

TERMS OF REFERENCE

Committee Name: **LAKE COLAC COORDINATING COMMITTEE (LCCC)**

Department	Development & Community Services
Responsible Officer	Manager Environment & Community Safety
Committee Type	Community Advisory Committee

1. PURPOSE

The scope of the Committee is to:

- Provide strategic input and advice on the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan.
- Provide strategic logistical advice and support on operational matters related to the implementation of the Lake Colac Management Plan and the Lake Colac Master Plan.
- Support planning and implementation of special projects.
- Raise issues of community or Government concern in relation to Lake Colac.

The Lake Colac Management Plan was adopted by Colac Otway Shire Council in November 2002. The purpose of the Plan is to provide an ongoing framework for the community, Local and State Government agencies to manage and promote ecologically sustainable development and land use practices for Lake Colac and its catchments. The Lake Colac Management Plan recommended the formation of a committee to coordinate implementation of the Plan and the Lake Colac Coordinating Committee (LCCC) was established in March 2003.

The Lake Colac Master Plan was adopted by Council in November 2003 to drive future infrastructure and environmental development specific to the Southern Foreshore of Lake Colac. The LCCC is responsible for advising Council on the implementation of the Management Plan and the Lake Colac Master Plan.

Following a review of the Committee in 2007, and via a Council resolution in 2008, a decision was made to alter the status of the LCCC from a Committee appointed under Section 86 of the Local Government Act as a 'Committee of Council' to a 'Community Advisory Committee' with a Terms of Reference.

2. OBJECTIVES

The objectives of the LCCC are:

- To be a forum of coordinated efforts of community, Local Government and State Government agencies to implement the Lake Colac Management Plan and the Lake Colac Master Plan.
- To advise Council on the revitalisation and development of Lake Colac as a recreational, tourism, social, environmental and economic asset.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

Membership will reflect key stakeholder interest in Lake Colac.

- 2 Colac Otway Shire Councillors
- 1 Parks Victoria representative
- 1 Department of Environment, Land Water and Planning representative
- 1 Corangamite Catchment Management Authority representative
- 1 Barwon Water representative
- 1 Friends of Botanic Gardens representative
- 1 Colac Yacht Club representative
- 1 Colac Anglers Club representative
- 1 Field & Game Australia, Colac Branch representative
- 1 Lake Colac Rowing Club representative
- 1 Wathaurong Aboriginal Co-operative representative
- 1 Greening Australia representative
- 1 Barongarook Landcare
- 6 local community representatives (including one Eastern Shoreline representative).
- Chief Executive Officer
- Manager Environment & Community Safety
- Manager Environment & Community Safety Administrator
- Manager of Economic Development & Events (as required)

Note: Community representatives will be selected every 3 years through an Expression of Interest process managed by Colac Otway Shire Council staff. Should any local community representative resign during this period, they will not be replaced unless the local representative numbers fall below 4.

4. DELEGATED AUTHORITY AND DECISION MAKING

In accordance with Council Committee Policy, the LCCC will act in an advisory capacity only and have no delegated authority to make decisions. The LCCC will provide advice to Council and staff to assist them in their decision making.

5. MEETING PROCEDURES

In accordance with Council Committee Policy, LCCC meetings shall be conducted generally in accordance with Processes of Municipal Government Local Law No 4 where Council has resolved that the provisions of the Local Law are to apply.

Meetings are to be held at a time and place determined by the Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

The LCCC is expected to meet four times per year or as required if an important issue arises that requires a coordinated response.

6. CHAIRPERSON

In accordance with Council Committee Policy, the position of Chairperson shall be reviewed annually immediately following Councillor appointments to committees.

If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed Chairperson. In the absence of any other Councillor representative/s, the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

The Committee must advise the Executive Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet and internet.

7. AGENDAS AND MINUTES

In accordance with Council Committee Policy, Agendas and Minutes must be prepared for each meeting of the LCCC. The agenda must be provided to members of the committee not less than 48 hours before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of an Advisory Committee must:

- (a) contain details of the proceedings and resolutions made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

As a general rule, LCCC committees Agendas, Minutes and attachments will be available to the public, with the exception of reports and attachments that are confidential in nature. Minutes must be approved by the chair, distributed to members and then formally endorsed at the subsequent meeting.

8. VOTING

In accordance with Council Committee Policy, all members have voting rights. Staff provide support and advice to the committee and have no voting rights.

In the event of an equality of votes the chairperson has a second vote.

9. CONDUCT AND INTEREST PROVISIONS

In accordance with Council Committee Policy, a LCCC member must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

10. GUESTS

The group may invite guests to appear at the meeting via the approval of the Chair and a majority of members. Guests may include any persons whom provide technical or other insight as appropriate from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

11. QUORUM REQUIREMENTS

A minimum of six members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

12. REPORTING

In accordance with Council Committee Policy, the LCCC is required to prepare a formal report on an annual basis in line with its stated objectives. The report will be presented to Council for noting under Development & Community Services

13. ADMINISTRATION SUPPORT

Administration support is provided by the Environment & Community Safety Administrator who will be responsible for convening meetings, and providing minutes, agendas, meeting papers, etc. In the event that the Environment & Community Safety Administrator is unavailable, he/she will designate these responsibilities to another member of staff and notify the Chair of such arrangements.

14. TERMS OF REFERENCE

The Terms of Reference and objectives of the LCCC are to be reviewed by the committee biennially and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be agreed on by the committee and be presented to Council for formal approval.