

PRECIS OF COMMITTEES 2018/2019

COMMITTEES RECOMMENDED TO HAVE COUNCILLOR REPRESENTATION

Committees Required by Legislation

Audit and Risk Committee

Recommendation: That two Councillors be appointed as representatives to this Committee.

Purpose of Committee: The Audit Committee is an Advisory Committee of Council. Its purpose is to assist Council in the effective conduct of its responsibilities for financial reporting practices, maintenance of Council's accounting policies, risk management and internal control systems.

Membership of committee: The Audit & Risk Committee comprises of four members, including two independent members and two Councillors.

Meeting regularity: The Committee meets quarterly. Council provides secretarial and administrative support to the Committee.

Municipal Emergency Management Planning Committee (MEMPC)

Recommendation: That a Councillor be appointed as a representative to this Committee.

Purpose of Committee: This Committee has the responsibility to coordinate the review of the Municipal Emergency Plan and to monitor the plan, together with regular exercises to test planning arrangements. The Committee is required to meet Council's obligation under the Emergency Management Act 1986, where Council is responsible for the coordination of the committee and administration of the plan.

Councillor's obligations as committee member:

A Councillor is required to chair the MEMP Committee. All documentation is prepared by Council officers. Actions are assigned and followed up by the relevant Council Officer and/or agency. Occasional signing of correspondence as prepared by Council officers. All recommendations of the committee shall be reported by the Director Planning and Development to Council.

Membership of committee: The Committee consists of:

- Chairperson (Councillor)
- Municipal Emergency Resource Officer (Director Shire Infrastructure)
- Municipal Recovery Manager (Manager Community & Leisure Services)
- Municipal Fire Prevention Officer
- Council's Emergency Management Coordinator
- Council's Environmental Health Officer
- Municipal DISPLAN Co-ordinator (Victoria Police)
- Fire Service representatives CFA and DSE / DELWP
- Victoria Police
- Medical / Ambulance representatives (WDHS, Ambulance Victoria)
- VIC SES (Regional Office)
- Other support agencies including VicRoads, Victorian Council of Churches, Red Cross, Wannon Water.

Meeting regularity: The meetings are to be held a minimum of twice yearly.

Section 86 Committees

Planning Committee

Recommendation: That two Councillors be appointed as representatives to this Committee.

Purpose of Committee: The purpose of this Committee is to provide the opportunity for Councillor involvement in the administration of Council's responsibilities regarding land use planning decisions. The aim is to provide a structure that allows the decision to be made in a timely fashion rather than fit in with the Council monthly meeting schedule. This Committee has delegated authority to consider planning issues when the value exceeds a specific amount and/or if there are objections.

Membership of committee:

- Two Councillors
- Director Planning and Development
- Director Shire Infrastructure
- Manager Planning and Regulatory Services
- Coordinator Planning

Councillor's obligations as committee member:

To actively participate in decision making.

Meeting regularity: As required.

Advisory Committees Established by Council

Community Inclusion Advisory Committee

Recommendation: That a Councillor be appointed as a representative to this Committee.

Purpose of Committee: The Southern Grampians Shire Council Community Inclusion Advisory Committee was established in 2004 to advise Council in relation to disability issues in the community and compliance with the Disability Discrimination Act 1992, The Victorian Disability Act (2006) and the Victorian Charter of Human Rights. The Committee oversees the implementation of Council's **Community Inclusion (Disability Action) Plan** and recommends changes to Council.

The committee is currently in discussions about broadening the scope of the committee to include more diverse access and inclusion matters.

Councillor's obligations as committee member:

- To Chair the Committee in a non-voting capacity
- To report to Council on attendance of meetings and provide a summary of matters discussed

Membership of committee:

Members of the Committee are appointed by Council. Delegates will comprise of up to twelve (12) community representatives and Council officers (non-voting):

- Councillor (Chairperson –non voting capacity)
- Four representatives from local service providers
- Four local community advocates
- Four Service consumers/recipients and/ or carers
- Manager Community Relations (non voting capacity)
- Community Development Officer (non voting capacity)
- Coordinator Community Services (non-voting)

Meeting regularity: Meetings are the 1st Wednesday of every 2nd month - Feb, April, June, August, October, December, for 1 ½ hours (12.00-1.30). Agenda and minutes are prepared by the Community Development Officer.

Hamilton Regional Livestock Exchange Advisory Committee

Recommendation: That two Councillors be appointed as representatives to this Committee.

Purpose of Committee: The Hamilton Regional Livestock Exchange Advisory Committee acts as an Advisory Committee to Council on all matters relating to the strategic development of the facility. The Committee makes recommendations on the implementation, monitoring and review of the Strategic Master Plan, provide advice and input to Council on issues relevant to the development of the facility including industry matters and quality assurance issues and promote the implementation of the Master Plan as a relevant policy document of Council.

Councillor's obligations as committee member:

The Councillor chairs the meeting. All documentation is prepared by Council officers. Actions are assigned and followed up by the relevant Council Officer and/or member. Occasional signing of correspondence as prepared by Council officers. A second Councillor is appointed as Deputy Chair to fill in when the Chair is unavailable. Historically they have also attended meetings to ensure fluency with operations. All recommendations of the committee shall be reported by the Director Shire Infrastructure to Council.

Membership of committee:

The membership of the committee is currently under review but currently consists of a variety of user groups members:

- Councillor Southern Grampians Shire (Chair, voting)
- Councillor Southern Grampians Shire (Deputy Chair, non-voting)
- Director Shire Infrastructure (non-voting)
- Manager Ventures (non-voting)
- Manager Hamilton Regional Livestock Exchange (non-voting)
- 2 x Stock Agent representatives (voting)
- Victorian Farmers Federation representative (voting)
- Livestock Buyers representative (voting)
- Veterinary representative (voting)
- Transport representative (voting)
- Community representative (voting)

Meeting regularity: Meetings are held a minimum of quarterly.

Committees Established by Other Bodies

MAV Delegate

Recommendation: That a delegate and substitute delegate be nominated to attend State Council meetings twice a year and special meetings as required (Mayor and Deputy Mayor) at which relevant local government matters are debated and determined.

Purpose of Committee: The MAV is the peak representative and advocacy body for Victoria's 79 Councils. The role of the MAV is to represent and advocate the interest of local government, lobby for a 'fairer deal' for Councils, raise the sectors profile, ensure its long-term security and provide policy advice, strategic advice, capacity building programs and insurance programs to local government.

Membership of Committee: The MAV Management Board is elected by member council representatives every 2 years and comprises an elected President and 12 members elected by regional groupings of Councils.

Great South Coast Group

Recommendation: That the Southern Grampians Shire Council is represented by the Mayor and Chief Executive Officer (non-voting) on this Group.

Purpose of Committee: This Committee's original purpose was to support Mayors and Chief Executive Officers and to influence the State and Federal Governments policy formation on matters impacting on the South West Region of Victoria.

The Great South Coast Group is now an evolving alliance of government, business and community organisations. The Group is a strategic planning committee and a forum in which regional issues are discussed and proposals developed. The Group will oversee the timely and efficient delivery of the Great South Coast Regional Strategic Plan.

The Group seeks to be recognised as an effective regional advocacy group on key government decisions influencing policy, infrastructure, funding and community well-being issues within the Region and in particular to co-ordinate major campaigns for regional infrastructure.

Membership of Committee: The Great South Coast Group comprises the municipalities of Southern Grampians, Glenelg, Moyne, Colac/Otway and Corangamite Shires and Warrnambool City.

Meeting Regularity: Board Meetings are held six weekly and in the locations to be shared amongst members. The Chairperson position is rotated annually. Directors include the Mayor and Chief Executive Officer of each municipality along with three non-municipal Directors.

Rural Councils Victoria

Recommendation: That the Mayor be appointed as Council's representative at Rural Council Victoria Forums. The Mayor or CEO may also nominate for the Rural Councils of Victoria Committee if they wish to do so.

Purpose of the Committee: Rural Councils Victoria is an organisation representing Victoria's rural councils, supporting and promoting sustainable, liveable, prosperous rural communities. The RCV Executive Committee provides a program update to the bi-annual RCV Forum comprising the Mayors and CEOs from Victoria's 38 rural councils. The RCV Secretariat provides monthly

reporting to the RCV Executive Committee and an Annual Report to Victoria's 38 rural councils. Meetings of the RCV Executive Committee focus on RCV business, strategy, program and advocacy focus and each meeting includes an agenda to reflect this principle.

Membership of the Committee:

- RCV coordinates the network of 38 rural councils across Victoria.
- The RCV Executive Committee comprises two representatives (a councillor and a senior officer) from each of the six Municipal Association of Victoria rural regions. (Providing the Mayor and CEO are not from the same Council)

Meeting regularity:

- There is a bi-annual RCV Forum.
- Committee Meetings are held on the second Friday of each month in Melbourne.

Barwon South West Local Government Waste Forum

Recommendation: That one Councillor be appointed as a representative to the Board of this Committee.

Context:

- The South Western Regional Waste Management Group trading as Waste Reduction Group (WRG) is one of Victoria's 13 Regional Waste Management Groups that work in partnership with other state and member local authorities to implement the States waste management policies and strategies at a regional and local level.
- The Barwon South West Waste and Resource Recovery Group (BSWRRG) was established under the Environment Protection Act 1970 (the Act) in 2014.
- The Local Government Waste Forum (LG Forum) is also established under the Act to support the effective operation of the Barwon South West WRG.
- The 9 member Councils of the Barwon South West region include the Borough of Queenscliffe, City of Greater Geelong, Colac Otway Shire, Corangamite Shire, Glenelg Shire, Moyne Shire, Southern Grampians Shire, Surf Coast Shire and Warrnambool City.

Forum Aims: To complement its statutory functions, the LG Forum aims:

- To develop local governments' capacity to deliver effective, efficient and sustainable waste and resource recovery planning and management across the Barwon South West Waste and Resource Recovery Region.
- To engage with industry, government and community stakeholders to improve waste and resource recovery management and planning.
- To assist the Barwon South West Waste and Resource Recovery Group Board to engage Councils across the region in the planning and management of waste.
- To nominate four members to the Minister for Environment and Climate Change, for appointment to the Barwon South West Waste and Resource Recovery Group Board, in accordance with the Act.

Meeting Regularity:

- The LG Forum is required to meet at least 4 times annually.
- Meetings are conducted as centrally as possible in the region; either Colac or Camperdown.
- Video conferencing and IT requirements are currently being investigated.
- In addition to scheduled meetings, the LG Forum may have additional activities for specific purposes which may add to the overall commitment required of a representative:
 - Site visits and technical tours

- Specific working groups as required from time to time.

Green Triangle Action Group

Recommendation: That a Councillor be appointed as a representative to this Committee.

Purpose of Committee: to advocate across councils. The Green Triangle Action Group is a multi-agency and business group consisting of both State and Local representatives. The group are developing a freight action plan to advocate to State and Federal Governments for infrastructure improvements.

Councils Obligations: Council has no obligation to be on the committee, however a continued presence is encouraged to ensure Southern Grampians' priorities are articulated in planning and advocacy activities. All recommendations of the committee shall be reported by the Director Shire Infrastructure to Council.

Membership of committee: the Group is managed by the Department of Economic Development, Jobs, Transport and Resources and Council representatives are;

- Councillor
- Director Shire Infrastructure

Meeting regularity: As arranged by the Department of Economic Development, Jobs, Transport and Resources.

Alliance of Councils for Rail Freight Development

Recommendation: That a Councillor be appointed as a representative to this Committee.

Purpose of the Committee: The Alliance was first formed in 1997 to lobby for Rail Gauge Standardisation on Victoria's main rail freight lines.

The Alliance's mission is to:

- advocate for rail standardisation of all key rail lines in Victoria including those to Southern New South Wales and the South East of South Australia;
- advocate for upgrading of all key rail lines and infrastructure in Victoria to world class transport standards;
- advocate for a competitive, independent and non-discriminatory Open Access rail freight system in Victoria; and
- advocate for seamless freight logistics that will facilitate the movement of bulk freight by rail rather than road.

Membership of the Committee: The Alliance currently has 30 member Councils.

Timber Towns Victoria

Recommendation: That a Councillor be appointed as a representative to this Committee.

Purpose of the Committee: Timber Towns Victoria is a forum in which its member councils can represent the views of their communities and discuss timber industry related matters which affect their municipality. It was formed in 1992 after the Victorian Government privatised the Victorian Plantations Corporation (VicForest).

As a local government association, Timber Towns Victoria is primarily concerned with forest management issues and timber industry development, and recognises the importance of the timber industry in driving rural and regional economic development.

Membership of the Committee:

Membership of the Association will be open to Victorian municipalities where the timber industry is recognised as a significant factor in the economy. A council which applies and is approved for membership as provided in these Rules is eligible to be a member of the Association.

Members of the Executive Committee shall be as soon as practicable after the Annual General Meeting appoint from their numbers a President, a Vice-President and a Treasurer.

Secretariat is current provided by Glenelg Shire Council.

Meeting regularity:

The Committee has been in a type of recess since the 2014 municipal elections and has this year re-established an Executive and members and had two meetings to date. It is anticipated that there would be up to 4 meetings per year and they are generally held in the MAV Offices in Melbourne.

An Annual General Meeting shall be held following the date of any annual municipal elections, or should there be no elections no earlier than 1st of March and no later than 30th April in any year.

All members of the Association may appoint two (2) representatives, one of whom shall be a Councillor of such municipalities, to participate and vote at meetings of the Association. No more than two (2) non-Councillors shall be elected to the Executive Committee.

All representatives appointed by members shall be entitled to participate in discussions at all meetings of the Association. Voting is restricted to one vote per member council.

Membership fees shall be determined at each Annual General Meeting after consideration of recommendations thereof by the Executive Committee.