetings at Apollo Bay                              |
| Apollo Bay Leisure Centre Liaison Group<br><i>Management of the Leisure Centre at Apollo Bay.</i>                                                                                                                                              | (1) Councillor<br>(1) Officer   | Cr Frank Buchanan<br>Bluewater Fitness Centre Manager             | Cr Hart<br>Bluewater Fitness Centre Manager               | As required        | Meetings at Apollo Bay                              |
| Australian Local Government Association                                                                                                                                                                                                        | (1) Councillor                  | Cr Stephen Hart plus Mayor                                        | Mayor or Deputy Mayor                                     | Annually in June   | Meetings in Canberra                                |
| Barnard Trust Committee<br><i>Administer scholarship fund bequeathed to 2 Colac public secondary schools</i>                                                                                                                                   | (1) Councillor                  | Cr Brian Crook                                                    | Cr Hart                                                   | Twice yearly       | Meetings at Colac College when all results received |
| Barwon Regional Waste Management Committee<br><i>To provide a framework for strategic regional waste management planning.</i>                                                                                                                  | (1) Councillor                  | Cr Stephen Hart                                                   | Cr Hart                                                   | Quarterly          | Regional meetings at various municipalities.        |
| Birregurra Structure Plan Community Reference Group<br><i>To provide local input into the development and finalisation of the Structure Plan</i>                                                                                               | (1) Councillor<br>Council staff | Cr Brian Crook                                                    | Cr Crook                                                  | As required        | Meetings held in Birregurra                         |
| Colac Community Library and Learning Centre Joint Use Advisory Committee<br><i>Provide advice and recommendations for the consideration of the College Council and the Shire Council in relation to the operation and use of the facility.</i> | (1) Councillor<br>(1) Officer   | Cr Stephen Hart<br>General Manager Corporate & Community Services | Cr Hart<br>General Manager Corporate & Community Services | At least quarterly | Meetings at centre                                  |
| Colac Otway Network of Community Centres<br><i>To participate in the development of community strengthening initiatives, sharing of community information and discussing community planning.</i>                                               | (1) Councillor                  | Cr Lyn Russell                                                    | Cr Russell                                                | Quarterly          | Meetings alternate between centres                  |

| <b>Committee</b>                                                                                                                                                                                                                                              | <b>Representatives</b>                                        | <b>Previous Councillor Representation to 26 Oct 2012</b>                                 | <b>Councillor Appointment</b>                                               | <b>Meeting Schedule</b>                            | <b>Additional Information</b>             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------|
| Community Hub Inc.<br><i>Community Hub Inc is a Not-for-Profit community organisation whose purpose is to reduce disadvantage by working within the community to support disadvantaged residents of Colac and assists them to gain skills and employment.</i> | (1) Councillor                                                | Either Cr Brian Crook or Cr Stephen Hart                                                 | Cr Smith and either Cr Crook or Cr McCrickard                               | Monthly                                            | Meetings at Centre                        |
| COPACC Trust<br><i>The Trust is an independent committee appointed to accept donations to be used for the development of COPACC facilities and programs.</i>                                                                                                  | (2) Councillors<br><br>(2) Officers<br><br>(4) Community Reps | Cr Chris Smith<br>Cr Brian Crook<br>Manager Recreation, Arts & Culture<br>COPACC Manager | Cr Smith & Cr Crook<br>Manager Recreation, Arts & Culture<br>COPACC Manager | Quarterly<br>2 <sup>nd</sup> Wednesday<br>8 – 9 am | Meetings at COPACC                        |
| Corangamite Regional Library Corp.<br><i>The Corporation determines policy in the delivery of services throughout the region (Warrnambool, Moyne, Corangamite, Colac Otway)</i>                                                                               | (1) Councillor<br>(1) Officer                                 | Cr Stephen Hart<br>General Manager<br>Corporate & Community Services                     | Cr Hart<br>General Manager<br>Corporate & Community Services                | At least quarterly                                 | Meetings at Terang                        |
| Dairy Industry Training Committee<br><i>To assist the Dairy Industry with suggested training.</i>                                                                                                                                                             | (1) Councillor                                                | Cr Chris Smith                                                                           | Cr Smith                                                                    | Monthly or as required                             | Meetings at Colac Otway Shire Offices     |
| Geelong Otway Tourism Board<br><i>To set strategic long term direction and priorities for Geelong Otway Tourism Inc, a well-recognised regional tourism body, incorporating Geelong, Bellarine, Colac Otway and Surfcoast.</i>                                | (1) Councillor                                                | Cr Lyn Russell                                                                           | Cr Russell                                                                  | Monthly<br>Thursday<br>9 am                        | Meetings at Geelong Otway Tourism Offices |
| G21 Board<br><i>To oversee the management of the company, set the strategic direction of the company, monitor overall performance, financial performance and governance.</i>                                                                                  | Councillor and Officer                                        | Chief Executive Officer<br>Mayor                                                         | Mayor<br>Chief Executive Officer                                            | Monthly<br>Last Friday of month<br>9 – 11 am       | Meetings at member Councils               |
| Great South Coast Municipalities Group<br><i>To advocate and co-ordinate planning on regional issues</i>                                                                                                                                                      | Mayor and Officer                                             | Mayor                                                                                    | Mayor<br>Chief Executive Officer                                            | Quarterly<br>3 <sup>rd</sup> Friday<br>10 am       | Meetings at member Councils               |

| <b>Committee</b>                                                                                                                                                                   | <b>Representatives</b>         | <b>Previous Councillor Representation to 26 Oct 2012</b>                                                                                                                    | <b>Councillor Appointment</b>               | <b>Meeting Schedule</b> | <b>Additional Information</b>         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------|---------------------------------------|
| <i>Heathfield Estate Reserve Community Reference Group.</i>                                                                                                                        | (2) Councillor<br>(1) Officer  | Mayor<br>Cr Frank Buchanan<br>Manager<br>Recreation, Arts and Culture to the Group                                                                                          | Cr Hart & Mayor                             |                         |                                       |
| Industry Advisory Group<br><i>Provides advice on skills, labour, education and training issues and to the Colac Trades Training Centre on the training needs of local industry</i> | (1) Councillor                 | Cr Brian Crook                                                                                                                                                              | Cr Smith<br>Cr Delahunty<br>Cr Crook        | 6 weekly                | Meetings at COPACC                    |
| Lavers Hill Swimming Pool Committee of Management<br><i>To monitor and review management of the Lavers Hill Pool.</i>                                                              | (1) Councillor<br>(1) Officer  | Cr Stephen Hart<br>Bluewater Fitness Centre Manager                                                                                                                         | Cr Hart<br>Bluewater Fitness Centre Manager | Quarterly               | Meetings at Lavers Hill               |
| Lavers Hill Waterhole Committee                                                                                                                                                    | (1) Councillor                 | Cr Stephen Hart                                                                                                                                                             | Cr Hart                                     |                         |                                       |
| Local Laws Review Steering Committee<br><i>To oversee the review of Local Laws 1, 2, 3 &amp; 5</i>                                                                                 | (1) Councillor<br>(4) Officers | Cr. Stephen Hart<br><br>General Manager<br>Sustainable Planning & Development<br>Manager Environment & Community Safety<br>Manager Capital Works<br>Local Laws Co-Ordinator | Cr Delahunty                                | As required             | Meetings at Colac Otway Shire Offices |
| Municipal Aerodrome Committee – Colac<br><i>Manage day to day operations and maintenance.</i>                                                                                      | (1) Councillor<br>(1) Officer  | Cr Geoff Higgins<br>Manager, Major Contracts                                                                                                                                | Cr Smith<br>Manager, Major Contracts        | As required.            | Meetings at 1 Bromfield St Colac      |
| Municipal Association of Victoria<br><i>To act as a Victorian Local Government Peak Body.</i>                                                                                      | (1) Councillor                 | Cr Stephen Hart                                                                                                                                                             | Cr Hart                                     | 2 per year              | Meetings in Melbourne                 |

| <b>Committee</b>                                                                                                                                                   | <b>Representatives</b>                                              | <b>Previous Councillor Representation to 26 Oct 2012</b>     | <b>Councillor Appointment</b>                                              | <b>Meeting Schedule</b>                          | <b>Additional Information</b>                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------|
| Municipal Emergency Management Planning Committee<br><i>Multi Agency Committee that supports integrated emergency management planning.</i>                         | (1) Councillor<br>(1) Officer                                       | Cr Stuart Hart<br>Municipal Emergency Management Coordinator | Cr Woodcroft<br>Cr Delahunty<br>Municipal Emergency Management Coordinator | Quarterly                                        | Meetings at various locations                                      |
| Municipal Fire Management Planning Committee<br><i>Multi Agency Committee that supports integrated fire management planning.</i>                                   | (1) Councillor<br>(1) Officer                                       | Cr Stuart Hart<br>Municipal Emergency Management Coordinator | Cr Woodcroft<br>Cr Delahunty<br>Municipal Emergency Management Coordinator | Quarterly                                        | Meetings at various locations                                      |
| Old Beechy Rail Trail Committee<br><i>To monitor and review development of the line. Section 86 Committee of Management under Council.</i>                         | (1) Councillor<br>(1) Officer<br>Community/<br>Organisation<br>Reps | Cr Chris Smith<br>Recreation & Events<br>Co-ordinator        | Cr Smith<br>Cr Woodcroft<br>Recreation & Events<br>Co-ordinator            | Bi monthly<br>2 <sup>nd</sup> Monday of<br>month | Meetings at COPACC                                                 |
| Ondit Quarry Consultative Committee<br><i>Required by planning permits relating to the quarry operation to manage concerns between landholders and the quarry.</i> | (1) Councillor<br>(1) Officer                                       | Cr Geoff Higgins<br>Manager Planning &<br>Building           | Cr Smith<br>Manager Planning &<br>Building                                 | Quarterly                                        | Meeting location varies                                            |
| Otways Tourism Advisory Committee                                                                                                                                  | (1) Councillor                                                      | Cr Lyn Russell                                               | Cr Russell                                                                 |                                                  |                                                                    |
| Port of Apollo Bay Consultative Group<br><i>To consider issues related to the Port of Apollo Bay.</i>                                                              | (1) Councillor                                                      | Cr Frank Buchanan                                            | Cr McCrickard                                                              | Twice yearly or as<br>required                   | Meetings at Apollo Bay<br>Office. Meeting dates set at<br>meeting. |
| Rural Council of Victoria                                                                                                                                          | (1) Councillor                                                      | Cr Stephen Hart                                              | Mayor                                                                      |                                                  |                                                                    |
| Rural Financial Counselling Service Vic –<br>Wimmera Southwest (RFC)                                                                                               | (1) Councillor                                                      | Cr Lyn Russell                                               | Cr Smith                                                                   | Bi monthly                                       | Meetings at DPI Office Colac                                       |
| Timber Towns Committee<br><i>MAV Working Group to examine the issues of municipalities which have a significant forestry industry.</i>                             | (1) Councillor                                                      | Cr Geoff Higgins                                             | Cr Smith                                                                   | Bi monthly.<br>2 <sup>nd</sup> Friday of month   | Meetings at MAV Melbourne                                          |
| Tirrengower Drainage Scheme Committee<br>of Management<br><i>Manage drainage scheme. Discuss<br/>maintenance issues etc</i>                                        | (1) Councillor                                                      | Cr Geoff Higgins                                             | Cr McCrickard                                                              | Monthly<br>1 <sup>st</sup> Wednesday             | Meetings at Swan Marsh Hall                                        |



| <b>Committee</b>                                                                                                                | <b>Representatives</b>                            | <b>Previous Councillor Representation to 26 Oct 2012</b>                                                                           | <b>Councillor Appointment</b> | <b>Meeting Schedule</b>              | <b>Additional Information</b>                                                            |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------------|------------------------------------------------------------------------------------------|
| Transport Connections Local Advisory Group<br><i>To support and monitor the Transport Connections project at a local level.</i> | (1) Councillor                                    | Cr Stuart Hart                                                                                                                     | Cr Delahunty                  | 6 weekly                             | Group includes shire staff plus a number of representatives from other community groups. |
| Victoria Regional Botanic Gardens Network Executive and BGANZ Council<br><i>To participate on the Executive and Council.</i>    | Staff member                                      |                                                                                                                                    |                               | Quarterly                            | Meetings at regional venues                                                              |
| Weeds Consultative Committee                                                                                                    | (1) Councillor                                    | Cr Geoff Higgins                                                                                                                   | Cr Smith                      | Quarterly                            | Meetings at COPACC                                                                       |
| Wye River & Separation Creek Waste Consultative Committee                                                                       | (2) Councillors<br><br>(3) Officers               | Cr Stephen Hart<br>Cr Frank Buchanan<br><br>CEO,<br>General Manager<br>Infrastructure &<br>Services<br>Manager, Major<br>Contracts | Cr Hart<br>Cr Russell         |                                      |                                                                                          |
| Youth Council<br><i>To pursue initiatives for young people across the Shire in accordance with mission statement.</i>           | (1) Councillor<br>Young People (up to 15 members) | Cr Chris Smith                                                                                                                     | Cr Smith                      | Fortnightly as per charter<br>Monday | Meetings at COPACC                                                                       |
| <b>G21 Pillar Membership</b>                                                                                                    |                                                   |                                                                                                                                    |                               |                                      |                                                                                          |
| Arts & Culture                                                                                                                  | Karen Patterson                                   | -                                                                                                                                  | Cr Woodcroft                  | As required                          |                                                                                          |
| Economic Development                                                                                                            | Mike Barrow                                       | Cr Frank Buchanan                                                                                                                  | Cr Delahunty                  | As required                          |                                                                                          |
| Education & Training                                                                                                            |                                                   | Cr Brian Crook                                                                                                                     | Cr Hart                       | As required                          |                                                                                          |
| Environment                                                                                                                     | Stewart Anderson                                  | Cr Stephen Hart                                                                                                                    | Cr Hart                       | As required                          |                                                                                          |
| Health & Wellbeing                                                                                                              |                                                   | Cr Lyn Russell                                                                                                                     | Cr McCrickard                 | As required                          |                                                                                          |
| Planning & Services                                                                                                             | Jack Green                                        | Cr Stephen Hart                                                                                                                    |                               | As required                          |                                                                                          |
| Sports & Recreation                                                                                                             | Rob Small<br>Ian Seuren                           | Cr Brian Crook                                                                                                                     |                               | As required                          |                                                                                          |
| Transportation                                                                                                                  | Neil Allen<br>Greg Fletcher                       | Cr Stuart Hart                                                                                                                     | Cr Crook                      | As required                          |                                                                                          |

| <b>Committee</b>                    | <b>Representatives</b> | <b>Previous Councillor Representation to 26 Oct 2012</b> | <b>Councillor Appointment</b> | <b>Meeting Schedule</b> | <b>Additional Information</b> |
|-------------------------------------|------------------------|----------------------------------------------------------|-------------------------------|-------------------------|-------------------------------|
| Great South Coast Pillar Membership |                        |                                                          |                               |                         |                               |
| Position for Economic Growth        | Mike Barrow            |                                                          |                               |                         |                               |
| Improve Our Connections             |                        |                                                          | Cr Crook                      |                         |                               |
| Sustain Our Natural Assets          |                        |                                                          |                               |                         |                               |
| Strengthen Our Communities          |                        |                                                          |                               |                         |                               |

