



MELTON CITY COUNCIL

Notice is hereby given that the Unscheduled Meeting of the Melton City Council will be by videoconference on 20 December 2021 at 6.15pm.

**Maurie Heaney
ACTING CHIEF EXECUTIVE**

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	To present to Council for its endorsement and approval the Minutes of the Policy Review Panel meeting held on Thursday 16 December 2021 at 10.30am.	
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1. APOLOGIES AND LEAVE OF ABSENCE

The Mayor will call for any apologies received from any Councillors who are unable to attend this meeting.

2. DECLARATION OF ANY PECUNIARY INTEREST, OTHER INTEREST OR CONFLICT OF INTEREST OF ANY COUNCILLOR

Pursuant to Part 6, Division 2 of the Local Government Act 2020 and Council's Governance Rules any Councillor must declare any General Conflict of Interest or Material Conflict of Interest.

3. PRESENTATION OF STAFF REPORTS

3.1 POLICY REVIEW PANEL MINUTES OF MEETING- 16 DECEMBER 2021

Author: Bradley Dosser - Manager Legal, Governance & Risk
Presenter: Bradley Dosser - Manager Legal, Governance & Risk

PURPOSE OF REPORT

To present to Council for its endorsement and approval the Minutes of the Policy Review Panel meeting held on Thursday 16 December 2021 at 10.30am.

RECOMMENDATION:

That Council:

1. Note the Minutes of the Policy Review Panel meeting held on Thursday 16 December 2021 at **Appendix 1**; and
 2. Adopt the recommendations arising within the Minutes.
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REPORT

1. Executive Summary

The Minutes of the Policy Review Panel meeting held on 16 December 2021 at 10.30am are appended to this report as **Appendix 1**.

The Minutes contain recommendations for the consideration and approval of Council.

2. Background/Issues

The Policy Review Panel is an Advisory Committee of Council.

Whilst not explicitly mentioned in the Local Government Act 2020 (the 2020 Act), Council has the power to create Advisory Committees pursuant to its general power set out in section 10 of the 2020 Act.

The Minutes of the Policy Review Panel attached to this report form a written record of meeting including any matters considered and any conflicts of interest disclosed.

The Minutes also serve as the advice/recommendations to Council for its consideration.

3. Council and Wellbeing Plan Reference and Policy Reference

The Melton City Council 2017-2021 Council and Wellbeing Plan references:

6. A high performing organisation that demonstrates civic leadership and organisational excellence
 - 6.3 *An organisation that demonstrates excellence in civic leadership and governance.*

4. Financial Considerations

As an Advisory Committee, the Policy Review Panel, is not responsible for operational expenditure and cannot direct Council officers to act without the consent of Council. Operational expenses and administrative actions arising from an Advisory Committee meeting are accommodated within Council's recurrent budgets, unless otherwise requested within the minutes of the meeting and detailed in a recommendation to Council for consideration.

5. Consultation/Public Submissions

Advisory Committees are one method by which Council consults and communicates with the community. Such a Committee may be established to provide strategic level input into a broad area of Council operations, such as community safety or arts and culture. An Advisory Committee may also be established for a specific time-limited project, such as a review of a Local Law.

The Policy Review Panel exists to review Council Policies impacting on the external operations of Council, the Community or the activities and conduct of its Councillors.

6. Risk Analysis

A risk analysis is contained within each report to the Policy Review Panel.

Risks identified by the Policy Review Panel and recommendations in relation to same should be carefully considered by Council as these represent an independent and forensic appraisal of the issues.

With a mandatory responsibility to report to Council and restricted to making recommendations for Council consideration, risks attached to Advisory Committee actions are substantially mitigated.

7. Options

The Policy Review Panel is an Advisory Committees of Council and so Council has the discretion to accept, reject, amend or seek further information on any aspect of the Minutes of the Policy Review Panel and/or any recommendations made within them.

LIST OF APPENDICES

1. Minutes of the Policy Review Panel- 16 December 2021

4. CONFIDENTIAL BUSINESS

5. CLOSE OF BUSINESS