



MINUTES

POLICY REVIEW PANEL

held on 19 October 2017 at 12pm in Civic Room 2, Melton Civic Centre

Present: Cr Ramsey, Mayor
Cr Carli
Cr Hardy

Ms M Stellini, Legal Officer
Ms T Spiteri, Governance Coordinator (arrived at 12.22pm)

Chairperson: Cr Ramsey, Mayor

1. Welcome

2. Apologies

Cr Majdlik

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of the previous minutes

Cr Hardy/Carli

That the minutes of the Policy Review Panel held on 26 June 2016, adopted by Council at the Ordinary Meeting held 24 July 2017 be accepted.

5. Business Arising

Nil

6. General Business

6.1 Financial Reserves Policy (new)

Presenter Sam Rumoro, Finance Manager

The new Financial Reserves Policy outlines Council's approach to establishing and managing financial reserves. Financial reserves ensure the Council sets aside and maintains monies in specific general financial reserve funds to meet specific legal and non-legal liabilities.

Councillors were advised that the creation of a reserve is established through the budget process and a Council resolution.

The Policy will be made available on Council's intranet.

Recommendation 1

Crs Carli/Hardy

That Council adopts the *Financial Reserves Policy* as attached to these minutes.



MINUTES

Ms T Spiteri arrived at 12.22 and joined the meeting.

6.2 Policy Review Panel Discussion – Councillors as Candidates in State or Federal Elections

Presenter – Tracy Spiteri, Governance Coordinator

A notice received from the Victorian Local Governance Association (VLGA) on Councillors as candidates in State or Federal Elections recommends that Councils develop a policy which provides guidance to Councillors in the lead up to State and Federal elections.

Councillors referred to reference material provided and also discussed Council's current Election Period policy. The panel agreed that a specific Council policy would provide clear guidance to Councillors including the treatment for 'prospective' candidates as well as 'nominated' candidates.

Recommendation 2

Cr Hardy/Carli

That Council officers develop a draft policy on *Councillors as Candidates in a State or Federal Election* and circulate it to all Councillors in February 2018 for review.

7. Next Meeting

14 December 2017, 10.00am - 12.00pm, Civic Room 2, Melton Civic Centre.

8. Close of Business

The meeting closed at 12.57pm.