

Preventing Family Violence Advisory Committee Terms of Reference

Date adopted	24 March 2025
Adopted by	Council
Review due	December 2028
Responsible officer	Health Promotion Officer
Records reference	11102856

1. Purpose

The Preventing Family Violence Advisory Committee serves as an advisory body to Melton City Council, providing recommendations, insights, and guidance on matters within its designated scope. The committee works to prevent family violence in the City of Melton and raise awareness of its impacts. Through evidence and discussion, members who are representative of the diverse community will collaboratively identify and develop opportunities to support an environment for shared knowledge, to reduce the impact of family violence in the City of Melton by addressing systemic gender inequalities.

2. Membership

Membership of the Committee will, where possible, be composed of between 10-13 members at any one time, with regard to age, gender, ethnicity, and people with lived experiences of disability.

Membership of the Committee will include:

- a. A minimum of four (4) Councillors
- b. A minimum of six (6) and a maximum of nine (9) Organisation Representatives
- c. Up to five (5) Council staff with an ex officio status
- d. The sponsoring Member of the Executive Leadership Team and/or relevant Manager or staff member/s.
- e. Melton City Council's (Council) Team Lead and Council's Road and Community Safety Officer will attend meetings to provide advice and support to the Committee. Other representatives may be invited to 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.

Position/ Panel Member Type	No. of Positions	Type of Appointment	Term
Chair (Councillor) (If the Mayor or Deputy Mayor is in the Committee, they must be the Chair).	1	Appointed	Annually, as appointed by Council
Councillor (not including the Chair)	3	Appointed	Annually, as appointed by Council
Sponsoring Member Coordinator, Social Planning & Wellbeing	1	Ex-officio	Ongoing
Organisation Representatives Djirra	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives Victoria Police	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
Organisation Representatives Western Health	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections

<p>Organisation Representatives</p> <p>MiCare</p>	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
<p>Organisation Representatives</p> <p>The Orange Door</p>	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
<p>Organisation Representatives</p> <p>Catholicare</p>	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
<p>Organisation Representatives</p> <p>The Department of Education (Respectful Relationships)</p>	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
<p>Organisation Representatives</p> <p>GenWest</p>	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections

<p>Organisation Representative</p> <p>Vacant (formerly Kip House)</p>	1	Appointed	In line with Council Term, concluding in June prior to Local Government Elections
<p>Melton City Council staff members</p> <p><i>Team Leader, Community Health Promotion</i></p>	1	Ex-officio	Ongoing
<p>Melton City Council staff members</p> <p><i>Health Promotion Officer (Coordinating Council Officer)</i></p>	1	Ex-officio	Ongoing
<p>Melton City Council staff members</p> <p><i>Coordinator, Community Wellbeing & Inclusion</i></p>	1	Ex-officio	Ongoing
<p>Melton City Council staff members</p> <p><i>Family Violence & Service Navigation Social Worker</i></p>	1	Ex-officio	Ongoing

2.1. Method of Appointment

2.1.1. Term of Appointment

- a. The appointment aligns with each Council Term, concluding in June prior to Local Government Elections.
- b. Committee members may reapply for one additional consecutive term.
- c. No member can serve more than a total of two consecutive terms.
- d. A Committee member may resign at any time by providing written notice to the Chair, Mayor or the Chief Executive Officer (CEO).
- e. A position will be deemed vacant if a member fails to attend without proxy for three consecutive meetings.
- f. Leave may be negotiated and granted. A proxy can be nominated to maintain an individual or group's representation if required.
- g. If a vacancy occurs, a nomination process will be undertaken.
- h. Council Officers may terminate a Committee member's appointment, declare the position vacant and seek a replacement if the member breaches these Terms of Reference.
- i. If the number of Committee members falls below the required minimum to meet a quorum due to resignation, Council will appoint a replacement for the remainder of the term.
- j. The Council may consider previous nominations from the same nomination period when filling a vacancy or re-advertise the position.
- k. If the advisory committee includes a member aged 16–18, other members may be required to obtain a Working with Children Check as per Council's Child Safe Policy.

2.2. Chair

- a. If the Mayor is a member of the Advisory Committee, the Mayor will automatically assume the role of Chair. If the Mayor is not a member of the Advisory Committee and the Deputy Mayor is, the Deputy Mayor will serve as Chair. In all other cases, Council will appoint a Councillor representative as Chair. Meetings will be led by the Chair.
- b. If the Chair is unable to attend a meeting, the Chair will nominate a Councillor Representative to undertake the role of the Chair.
- c. The Chair is responsible for fostering a collaborative approach to discussions held throughout the meeting.
- d. The Chair shall not permit any motion, question, or statement that is derogatory or defamatory toward any Councillor, Committee Member, Council staff member, or community representative.
- e. The Chair has the responsibility to maintain order by addressing any

individual who is disruptive or unruly during a meeting.

If a reserve Councillor has been nominated by Council, it should be noted that this is not a formally recognised role. While the reserve Councillor may attend and participate in meetings, they do not hold official standing unless the Chair or nominated Councillor representative is absent or otherwise unavailable. In the instance that the Chair is unavailable, the reserve Councillor may be required to chair committee meetings and perform other duties on behalf of the Committee as appropriate.

2.3. Attendance and Quorum

- a. Members who are unable to attend a meeting should submit their apologies to the Committee Chair.
- b. If a member anticipates being absent for three or more consecutive meetings and wishes to retain their membership, they should request a leave of absence. If a member misses three or more consecutive meetings without applying for a leave of absence, the member will be withdrawn from the committee.
- c. Leave of absence requests must be submitted to the Committee Chair and will be presented to the Committee for a decision.
- d. The Committee shall not unreasonably deny a leave of absence request.
- e. A quorum must be achieved for a meeting to commence. A quorum is at least 50% of each member category present, as detailed in the following table:

Total Members in a Category	Minimum Required for Quorum
3 Councillor Representatives	2 must be present
9 Organisation Representatives	5 must be present

3. Meeting Guidelines

- a. Meetings will be held quarterly.
- b. Meetings will be limited to a duration of 2 hours.
- c. Meetings may be conducted in person and/or online.
- d. The Committee will operate in an advisory capacity to Council. While the Council values the Committee's contributions and input, it is not a decision-making body. Council considers information from a broad range of stakeholders before making decisions.
- e. The Committee does not have the authority to direct Council Officers in their duties.
- f. Committee members shall not publicly comment on behalf of the group or advocate for the interests of individual organisations. The Chair may make public comments, in line with Council's Media Policy.
- g. Council will provide the necessary support for the Committee's effective functioning, including maintaining member contact details, preparing and distributing agendas, minutes, and pre-meeting materials.

4. Agendas and Minutes

A standardised agenda template and minutes template must be used for all Committee meetings. These templates will be provided by Governance to ensure consistency and accuracy in meeting documentation.

Each Committee must designate a dedicated Council staff member who is a part of the committee, to be responsible for preparing agendas and recording minutes. Agendas and minutes must be distributed to Committee members in a timely manner.

The staff member responsible for preparing agendas, minutes and other administration support, in consultation with the Chair, will determine agenda items, focusing on matters relevant to Council policies, programs, and strategic objectives. This officer will arrange meeting facilities and other meeting logistics, as relevant, to support face-to-face meetings

Minutes are presented to Council for receiving and to consider adopting any recommendations made by the committees. The dedicated person for recording minutes must ensure accuracy of minutes prior to presentation to Council.

To ensure transparency in Committee operations, Advisory Committee Minutes will be published in the Council Meeting papers.

5. Conflicts of Interest

Committee members are required to disclose any Conflict of Interest in accordance with the *Local Government Act 2020*. If a Committee Member has a general conflict of interest (as defined in *Section 127 of the Act*) or a material conflict of interest (as defined in *Section 128 of the Act*) regarding an item under discussion, they must disclose it to the Chair. If a Conflict of Interest arises, the member must take the following steps:

- a. Formally declare the conflict to the Chair and clearly outline the nature of their interest before the matter is discussed at the meeting.
- b. Leave the room or online meeting and refrain from participating in any discussion or decision making related to the matter.
- c. The disclosure and the actions taken must be recorded in the meeting minutes to ensure transparency and accountability.

Should the Chair declare a Conflict of Interest, a nominated Councillor Representative will assume the Chair for that item.

6. Confidentiality and Privacy

Any information discussed, received, used, or created by the Committee should be treated as confidential. Committee members must not disclose any information they know or should reasonably know is confidential, in accordance with *Section 125 of the Local Government Act 2020*.

Members are also prohibited from disclosing, recording, retaining, or reproducing confidential information in any form.

If the meeting is held online, or in a hybrid format (both online and in person), the Chair must seek confirmation from online attendees that they are joining from a confidential space where no one, other than them, can see or hear proceedings of the meeting.

In cases where confidential information is recorded in the minutes and necessary to provide context for a specific component of the minutes, it must be redacted before distribution or publication to ensure privacy and compliance with confidentiality requirements.

The Council may appoint members to a Committee without publicly disclosing their names if doing so could reasonably be expected to endanger their life or physical safety. In such cases, their names will be redacted from publicly available documents, including meeting minutes.

7. Review

The Terms of Reference will be reviewed at the commencement of each Council term to ensure they remain relevant, effective, and aligned with the needs of the Committee and stakeholders. Council may also review and amend the Terms of Reference as necessary to reflect changing circumstances.

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