

**Colac Otway  
SHIRE**

**MINUTES**

**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.

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**MINUTES** of the **MEETING OF STATUTORY COUNCIL MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** held in the COPACC Meeting Rooms on 7 November 2012 at 5.00 pm.

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*The Chief Executive Officer, Rob Small, took the Chair.*

**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**

Cr Brian Crook  
Cr Michael Delahunty  
Cr Stephen Hart  
Cr Mick McCrickard  
Cr Lyn Russell  
Cr Chris Smith  
Cr Terry Woodcroft

Rob Small, Chief Executive Officer  
Rick Morrow, Acting General Manager, Corporate and Community Services  
Neil Allen, General Manager, Infrastructure and Services  
Jack Green, General Manager, Sustainable Planning and Development  
Rhonda Deigan, Executive Officer

**3. APOLOGIES**

Colin Hayman, General Manager, Corporate and Community Services

**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.

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**5. QUESTION TIME**

Nil

**6. DECLARATION OF INTEREST**

NIL

## **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

**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

#### **Original 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.***

***MOTION - MOVED Cr Stephen Hart seconded Cr Brian Crook:***

***That Council resolves, as per section 71 (2) of the Local Government Act 1989, to elect a Mayor for a term of two years, being from 7 November 2012 to the Statutory Meeting in November 2014.***

***Carried 6 : 1***

***The Chief Executive Officer called for nominations for the position of Mayor.***

***MOTION - MOVED Cr Stephen Hart seconded Cr Brian Crook:***

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

***The Chief Executive Officer called for further nominations.***

***No further nominations were received.***

***Cr Russell was therefore duly elected unopposed to the position of Mayor of the Colac Otway Shire Council for the next two years.***

***The Mayor, Cr Lyn Russell, took the Chair for the remainder of the meeting.***

**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

**Original Recommendation(s)**

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

***MOTION - MOVED Cr Stephen Hart seconded Cr Mick McCrickard:***

***That Council confirms that it will have a position of Deputy Mayor for each of the four years of this Council term.***

***CARRIED 5 : 2***

***The Mayor called for nominations for the position of Deputy Mayor***



***MOTION - MOVED Cr Brian Crook seconded Cr Mick McCrickard:***

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

***The Mayor called for further nominations.***

***No further nominations were received.***

***Cr Hart was therefore duly elected unopposed to the position of Deputy Mayor of the Colac Otway Shire Council for the next twelve months.***

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 11 December 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 9 December 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

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

**Resolution**

***MOVED Cr Stephen Hart seconded Cr Michael Delahunty***

***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.***

**CARRIED 6 : 1**

**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

**Resolution**

***MOVED Cr Stephen Hart seconded Cr Brian Crook***

***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.***

**CARRIED 7 : 0**

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 December 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

**Resolution**

***MOVED Cr Brian Crook seconded Cr Terry Woodcroft***

***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.***

***CARRIED 7 : 0***

**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 <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 <i>Management of the Leisure Centre at Apollo Bay.</i>	(1) Councillor (1) Officer	Cr Frank Buchanan Bluewater Fitness Centre Manager	Cr Hart 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 <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 <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 <i>To provide local input into the development and finalisation of the Structure Plan</i>	(1) Councillor Council staff	Cr Brian Crook	Cr Crook	As required	Meetings held in Birregurra
Colac Community Library and Learning Centre Joint Use Advisory Committee <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 (1) Officer	Cr Stephen Hart General Manager Corporate & Community Services	Cr Hart General Manager Corporate & Community Services	At least quarterly	Meetings at centre
Colac Otway Network of Community Centres <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

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Community Hub Inc. <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 <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 (2) Officers (4) Community Reps	Cr Chris Smith Cr Brian Crook Manager Recreation, Arts & Culture COPACC Manager	Cr Smith & Cr Crook Manager Recreation, Arts & Culture COPACC Manager	Quarterly 2 <sup>nd</sup> Wednesday 8 – 9 am	Meetings at COPACC
Corangamite Regional Library Corp. <i>The Corporation determines policy in the delivery of services throughout the region (Warrnambool, Moynes, Corangamite, Colac Otway)</i>	(1) Councillor (1) Officer	Cr Stephen Hart General Manager Corporate & Community Services	Cr Hart General Manager Corporate & Community Services	At least quarterly	Meetings at Terang
Dairy Industry Training Committee <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 <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 Thursday 9 am	Meetings at Geelong Otway Tourism Offices
G21 Board <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 Mayor	Mayor Chief Executive Officer	Monthly Last Friday of month 9 – 11 am	Meetings at member Councils
Great South Coast Municipalities Group <i>To advocate and co-ordinate planning on regional issues</i>	Mayor and Officer	Mayor	Mayor Chief Executive Officer	Quarterly 3 <sup>rd</sup> Friday 10 am	Meetings at member Councils

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Heathfield Estate Reserve Community Reference Group.	(2) Councillor (1) Officer	Mayor Cr Frank Buchanan Manager Recreation, Arts and Culture to the Group	Cr Hart & Mayor		
Industry Advisory Group <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 Cr Delahunty Cr Crook	6 weekly	Meetings at COPACC
Lavers Hill Swimming Pool Committee of Management <i>To monitor and review management of the Lavers Hill Pool.</i>	(1) Councillor (1) Officer	Cr Stephen Hart Bluewater Fitness Centre Manager	Cr Hart 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 <i>To oversee the review of Local Laws 1, 2, 3 &amp; 5</i>	(1) Councillor (4) Officers	Cr. Stephen Hart  General Manager Sustainable Planning & Development Manager Environment & Community Safety Manager Capital Works Local Laws Co- Ordinator	Cr Delahunty	As required	Meetings at Colac Otway Shire Offices
Municipal Aerodrome Committee – Colac <i>Manage day to day operations and maintenance.</i>	(1) Councillor (1) Officer	Cr Geoff Higgins Manager, Major Contracts	Cr Smith Manager, Major Contracts	As required.	Meetings at 1 Bromfield St Colac
Municipal Association of Victoria <i>To act as a Victorian Local Government Peak Body.</i>	(1) Councillor	Cr Stephen Hart	Cr Hart	2 per year	Meetings in Melbourne

**Report ST120711-5 - Councillor Appointments to Committees and External Bodies**

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



Committee	Representatives	Previous Councillor Representation to 26 Oct 2012	Councillor Appointment	Meeting Schedule	Additional Information
Transport Connections Local Advisory Group <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 <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 (3) Officers	Cr Stephen Hart Cr Frank Buchanan CEO, General Manager Infrastructure & Services Manager, Major Contracts	Cr Hart Cr Russell		
Youth Council <i>To pursue initiatives for young people across the Shire in accordance with mission statement.</i>	(1) Councillor Young People (up to 15 members)	Cr Chris Smith	Cr Smith	Fortnightly as per charter 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 Ian Seuren	Cr Brian Crook		As required	
Transportation	Neil Allen Greg Fletcher	Cr Stuart Hart	Cr Crook	As required	

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

*The Meeting Was Declared Closed at 5.35 pm*

**CONFIRMED AND SIGNED** at the meeting held on 28 NOVEMBER 2012

.....*Lyn E Russell*.....**MAYOR**

