

## PRECIS OF COMMITTEES 2019/2020

### 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.

Note: Legislation has passed Parliament that will require a Council officer, not a Councillor, to chair the meetings effective 1 December 2020.

**Membership of committee:** The Committee consists of:

- Chairperson (Councillor)
- Municipal Emergency Resource Officer (Emergency Management Officer)
- Municipal Recovery Manager
- Municipal Fire Prevention Officer
- Council's Environmental Health Officer
- Municipal Emergency Response 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 four times a year.

## 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 (or one other member of the Executive Leadership Team if unavailable)
- Councillor proxy(ies) can be nominated if one or two of the Councillors are unavailable.

**Councillor's obligations as committee member:**

A Councillor will be the nominated chairperson and will have a casting vote in case of deadlock.

**Meeting regularity:** As required.

## Advisory Committees Established by Council

### Community Inclusion Advisory Committee (CIAC)

**Recommendation:** That this committee be discontinued.

Hamilton Regional Livestock Exchange Advisory Committee – **Terms of Reference under review, scheduled for consideration at 11 December 2019 Council Meeting.**

**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 meetings will be chaired by a Southern Grampians Shire Councillor, who is appointed by Council to the Committee. In the Chairs' absence Meetings will be chaired by a Deputy Chair, to be the other Council nominated Councillor. Agendas and Minutes will be prepared and distributed by the Executive Assistant of the relevant Director. The Committee has a possible membership of seven (7) voting members.

**Membership of committee:**

The membership of the committee is consists of a variety of user groups members:

- Councillor Southern Grampians Shire (Chair, voting)
- Councillor Southern Grampians Shire (Deputy Chair, voting)
- Director (non-voting)
- Relevant Council staff involved with HRLX (non-voting)
- 2 x Stock Agent representatives (voting)
- Transport representative (voting)
- 2 x Community / Producer representatives (voting)

**Meeting regularity:** Meetings are held a minimum of quarterly.

#### CEO Employment and Remuneration Committee

**Recommendation:** That the Mayor, Deputy Mayor and two Councillors be appointed to this committee.

**Purpose of Committee:** An Advisory Committee appointed, pursuant to the Local Government Act 1989 to assist Council in fulfilling its responsibilities relating to CEO employment and remuneration matters.

**Councillor's obligations as committee member:**

The Mayor chairs the meeting. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. All information provided to the Committee will also be made available to all Councillors. All decision outcomes will be subject to a Council report that may be considered in Confidential Business.

**Membership of committee:**

Members of the Committee are appointed by Council, as per the Terms of Reference, the Committee will be constituted by:

- Mayor Southern Grampians Shire (Chair, voting)
- Deputy Mayor Southern Grampians Shire (Deputy Chair, non-voting)
- 2 x Councillor Southern Grampians Shire Council (voting)

**Meeting regularity:** The CEO Employment & Remuneration committee will meet at least two times a year, with authority to convene additional meetings, as circumstances require.

#### 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 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 every two months 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 two non-municipal Directors.

#### Rural Councils Victoria

**Recommendation:** That a Councillor 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 Councillor 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 at least four members and up to six members to the Minister for Energy 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.
- 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 Transport and Council representatives are;

- Councillor
- Director Shire Infrastructure

**Meeting regularity:** As arranged by the Department of Transport.

#### 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 27 member Councils.

#### Timber Towns Victoria

**Recommendation:** That no Councillor be appointed as a representative to this Committee.