

**Colac Otway
SHIRE**

MINUTES

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

13 NOVEMBER 2013

at 1:00 PM

COPACC Meeting Rooms

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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 13 November 2013 at 1.00 pm.

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 Lyn Russell
Cr Stephen Hart
Cr Frank Buchanan
Cr Michael Delahunty
Cr Chris Smith
Cr Terry Woodcroft

Rob Small, Chief Executive Officer
Colin Hayman, General Manager, Corporate and Community Services
Adam Lehmann, A/General Manager, Infrastructure and Services
Jack Green, General Manager, Sustainable Planning and Development
Maree Redmond, Acting Executive Officer

3. APOLOGIES

Cr Brian Crook

4. MAYORAL STATEMENT

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

Nil

6. DECLARATION OF INTEREST

Nil

OFFICERS' REPORTS

Chief Executive Officer

ST131311-1	ELECTION OF DEPUTY MAYOR
ST131311-2	SCHEDULE OF MEETING DATES
ST131311-3	COUNCIL APPOINTMENT TO INTERNAL COMMITTEES
ST131311-4	COUNCILLOR APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES
ST131311-5	COUNCILLOR APOINTMENT TO COLAC OTWAY SHIRE YOUTH COUNCIL

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

Original Resolution

MOVED Cr Stephen Hart seconded Cr Terry Woodcroft that Council elect Cr Frank Buchanan as Deputy Mayor of the Colac Otway Shire Council for the next 12 months.

CARRIED 6: 0

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
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

Original Recommendation***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.

AMENDMENT - MOVED Cr Chris Smith 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 6.00 pm at COPACC, Colac**
 - **Wednesday 26 February 2014 at 6.00 pm at COPACC, Colac**
 - **Wednesday 26 March 2014 at 6.00 pm at COPACC, Colac**
 - **Wednesday 23 April 2014 at 6.00 pm at COPACC, Colac**
 - **Wednesday 28 May 2014 at 6.00 pm at Apollo Bay**
 - **Wednesday 25 June 2014 at 6.00 pm at COPACC, Colac**
 - **Wednesday 23 July 2014 at 6.00 pm at COPACC, Colac**
 - **Wednesday 27 August 2014 at 6.00 pm at Birregurra**
 - **Wednesday 24 September 2014 at 6.00 pm at COPACC, Colac**
 - **Wednesday 22 October 2014 at 6.00 pm COPACC, Colac**
 - **Wednesday 26 November 2014 at 6.00 pm at Apollo Bay**
 - **Wednesday 17 December 2014 at 6.00 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 6.00 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**
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 - **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, other than on public holidays, from 2.00 pm to 5.00 pm at COPACC.**

Motion lapsed due to lack of a seconder.

MOTION - MOVED Cr Frank Buchanan seconded Cr Stephen Hart 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**
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 - **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:**
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 - **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.**

CARRIED 5 : 1

DIVISION called by Cr Chris Smith

For the Motion: Cr Stephen Hart, Cr Lyn Russell, Cr Michael Delahunty, Cr Terry Woodcroft, Cr Frank Buchanan

Against the Motion: Cr Chris Smith

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

Original 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.***

Original Recommendation 2.

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

MOTION - MOVED Cr Stephen Hart seconded Cr Frank Buchanan 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.**
- k) **That Council appoints Cr Frank Buchanan as a member of the Colac Livestock Selling Centre Advisory Committee.**

CARRIED 4 : 2

DIVISION called by Cr Chris Smith

For the Motion: Cr Stephen Hart, Cr Lyn Russell, Cr Terry Woodcroft, Cr Frank Buchanan

Against the Motion: Cr Chris Smith, Cr Michael Delahunty

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

Noted that the table in Attachment 1 (page 25) showed the names of two officers who have since left the employment of Council. These names to be replaced with the word "Officer".

Resolution

MOVED Cr Stephen Hart seconded Cr Frank Buchanan 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.

CARRIED 5 : 1

DIVISION called by Cr Chris Smith

For the Motion: Cr Stephen Hart, Cr Lyn Russell, Cr Michael Delahunty, Cr Terry Woodcroft, Cr Frank Buchanan

Against the Motion: Cr Chris Smith

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 To participate in the development of community strengthening initiatives, sharing of community information and discussing community planning.	(1) Councillor	Cr Lyn Russell	Cr Woodcroft	Quarterly	Meetings alternate between centres
Community Hub Inc. 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.	(3) Councillors	Cr Smith and Cr McCrickard (Executive) Cr Crook (General)	Executive – Cr Crook General – Cr Hart	Monthly	Meetings at Centre
COPACC Trust The Trust is an independent committee appointed to accept donations to be used for the development of COPACC facilities and programs.	(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. The Corporation determines policy in the delivery of services throughout the region (Warrnambool, Moyne, Corangamite, Colac Otway)	(1) Councillor (1) Officer	Cr Stephen Hart General Manager Corporate & Community Services	Cr Hart	At least quarterly	Meetings at Terang
Dairy Industry Training Committee To assist the Dairy Industry with suggested training.	(1) Councillor	Cr Chris Smith	Cr Smith	Monthly or as required	Meetings at Colac Otway Shire Offices
Forrest Mountain Bike Trails Strategy Steering Group To develop a 10 year Strategic Plan that has the support of key stakeholders and the local community	(1) Councillor	Cr Michael Delahunty	Cr Delahunty		
G21 Board To oversee the management of the company, set the strategic direction of the company, monitor overall performance, financial performance and governance.	Councillor and Officer	Chief Executive Officer Mayor	Chief Executive Officer Mayor	Monthly Last Friday of month 9 – 11 am	Meetings at member Councils

Report ST131311-4 - Councillor Appointments to Committees and External Bodies

Attachment 1

Committee	Representatives	Previous Councillor Representation to November 2013	Councillor Appointment	Meeting Schedule	Additional Information
Great South Coast Municipalities Group To advocate and co-ordinate planning on regional issues	Mayor and Officer	Mayor	Mayor	Quarterly 3 rd Friday 10 am	Meetings at member Councils
Heathfield Estate Reserve Community Reference Group.	(1) Councillor (1) Officer	Mayor Cr Stephen Hart Manager Recreation, Arts and Culture to the Group	Cr Buchanan		
Industry Advisory Group Provides advice on skills, labour, education and training issues and to the Colac Trades Training Centre on the training needs of local industry	(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 To monitor and review management of the Lavers Hill Pool.	(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 Manage day to day operations and maintenance.	(1) Councillor (1) Officer	Cr Chris Smith Manager, Major Contracts	Cr Smith	As required.	Meetings at 1 Bromfield St Colac
Municipal Association of Victoria To act as a Victorian Local Government Peak Body.	(1) Councillor	Cr Stephen Hart	Cr Hart	2 per year	Meetings in Melbourne
Rural Council of Victoria Municipal Emergency Management Planning Committee Multi Agency Committee that supports integrated emergency management planning.	(2) Councillor (1) Officer	Mayor Cr Terry Woodcroft Cr Michael Delahunty Municipal Emergency Management Coordinator	Mayor Cr Woodcroft Cr Delahunty	Quarterly	Meetings at various locations
Municipal Fire Management Planning Committee Multi Agency Committee that supports	(2) Councillor (1) Officer	Cr Terry Woodcroft Cr Michael Delahunty Municipal Emergency	Cr Woodcroft Cr Delahunty	Quarterly	Meetings at various locations

Report ST1311-4 - Councillor Appointments to Committees and External Bodies

Attachment 1

Committee	Representatives	Previous Councillor Representation to November 2013	Councillor Appointment	Meeting Schedule	Additional Information
integrated fire management planning.		Management Coordinator			
Old Beechy Rail Trail Committee To monitor and review development of the line. Section 86 Committee of Management under Council.	(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 Required by planning permits relating to the quarry operation to manage concerns between landholders and the quarry.	(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 To consider issues related to the Port of Apollo Bay.	(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 MAV Working Group to examine the issues of municipalities which have a significant forestry industry.	(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 Manage drainage scheme. Discuss maintenance issues etc	(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 To participate on the Executive and Council.	Staff member	Nil	Nil	Quarterly	Meetings at regional venues
Weeds Consultative Committee	(1) Councillor	Cr Chris Smith	Cr Smith	Quarterly	Meetings at COPACC
G21 Pillar Membership					
Arts & Culture	(1) Officer	Cr Woodcroft	Cr Woodcroft	As required	Meetings in Geelong
Economic Development	(1) Officer	Cr Michael Delahunty	Cr Buchanan	As required	Meetings in Geelong
Education & Training		Cr Stephen Hart	Cr Hart	As required	Meetings in Geelong

Committee	Representatives	Previous Councillor Representation to November 2013	Councillor Appointment	Meeting Schedule	Additional Information
Environment	(1) Officer	Cr Stephen Hart	Cr Hart	As required	Meetings in Geelong
Health & Wellbeing		Cr Michael McCrickard	Cr Russell	As required	Meetings in Geelong
Planning & Services	(1) Officer		Cr Buchanan	As required	
Sports & Recreation	(2) Officers		Cr Crook	As required	Meetings shared between Councils
Transportation	(2) Officers	Cr Brian Crook	Cr Crook	As required	Meetings in Geelong
Great South Coast Pillar Membership					
Position for Economic Growth	(1) Officer		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 APOINTMENT 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

Resolution

MOVED Cr Stephen Hart seconded Cr Terry Woodcroft that Council appoints Cr Lyn Russell to the Colac Otway Shire Youth Council.

CARRIED 5 : 1

DIVISION called by Cr Chris Smith

For the Motion: Cr Stephen Hart, Cr Lyn Russell, Cr Michael Delahunty, Cr Terry Woodcroft, Cr Frank Buchanan

Against the Motion: Cr Chris Smith

The Meeting Was Declared Closed at 1:30pm

CONFIRMED AND SIGNED at the meeting held on

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

