



**Colac Otway
SHIRE**

AGENDA

**MEETING OF STATUTORY COUNCIL
OF THE
COLAC-OTWAY SHIRE
COUNCIL**

13 NOVEMBER 2013

at 1:00 PM

COPACC Meeting Rooms

All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings. Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy. In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission. Council will not use or disclose the recordings for any other purpose. It is an offence to make an unauthorised recording of the meeting.

COLAC-OTWAY SHIRE STATUTORY COUNCIL MEETING

13 NOVEMBER 2013

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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 13 November 2013 at 1.00 pm.

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

- ST131311-1 ELECTION OF DEPUTY MAYOR
- ST131311-2 SCHEDULE OF MEETING DATES
- ST131311-3 COUNCIL APPOINTMENT TO INTERNAL COMMITTEES
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- ST131311-5 COUNCILLOR APOINTMENT TO COLAC OTWAY SHIRE YOUTH COUNCIL

Rob Small
Chief Executive Officer

ST131311-1 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 November 2012, Council appointed Cr Stephen Hart as the Deputy Mayor. While the Mayor, Cr Lyn Russell, was appointed as Mayor for a two year term at that meeting, Cr Hart was appointed Deputy Mayor for a one year term.

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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**ST131311-2 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 2014.

**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 its July 2013, Council adopted the following resolution:

***That Council:***

1. ***Confirms the meeting dates, times and venues for Ordinary Council meetings for the remainder of 2013 as:***
  - ***Wednesday, 28 August 2013 at 5.00pm, at Birregurra Public Hall***
  - ***Wednesday, 25 September 2013 at 5.00pm, at COPACC, Colac***
  - ***Wednesday, 23 October 2013 at 5.00pm, at COPACC, Colac***
  - ***Wednesday, 27 November 2013 at 5.00pm, at Apollo Bay Senior Citizen's Centre, Apollo Bay***
  - ***Wednesday, 18 December 2013 at 5.00pm, at COPACC, Colac.***
2. ***Confirms the date for the Colac Otway Shire Statutory Meeting as the 13 November 2013.***
3. ***Notes the meeting dates, times and venues for Planning Committee meetings for the remainder of 2013, if required, as:***
  - ***Wednesday, 14 August 2013 at 10.30am, at COPACC, Colac***
  - ***Wednesday, 11 September 2013 at 5.00pm, at COPACC, Colac***
  - ***Wednesday, 9 October 2013 at 5.00pm, at COPACC, Colac***
  - ***Wednesday, 13 November 2013 at 5.00pm, at COPACC, Colac***
  - ***Wednesday, 11 December 2013 at 5.00pm, at COPACC, Colac***

***Note that these dates will be subject to approval by the Planning Committee.***

4. ***Notes that Councillor workshops and briefings will be held every Wednesday afternoon commencing from 28 August 2013 from 3.00pm for the remainder of 2013.***

At the Planning Committee meeting held in August 2013, the Planning Committee did not adopt the revised meeting scheduled and has continued to hold its meetings at 10.30am.

**Council Plan / Other Strategies / Policy****Good Governance**

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

*Our Goal:*

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

**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 at 5.00 pm on the fourth Wednesday of each month, with the exception of December which is held in the third week. Planning Committee meetings are held at 10.30 am 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. In accordance with the resolution from the July 2013 Ordinary Council meetings, if required Councillor workshops will be held every other Wednesday from 3.00 pm to 6.00 pm.

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.

**Proposal**

It is proposed that Council meetings for the months January to March and October to December 2014 commence at 5.00 pm and the Council meetings for the months April to September 2014 commence at 4.00 pm.

That Council meetings continue to be held in COPACC in Colac with two Ordinary Council meetings to be held in Apollo Bay and one Ordinary Council meeting to be held in Birregurra as follows:

|                   |   |            |
|-------------------|---|------------|
| 22 January 2014   | - | COPACC     |
| 26 February 2014  | - | COPACC     |
| 26 March 2014     | - | COPACC     |
| 23 April 2014     | - | COPACC     |
| 28 May 2014       | - | Apollo Bay |
| 25 June 2014      | - | COPACC     |
| 23 July 2014      | - | COPACC     |
| 27 August 2014    | - | Birregurra |
| 24 September 2014 | - | COPACC     |



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|                  |   |                          |
|------------------|---|--------------------------|
| 22 October 2014  | - | COPACC                   |
| 26 November 2014 | - | Apollo Bay               |
| 17 December 2014 | - | COPACC (third Wednesday) |

It is proposed that the Statutory Council meeting be held on 19 November 2014 at 4.00 pm at COPACC.

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

|                   |   |                          |
|-------------------|---|--------------------------|
| 15 January 2014   | - | COPACC (third Wednesday) |
| 12 February 2014  | - | COPACC                   |
| 12 March 2014     | - | COPACC                   |
| 9 April 2014      | - | COPACC                   |
| 14 May 2014       | - | COPACC                   |
| 11 June 2014      | - | COPACC                   |
| 9 July 2014       | - | COPACC                   |
| 13 August 2014    | - | COPACC                   |
| 10 September 2014 | - | COPACC                   |
| 8 October 2014    | - | COPACC                   |
| 12 November 2014  | - | COPACC                   |
| 10 December 2014  | - | COPACC                   |

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

Councillor workshops will continue to be held, if required, every other Wednesday from 2.00 pm – 5.00 pm at COPACC.

#### **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 to 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 2014 schedule of Ordinary Council and Planning Committee meetings would commence in January 2014.

### **Conclusion**

The recommendation puts in place the meeting times and locations for 2014.

### **Attachments**

Nil

### **Recommendation(s)**

#### ***That Council:***

**1. Confirms that the 2014 Ordinary Council meetings will be held on the following dates, times and locations:**

- **Wednesday 22 January 2014 at 5.00 pm at COPACC, Colac**
- **Wednesday 26 February 2014 at 5.00 pm at COPACC, Colac**
- **Wednesday 26 March 2014 at 5.00 pm at COPACC, Colac**
- **Wednesday 23 April 2014 at 4.00 pm at COPACC, Colac**
- **Wednesday 28 May 2014 at 4.00 pm at Apollo Bay**
- **Wednesday 25 June 2014 at 4.00 pm at COPACC, Colac**
- **Wednesday 23 July 2014 at 4.00 pm at COPACC, Colac**
- **Wednesday 27 August 2014 at 4.00 pm at Birregurra**
- **Wednesday 24 September 2014 at 4.00 pm at COPACC, Colac**
- **Wednesday 22 October 2014 at 5.00 pm COPACC, Colac**
- **Wednesday 26 November 2014 at 5.00 pm at Apollo Bay**
- **Wednesday 17 December 2014 at 5.00 pm at COPACC, Colac (third Wednesday)**

**2. Confirms the date, time and location for the Colac Otway Shire Statutory Meeting as the 19 November 2014 at 4.00 pm at COPACC, Colac.**

**3. Confirms that the 2014 Planning Committee meetings, if required, will be held at 10.30 am on the following dates, times and location:**

- **Wednesday 15 January 2014 at 10.30 am at COPACC, Colac (third Wednesday)**
- **Wednesday 12 February 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 12 March 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 9 April 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 14 May 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 11 June 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 9 July 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 13 August 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 10 September 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 8 October 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 12 November 2014 at 10.30 am at COPACC, Colac**
- **Wednesday 10 December 2014 at 10.30 am at COPACC, Colac**

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

- 4. Notes that Councillor Workshops will be held, if required, every other Wednesday from 2.00 pm to 5.00 pm at COPACC.***

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ST131311-3 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 nd 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 | 13 November 2012 |
| Term of Appointment | Until 2014 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 | 13 November 2013 |
| Term of Appointment | Until 2014 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 Michael Delahunty |
| New Delegates | Cr Stephen Hart, Cr Michael Delahunty |

(d) Australia Day Advisory Committee

| | |
|--|--|
| Number of delegates to be appointed to Council | All Councillors |
| Date Appointed | 13 November 2013 |
| Term of Appointment | Until 2014 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 Russell, Cr Smith, Cr Woodcroft, Cr Hart |
| New Delegates | All Councillors |

(e) Central Reserve Advisory Committee

| | |
|--|--|
| Number of delegates to be appointed to Council | 1 Councillor |
| Date Appointed | 13 November 2012 |
| Term of Appointment | Until 2014 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 | 13 November 2013 |
| Term of Appointment | Until 2014 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 Smith |
| New Delegate | |

(g) Festival and Events Support Scheme Advisory Committee

| | |
|--|--|
| Number of delegates to be appointed to Council | All Councillors |
| Date Appointed | 13 November 2013 |
| Term of Appointment | Until 2014 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 Russell, Cr Woodcroft, Cr Smith, Cr McCrickard |
| New Delegates | All Councillors |

(h) Friends of the Colac Botanic Gardens Committee

| | |
|--|---|
| Number of delegates to be appointed to Council | 1 Councillor |
| Date Appointed | 13 November 2013 |
| Term of Appointment | Until 2014 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 Woodcroft |

(i) Grants/Community Funding Advisory Committee

| | |
|--|---|
| Number of delegates to be appointed to Council | All Councillors |
| Date Appointed | 13 November 2013 |
| Term of Appointment | Until 2014 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 Smith, Cr Hart, Cr Woodcroft, Cr McCrickard |
| New Delegates | All Councillors |

(j) Lake Colac Co-ordinating Committee

| | |
|--|---|
| Number of delegates to be appointed to Council | 1 Councillors |
| Date Appointed | 13 November 2013 |
| Term of Appointment | Until 2014 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 Smith |
| New Delegates | Cr Smith & Cr Delahunty |

(k) Small Town Improvement Program Advisory Committee

| | |
|--|--|
| Number of delegates to be appointed to Council | All Councillors |
| Date Appointed | 13 November 2013 |
| Term of Appointment | Until 2014 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 Russell, Cr Smith, Cr McCrickard, Cr Hart |
| New Delegates | All Councillors |

Attachments

Nil

Recommendation 1

That Council makes the following appointments to the following committees until the next Statutory Meeting of Council in November 2014.

- (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 Crs Stephen Hart and Michael Delahunty as members of the Audit Committee.***
- (d) That Council appoints all Councillors as members of the Australia Day Committee.***
- (e) That Council appoints Cr Brian Crook as member of the Central Reserve Advisory Committee.***
- (f) That Council appoints all Councillors as members of the Festival and Events Support Scheme Advisory Committee.***
- (g) That Council appoints Cr Terry Woodcroft as a member of the Friends of the Colac Botanic Gardens Committee.***
- (h) That Council appoints all Councillors as members of the Grants/Community Funding Advisory Committee.***
- (i) That Council appoints Crs Chris Smith and Michael Delahunty as members of the Lake Colac Co-ordinating Committee.***
- (j) That Council appoints all Councillors as members of the Small Town Improvement Program Advisory Committee.***

Recommendation 2.

That Council appoints Cr..... as a member of the Colac Livestock Selling Centre Advisory Committee.

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## ST131311-4 COUNCILLOR APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES

|             |              |           |           |
|-------------|--------------|-----------|-----------|
| AUTHOR:     | Colin Hayman | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive    | FILE REF: | D13/67188 |

### 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 November 2012)
- Appointment to 2014
- Meeting schedule
- Additional information

The appointments will be until the next statutory meeting of Council in November 2014.

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;

**Attachments**

1. Councillor Representation External Committees - 2013-2014

**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 in November 2014.***

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NOMINATION OF COUNCILLORS TO COMMITTEES AND EXTERNAL BODIES

| Committee | Representatives | Previous Councillor Representation to November 2013 | 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 Russell & Cr Delahunty | Cr Buchanan & Cr Delahunty | As required | Meetings at Apollo Bay |
| Apollo Bay Aquatic Centre (ABAC)
<i>To review the original feasibility study and business plan prepared in 2000/2001.</i> | (1) Councillor | Cr Stephen Hart | Cr Hart | 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 Stephen Hart
Bluewater Fitness Centre Manager | Cr Hart | As required | Meetings at Apollo Bay |
| Australian Local Government Association | (1) Councillor | Mayor or Deputy Mayor | Mayor or Deputy Mayor | Annually in June | Meetings in Canberra |
| Australian Rural Roads Group | (1) Councillor | Cr Lyn Russell | Cr Russell | | |
| Barnard Trust Committee
<i>Administer scholarship fund bequeathed to 2 Colac public secondary schools</i> | (1) Councillor | Cr Stephen Hart | 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 | At least quarterly | Meetings at centre |

| Committee | Representatives | Previous Councillor Representation to November 2013 | Councillor Appointment | Meeting Schedule | Additional Information |
|---|---|---|---|--|---------------------------------------|
| 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 Woodcroft | Quarterly | Meetings alternate between centres |
| 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> | (3) Councillors | Cr Smith and
Cr McCrickard
(Executive)
Cr Crook (General) | Executive – Cr Crook
General – Cr Hart | 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 Woodcroft | Quarterly
2 nd 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, Moyne, Corangamite, Colac Otway)</i> | (1) Councillor
(1) Officer | Cr Stephen Hart
General Manager
Corporate &
Community Services | Cr Hart | 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 |
| Forrest Mountain Bike Trails Strategy Steering Group
<i>To develop a 10 year Strategic Plan that has the support of key stakeholders and the local community</i> | (1) Councillor | Cr Michael Delahunty | Cr Delahunty | | |
| 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 | Chief Executive Officer
Mayor | Monthly
Last Friday of month
9 – 11 am | Meetings at member Councils |

| Committee | Representatives | Previous Councillor Representation to November 2013 | Councillor Appointment | Meeting Schedule | Additional Information |
|--|-----------------------------------|--|--------------------------------------|--|-------------------------------------|
| Great South Coast Municipalities Group
<i>To advocate and co-ordinate planning on regional issues</i> | Mayor and Officer | Mayor | Mayor | Quarterly
3 rd Friday
10 am | Meetings at member Councils |
| <i>Heathfield Estate Reserve Community Reference Group.</i> | (1) Councillor

(1) Officer | Mayor
Cr Stephen Hart
Manager
Recreation, Arts
and Culture to the
Group | Cr Buchanan | | |
| 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> | (3) Councillor | Cr Smith
Cr Delahunty
Cr 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 | Quarterly | Meetings at Lavers Hill |
| Lavers Hill Waterhole Committee | (1) Councillor | Cr Stephen Hart | Cr Hart | | |
| Municipal Aerodrome Committee – Colac
<i>Manage day to day operations and maintenance.</i> | (1) Councillor
(1) Officer | Cr Chris Smith
Manager, Major
Contracts | Cr Smith | 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 |
| Rural Council of Victoria | | Mayor | Mayor | | |
| Municipal Emergency Management Planning Committee
<i>Multi Agency Committee that supports integrated emergency management planning.</i> | (2) Councillor
(1) Officer | Cr Terry Woodcroft
Cr Michael
Delahunty
Municipal
Emergency
Management
Coordinator | Cr Woodcroft
Cr Delahunty | Quarterly | Meetings at various locations |

| Committee | Representatives | Previous Councillor Representation to November 2013 | Councillor Appointment | Meeting Schedule | Additional Information |
|--|---|--|-------------------------------|--|--|
| Municipal Fire Management Planning Committee
<i>Multi Agency Committee that supports integrated fire management planning.</i> | (2) Councillor
(1) Officer | Cr Terry Woodcroft
Cr Michael Delahunty
Municipal Emergency Management Coordinator | Cr Woodcroft
Cr Delahunty | 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) Councillors
(1) Officer
Community/
Organisation Reps | Cr Chris Smith
Cr Terry Woodcroft
Recreation & Events Co-ordinator | Cr Smith | Bi monthly
2 nd 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 Chris Smith
Manager Planning & Building | Cr Delahunty | 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 Mick McCrickard | Cr Buchanan | Twice yearly or as required | Meetings at Apollo Bay Office. Meeting dates set at meeting. |
| Rural Financial Counselling Service Vic – Wimmera Southwest (RFC) | (1) Councillor | Cr Chris Smith | 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> | (2) Councillor | Cr Chris Smith
Cr Lyn Russell | Cr Russell | Bi monthly.
2 nd Friday of month | Meetings at MAV Melbourne |
| Tirrengower Drainage Scheme Committee of Management
<i>Manage drainage scheme. Discuss maintenance issues etc</i> | (1) Councillor | Cr Mick McCrickard | Cr Delahunty | Monthly
1 st Wednesday | Meetings at Swan Marsh Hall |
| Victoria Regional Botanic Gardens Network Executive and BGANZ Council
<i>To participate on the Executive and Council.</i> | Staff member | Nil | Nil | Quarterly | Meetings at regional venues |
| Weeds Consultative Committee | (1) Councillor | Cr Chris Smith | Cr Smith | Quarterly | Meetings at COPACC |

| Committee | Representatives | Previous Councillor Representation to November 2013 | Councillor Appointment | Meeting Schedule | Additional Information |
|--|-----------------------------|---|------------------------|------------------|----------------------------------|
| G21 Pillar Membership | | | | | |
| Arts & Culture | Karen Patterson | Cr Woodcroft | Cr Woodcroft | As required | Meetings in Geelong |
| Economic Development | Mike Barrow | Cr Michael Delahunty | Cr Buchanan | As required | Meetings in Geelong |
| Education & Training | | Cr Stephen Hart | Cr Hart | As required | Meetings in Geelong |
| Environment | Stewart Anderson | Cr Stephen Hart | Cr Hart | As required | Meetings in Geelong |
| Health & Wellbeing | | Cr Michael McCrickard | Cr Russell | As required | Meetings in Geelong |
| Planning & Services | Jack Green | | Cr Buchanan | As required | |
| Sports & Recreation | Rob Small
Ian Seuren | | Cr Crook | As required | Meetings shared between Councils |
| Transportation | Neil Allen
Greg Fletcher | Cr Brian Crook | Cr Crook | As required | Meetings in Geelong |
| Great South Coast Pillar Membership | | | | | |
| Position for Economic Growth | Mike Barrow | | Cr Buchanan | Bi-Monthly | Meetings in Warrnambool |
| Improve Our Connections | | Cr Brian Crook | Cr Crook | Bi-Monthly | Meetings shared between Councils |
| Sustain Our Natural Assets | | Nil | Nil | Bi-Monthly | Meetings in Warrnambool |
| Strengthen Our Communities | | Nil | Nil | | |

ST131311-5

COUNCILLOR APPOINTMENT TO COLAC OTWAY SHIRE YOUTH COUNCIL

| | | | |
|-------------|---------------|-----------|-----------|
| AUTHOR: | Rhonda Deigan | ENDORSED: | Rob Small |
| DEPARTMENT: | Executive | FILE REF: | 11/96640 |

Purpose

To appoint a Councillor to the Colac Otway Shire Youth Council.

Declaration of Interests

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

Background

The objectives of the Colac Otway Shire Youth Council are to:

- Provide a forum for the Colac Otway Shire Council to consult with and receive advice from youth in order to ensure the provision of a high quality, affordable and flexible youth program.
- Promote and encourage the involvement of youth in the planning, development and implementation of matters associated with young people in the community.
- Ensure that the views of youth are canvassed and conveyed to Council
- Provide advice to Council on appropriate youth programs.

The Colac Otway Shire Youth Council consists of students from each of the Colac Otway Shire secondary schools, one Councillor (as mentor) and one Council officer (as administrative support). Mentors from other youth focussed service organisations can also be invited to participate.

Council Plan / Other Strategies / Policy

Good Governance

Means we care about and are responsive to the community, encourage democratic participation and involve people in decisions that affect them. We strive for excellence in financial management and council services, and always look for better ways to do things.

Our Goal:

Ensure transparency of governance practices, the capability of our organisation and effective resource management.

Issues / Options

In keeping with the Colac Otway Shire Youth Council Charter, Council shall appoint a Councillor to act as a mentor on the Colac Otway Shire Youth Council.

The Youth Council is an important forum for the youth of our Shire and having a link to Council in the form of a Councillor mentor is seen to be important in the development of Youth Councillors as future leaders. The Councillor mentor is also involved in the selection process for Youth Councillors

Proposal

That Council appoints a Councillor to the Colac Otway Shire Youth Council.

Financial and Other Resource Implications

There are no financial implications as a result of this report.

Risk Management & Compliance Issues

In accordance with the Council adopted Colac Otway Shire Youth Council Charter, a Councillor is to be appointed to the Colac Otway Shire Youth Council as a mentor.

Attachments

Nil

Recommendation(s)

That Council appoints Cr..... to the Colac Otway Shire Youth Council.

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