



## **MELTON CITY COUNCIL**

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**Minutes of the  
Policy Review Panel Meeting of the  
Melton City Council  
held via a videoconference**

**23 September 2021**

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MINUTES OF THE POLICY REVIEW PANEL

23 SEPTEMBER 2021

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**MELTON CITY COUNCIL**MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL HELD VIA A VIDEOCONFERENCE  
ON 23 SEPTEMBER 2021 AT 11:00AM

**Present:** Cr K Majdlik (Mayor)  
Cr Carli (arrived 11:18am)  
Cr S Ramsey  
Cr J Shannon

**In Attendance:** Mr B Dosser, Manager Legal, Governance and Risk  
Ms E Rider, Manager Community Planning  
Ms J McBurnie, Coordinator Social Planning & Wellbeing

**1. WELCOME**

The Mayor, Cr Majdlik opened the meeting at 11:01am and welcomed the Panel members.

**2. APOLOGIES**

Nil.

**3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST**

Nil.

**4. MINUTES OF PREVIOUS MEETINGS****RECOMMENDATION:**

That the Minutes of the Policy Review Panel held on 29 July 2021 and adopted by Council at the Ordinary Meeting held on 30 August be noted.

**Motion**

Crs Shannon/Ramsey.

That the Minutes of the Policy Review Panel held on 29 July 2021 and adopted by Council at the Meeting held on 30 August 2021 be noted.

CARRIED

**5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

Nil.

MINUTES OF THE POLICY REVIEW PANEL23 SEPTEMBER 2021**6. PRESENTATION OF STAFF REPORTS****6.1 PREVENTING FAMILY VIOLENCE ADVISORY COMMITTEE TERMS OF REFERENCE - AMENDMENT TO MEMBERSHIP****Responsible Officer: Maurie Heaney - General Manager Community Services****Document Author: Elyse Rider - Manager Community Planning****Date Prepared: 03 May 2021****1. Recommendation:**

- a) To approve the Preventing Family Violence Advisory Committee Terms of Reference

**Motion**

Crs Ramsey/Shannon.

That Council approve the Preventing Family Violence Advisory Committee Terms of Reference.

CARRIED

The Panel discussed that any community group that may be required to attend a meeting from time to time will be invited as guests,

**2. Background****2.1 The Policy**

The Preventing Family Violence Advisory Committee Terms of Reference were reviewed, and changes endorsed at the policy review panel meeting on 27 January 2021. An outcome of this policy review panel meeting was to identify members to represent local Aboriginal and Torres Strait Islander Communities and the education sector. In consultation with existing members of the Preventing Family Violence Advisory Committee members for these positions have been identified. The Terms of Reference are being updated accordingly.

The following changes have been made to item 3.1' Membership', in the attached terms of reference:

1. 'Aboriginal and/or Torres Strait Islander Organisation' placeholder text replaced with new member 'Kirrip Aboriginal Corporation'
2. Additional row added (row 21) for new member 'Elizabeth Morgan House' (also an Aboriginal and/or Torres Strait Islander Organisation)
3. Noted number of members 2-27 adjusted throughout membership table to accommodate additional row
4. 'Primary, Secondary or Tertiary Education organisation' replaced with new member 'Department of Education and Training'

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5. Amendment to reference to number of positions to account for one new position, now stating 'The Committee will comprise of twenty-seven (27) positions with Councillor delegates being up to nine (9).

**2.2 Sources/benchmarking**

The updated Terms of Reference were based on the template that has been provided by Governance.

**2.3 Consultation**

Gaps in membership were raised at the Preventing Family Violence Advisory Committee at the meeting on 9 February 2021. Members identified suitable representatives who were approached by Council to join the committee.

**2.4 Communication and Implementation**

Following the policy review panel's endorsement of changes the amended terms of reference will be circulated to the committee within seven business days.

**2.5 Compliance**

The Policy was already compliant with external legislation and the Corporate Policy Management Framework.

**2.6 Measures of Success**

Success will be measured as per the monitoring and evaluation set out in the attached terms of reference document.

**LIST OF APPENDICES**

1. Preventing Family Violence Advisory Committee Terms of Reference - Amendment to Membership - dated 23 September 2021

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## Terms of Reference

<b>Name</b>	Preventing Family Violence Advisory Committee
<b>Endorsed by</b>	Policy Review Panel – 22 September 2021
<b>Approved by</b>	Council – 25 October 2021
<b>Next review</b>	October 2023

### 1. PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Preventing Family Violence Advisory Committee.

The formal Advisory Committee of Council will work to prevent family violence and raise awareness of its impacts, develop strategies and provide a forum for shared knowledge to improve the wellbeing of those at risk and those affected by family violence for the City of Melton residents.

### 2. RESPONSIBILITY

The Preventing Family Violence Advisory Committee ("the Committee") has been established to coordinate a whole of community and agency partnership response to the prevention of family violence.

In particular the Committee will:

- Share knowledge, practice wisdom, successes and challenges of preventing family violence work for the City of Melton residents.
- Promote Council as a demonstrated leader in preventing family violence.
- Support members to develop skills and expertise in the prevention of family violence and promotion of gender equity through guest speakers and professional development opportunities.
- Identify prevention priorities and develop strategies to reduce the incidence of family violence.
- Stay abreast of relevant trends and make recommendations to Council for advocacy.
- Encourage partnerships with other sectors to drive change and liaise with relevant government departments regarding the prevention of family violence related work.
- Promote links with other relevant networks.
- Contribute to local events and initiatives aimed at preventing family violence and educating the community about the issue.

### 3. COMPOSITION

#### 3.1 Membership

Membership of the Preventing Family Violence Advisory Committee will, where possible, be balanced in regard to age, gender, ethnicity and people living with a disability.

The Committee will comprise of twenty-seven (27) positions with Councillor delegates being up to nine (9). Included in the total are three Council staff who have an ex officio status.

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Representatives will have:

- An interest in developing inter-agency partnership responses to prevent family violence.
- The positional authority within their organisation to make decisions and commitments at committee meetings to advance priority actions and strategies of the committee.
- A commitment to integrated collaborative planning and community participation in strategies and projects that prevent family violence in the City of Melton.

	Organisation	Representation	Type of Appointment	Term
1	Councillor, City of Melton	Community	Chair, Elected Representative	1 year
2	Councillor, City of Melton	Community	Elected Representative	1 year
3	Councillor, City of Melton	Community	Elected Representative	1 year
4	Councillor, City of Melton	Community	Elected Representative	1 year
5	Councillor, City of Melton	Community	Elected Representative	1 year
6	Councillor, City of Melton	Community	Elected Representative	1 year
7	Councillor, City of Melton	Community	Elected Representative	1 year
8	Councillor, City of Melton	Community	Elected Representative	1 year
9	Councillor, City of Melton	Community	Elected Representative	1 year
10	Melton City Council Coordinator Family Services	Local Government, Melton Family Violence Network	Appointed	Ongoing
11	Victoria Police	Victoria Police	Appointed	Ongoing
12	Victoria Police	Victoria Police	Appointed	Ongoing
13	Djerriwarrh Health Services (DJHS)	Western Integrated Family Violence Committee, Men's Behaviour Change Program, Community Health sector	Appointed	Ongoing

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	Organisation	Representation	Type of Appointment	Term
14	Brimbank Melton Community Legal Service (BMCLS)	Legal sector	Appointed	Ongoing
15	MacKillop Family Services	Child and Family Services Alliance	Appointed	Ongoing
16	Department of Justice and Community Safety	State Government	Appointed	Ongoing
17	Women's Health West	Women's health sector (response and prevention)	Appointed	Ongoing
18	Department of Health and Human Services	State Government	Appointed	Ongoing
19	MiCare	Culturally and Linguistically Diverse community	Appointed	Ongoing
20	Kirrip Aboriginal Corporation	Aboriginal and/or Torres Strait Islander community	Appointed	Ongoing
21	Elizabeth Morgan House	Aboriginal and/or Torres Strait Islander community	Appointed	Ongoing
22	Brotherhood of St Lawrence	Disability sector	Appointed	Ongoing
23	Hope Street Youth and Family Services	Youth sector	Appointed	Ongoing
24	Department of Education and Training	Educational sector	Appointed	Ongoing
25	Melton City Council, Manager Community Planning	Local Government	Ex officio	Ongoing
26	Melton City Council, Team Leader Health Promotion and Planning	Local Government	Ex officio	Ongoing
27	Melton City Council Health Promotion Officer	Local Government	Ex officio	Ongoing

Other professionals may attend meetings to present agenda items. These representatives will be present on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

### 3.2 Terms and method of Nomination

- Council officers will be appointed by the Chief Executive.
- Specific positions within organisations will be invited to join as committee members by invitation of Council.



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- In the event that an appointed representative from a member organisation resigns from the Committee, the organisation will nominate a replacement within two months of this resignation.
- The role and membership of the Committee will be reviewed by Council Officers and Councillors annually.

**3.3 Chair**

The Chairperson will be the Mayor of the City of Melton when the Mayor a delegate appointed to this committee.

**3.1.1 Duties**

The chairperson is responsible for

- conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming a quorum
- utilising the knowledge and experience of members to enhance discussions and produce the best outcomes for the Committee
- promoting the work of the Committee to the community.

**3.1.2 Term of Office**

The chairperson will remain in that position while they hold the office of Mayor.

**3.1.3 Method of Appointment**

The Mayor of the City of Melton is automatically appointed as the Chairperson. In the event that the Mayor is absent or not an appointment to this committee, a Councillor will be selected as chairperson by the Councillor delegates on the committee.

**4. OPERATING PROCEDURES****4.1 Quorum**

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, and four (4) external agency committee members.

**4.2 Meetings**

- The Committee will meet quarterly for a maximum of two hours. The meetings will be held on the dates and times as determined by the Committee at its first meeting after Councillor delegates are appointed each year. Meetings will commence and conclude on time.
- Where practicable, the agenda together with reports and documents that relate to the Committee will be forwarded to members at least five working days prior to meetings to enable adequate consideration.
- Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be sent to committee members for ratification within one week of the meeting. Minutes will be endorsed at the next subsequent Council meeting.
- Council officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports. Any other member of the Committee may also be appointed to assist in various tasks e.g. taking of minutes etc.
- Standing agenda items for Committee meetings will be prescribed by Council.
- Council shall provide meeting facilities and administration support to the Committee as required.

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- Meetings may be hosted by participating organisations.

**4.3 Reports**

Committee meeting minutes will be reported quarterly to Council.

The Committee will receive updates, where relevant, at each meeting from the following regional and local networks and organisations:

- Department of Justice and Community Safety
- Melton Family Violence Network
- Victoria Police
- Western Integrated Family Violence Committee
- Women's Health West
- Melton City Council

**4.4 Expectations/ Requirements of Members**

Members are expected to:

- Declare any conflict of interest
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in meetings.
- Act in a courteous manner, respecting others views and opinions. All members should respect the decision of the consensus view as adjudicated by the Chair.
- Treat information with sensitivity.

**4.5 Evaluation and Review**

- Terms of Reference will be reviewed every 2 years.
- Committee priorities and annual action plans will be determined by members and developed on an annual basis (if required).
- The role, function and membership of the Committee will be reviewed by Council Officers and Councillors annually.
- The Committee will contribute to integrated evaluation processes, detailed through the *Equality & Respect 2030 Strategy* Evaluation Framework.

**5. RELATED MATERIAL**

Name	Location	Document Type
<i>Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton.</i>	<a href="#">Council's website</a>	Strategy

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**7. GENERAL BUSINESS**

Cr Carli arrived at 11.18am.

**7.1 POLICY REVIEW PROJECT**

The Mayor Cr Majdlik, and the rest of the Panel expressed concern that there had only been 1 policy up for review before the Panel at this meeting.

With a only limited number of further meetings before the end of the end of the year (2 more) the Panel was concerned that policies due for renewal by 31 December 2021 were not going to be given sufficient time for proper review and consideration by the Panel if they were left too late.

The Panel expressed a desire to avoid reviewing too many policies in one meeting. The Panel expressed that reviewing 3-4 policies per meeting would be ideal.

The Panel wished to prioritise policies required to ensure Local Government Act 2020 compliance by 31 December 2021 but then to focus on a number of other important policies soon after that.

Mr Dosser confirmed that the Indicative Timeline set out in the Report concerning the Policy Review Project presented to the last meeting of the Panel on 29 July 2021 (as Item 6.4) did prioritise the approval of policies in this manner and was communicated to all relevant Council Officers.

It was agreed an updated list of Policies which remained outstanding in this regard would be presented to the Panel at its next meeting.

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**8. CONFIDENTIAL BUSINESS**

Nil.

**9. NEXT MEETING**

13 October 2021, at 11.30am

**10. CLOSE OF BUSINESS**

The meeting closed at 12:04pm

Confirmed

Dated this

.....CHAIRPERSON