

# **TERMS OF REFERENCE**

## **LAKE COLAC ADVISORY COMMITTEE**

### **1. PURPOSE**

The Lake Colac Advisory Committee (Committee) is a committee established by Council in accordance with its Council Committees Policy.

The purpose of the Committee is to:

- Provide strategic input, advice and advocacy support for the implementation of key strategies and plans associated with Lake Colac.
- Provide advice on operational matters relating to Lake Colac.
- Support planning, advocacy and implementation of special projects relating to Lake Colac.
- Provide a communication link between Council, agencies, user groups, stakeholders and the broader community.

### **2. BACKGROUND**

The Lake Colac Management Plan was adopted by Colac Otway Shire Council in November 2002. The purpose of the Plan is to provide an ongoing framework for the community, along with Local and State Government agencies, to manage and promote ecologically sustainable development and land use practices for Lake Colac and its catchments.

The Lake Colac Foreshore Master Plan was adopted by Council in 2016 and provides a framework to guide planning and development of the area of the foreshore that extends east-west between Rifle Butt Road and Clark Street; and north-south from the foreshore along the Barongarook Creek corridor to Murray Street. It also includes Meredith Park on the northern shores of the lake. The land is Crown land owned by the Victorian Government and managed by Colac Otway Shire.

### **3. OBJECTIVES**

The objectives of the Lake Colac Advisory Committee are:

- To advise Council on the revitalisation and development of Lake Colac as a recreational, tourism, social, environmental and economic asset.
- To be a forum of coordinated efforts of community, Local Government and State Government agencies to support implementation of relevant strategies and plans associated with Lake Colac.

### **4. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT**

Membership will reflect key stakeholder interest in Lake Colac and include the following representation:

- 2 Colac Otway Shire Councillors
- 1 Parks Victoria representative
- 1 Eastern Maar Aboriginal Corporation representative
- 1 Department of Energy, Environment and Climate Action representative
- 1 Corangamite Catchment Management Authority representative

- 1 Barwon Water representative
- 1 Friends of Botanic Gardens representative
- 1 Colac Yacht Club representative
- 1 Colac Anglers Club representative
- 1 Field and Game Australia, Colac Branch representative
- 1 Lake Colac Rowing Club representative
- 1 Barongarook Landcare Group representative
- 3 community representatives
- Colac Otway Shire General Manager Community and Economy

Appointment of Councillors must be by resolution of Council.

It is at the discretion of individual agencies whether to accept their position on the Committee. Agencies and community organisations will nominate their own representatives and be required to inform Council of their representative by 1 February of each year.

Community representatives will be appointed by Council resolution for a period of four years following an Expression of Interest process.

Proxies or substitute members of the nominated agencies will be permitted to attend meetings on an as needed basis.

Council's Community and Economy Division will provide administrative support to the Lake Colac Advisory Community.

## **5. DELEGATED AUTHORITY AND DECISION MAKING**

In accordance with the Council Committees Policy, the Lake Colac Advisory Committee will act in an advisory capacity only and have no delegated authority to make decisions. The Lake Colac Advisory Committee will provide advice to Council to assist in their decision making in matters relating to Lake Colac.

Whilst the Lake Colac Advisory Committee has no formal authority in relation to other agencies, the nature of the arrangement will enable an opportunity to provide advice to other agencies on matters that relate to Lake Colac.

## **6. MEETING PROCEDURES**

The Lake Colac Advisory Committee is expected to meet four times per year or as required if an important issue arises that requires a coordinated response.

Meetings are to be held at a time and place determined by the Lake Colac Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public.

## **7. CHAIRPERSON**

The position of Chairperson and Deputy Chairperson shall be elected by members of the Advisory Committee annually for a 12 month period. Should the Chairperson and the Deputy Chairperson not be present at a meeting, a Councillor shall be appointed as Chairperson for the purpose of conducting that meeting.

## **8. AGENDAS AND MINUTES**

Agendas and Minutes will be prepared for each meeting of the Lake Colac Advisory Committee. The agenda will be provided to members of the committee not less than 48 hours before the time fixed for the holding of the meeting.

The minutes of each meeting will be prepared by Council officers. Copies of the minutes will be provided to all members no later than 20 business days following each meeting. Minutes including attendance, apologies, issues discussed, recommendations made and action items will all be recorded for each meeting.

Recommendations and/or advice to Council will be provided to Council through its normal meeting cycle at the next available opportunity.

## **9. VOTING**

All members have voting rights. Staff provide support and advice to the Committee and have no voting rights.

In the event of an equality of votes the Chairperson has the casting vote.

## **10. CONDUCT AND INTEREST PROVISIONS**

All Lake Colac Advisory Committee members must:

- act honestly;
- exercise reasonable care and diligence;
- not make improper use of their position; and
- not make improper use of information acquired because of their position.

Where a member of the committee has an interest or conflict of interest in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the member must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting.

## **11. GUESTS**

The group may invite guests to appear at the meeting via the approval of the Chair. Guests may include any persons whom provide technical or other insight as appropriate from time to time. The group is encouraged to make use of guests where particular skills/experience can be provided.

## **12. QUORUM REQUIREMENTS**

A minimum of six members is required for the meeting to be recognised as an authorised meeting for the recommendations to be valid.

## **13. COMMUNICATIONS PROTOCOL**

All communications to the media regarding the Lake Colac Advisory Committee will be through Council. Lake Colac Advisory Committee members may not express views on behalf of Committee. Lake Colac Advisory Committee members may communicate with the media with regards to issues specific to Lake Colac as individuals and/or representing their respective organisations.

#### **14. REPORTING**

The Lake Colac Advisory Committee is required to prepare an annual report to a Councillor Briefing session reflecting the objectives of the committee.

#### **15. TERMS OF REFERENCE**

The Terms of Reference and objectives of the Lake Colac Advisory Committee are to be reviewed by the committee from time to time and by Council within twelve (12) months after a general election. Any proposed changes to the Terms of Reference resulting from a review must be presented to Council for formal approval.