



MELTON CITY COUNCIL

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

29 January 2021

MINUTES OF THE POLICY REVIEW PANEL

29 JANUARY 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 29 JANUARY 2021 AT 9:30AM

Present: Cr K Majdlik (Mayor)
Cr Carli
Cr S Ramsey
Cr J Shannon

Ms C Denyer, Manager Legal and Governance
Mr J Whitfield, Governance Coordinator
Ms D Mardesich, Coordinator Community Capacity
Ms J McBurnie, Acting Coordinator Social Planning and Wellbeing
Ms J Worthington, Community Grants & Awards Officer
Ms A Vickery, Aboriginal Community Engagement Officer
Mr E Dileri, Team Leader Diversity and Intercultural

1. WELCOME

Cr Carli, at the invitation of the Mayor Cr Majdlik, took the Chair, opened the meeting at 9.35am and welcomed the Panel members.

2. APOLOGIES

Nil.

3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST

Nil.

4. MINUTES OF PREVIOUS MEETINGS

Nil.

5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING

This Panel meeting was convened to deal with the Agenda items of the Panel meeting held 27 January 2021 that were not dealt with at that meeting prior to its adjournment.

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Cr Ramsey arrived at 9.37am

Cr Carli vacated the Chair at 9.43am.

The Mayor Cr Majdlik, took the Chair at 9.43am

6. PRESENTATION OF STAFF REPORTS

6.6 RECONCILIATION ADVISORY COMMITTEE - REVISED TERMS OF REFERENCE

Responsible Officer: Nicole Misurelli – Acting Manager Community Planning

Document Author: Annette Vickery - Aboriginal Community Engagement Officer

Date Prepared: 18/01/2021

1. Recommendation:

That Council approve the amended Terms of Reference for the Reconciliation Advisory Committee at **Appendix 2**.

Motion

Crs Carli/Shannon.

That Council approve the amended Terms of Reference for the Reconciliation Advisory Committee at **Appendix 2** noting the changes made by the Panel highlighted in yellow.

CARRIED

2. Background

2.1 The Policy

The Melton City Council Reconciliation Advisory Committee was first convened in 2014, and the first and second Melton City Council Reconciliation Action Plans were developed through this committee.

The Committee reviewed its Terms of Reference in 2018 and set a number of key commitments: the permanent membership for Traditional Owner Groups and Aboriginal Community controlled Organisations in Melton and a wider number of membership positions to ensure diversity of Aboriginal community opinion and non-Aboriginal members would be present. The Terms of Reference are set to be reviewed every two years.

On review of the 2018 Terms of Reference, the outdated reference to the 'Closing the Gap' policy was updated with the new National Aboriginal and/or Torres Strait Islander Reform Agreement. This National Agreement has been endorsed at a State level in the Victorian

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Aboriginal Affairs Framework 2018-2023 and so it is the Victorian Framework that should be referenced when working with Aboriginal communities.

It was further noted that the non-Aboriginal membership places were not filled. In keeping with the principle of self-determination, it is recommended that this membership category be discontinued. It is further proposed that the wording in the Terms of Reference reflect the preferred group naming of community as Aboriginal, rather than Indigenous.

Appendix 1 to this report shows the current Reconciliation Advisory Committee Terms of Reference. **Appendix 2** shows the revised Terms of Reference.

2.2 Sources/benchmarking

The National Indigenous Agreement is the national standard to close the gap between indicator outcomes for Australia and those of Aboriginal and/or Torres Strait Islander communities. This Agreement was incorporated into the Victorian Aboriginal Affairs Framework, where a number of measures are set out which, if achieved, will provide equity to Victorian Aboriginal communities.

2.3 Consultation

Consultations on the committee structure were undertaken internally and externally with existing and previous committee members, members of KIRRIPI Aboriginal Corporation, members of local Aboriginal community and the Melton City Council Community Capacity team.

2.4 Communication and Implementation

It is proposed that the new Terms of Reference will be used to recruit the incoming external members of the Committee and then used as one of the source documents for the proposed development of the fourth Reconciliation Action Plan.

The Terms of Reference will be published on the Melton City Council website, and a copy provided to the Traditional Owner and Aboriginal community controlled organisations for publication at their offices.

2.5 Compliance

There are no compliance issues for these Terms of Reference.

2.6 Measures of Success

In establishing a broader membership for the Committee in 2018 the diversity of opinion and dialogue with Council has seen progress in a number of significant areas of the Council Reconciliation Action Plan. Adjusting membership to be specific to Aboriginal and/or Torres Strait Islander communities in Melton further demonstrates Council's commitment to delivering self-determination to Aboriginal and/or Torres Strait Islander communities in Melton.

LIST OF APPENDICES

1. Reconciliation Advisory Committee - current Terms of Reference - dated 30 April 2018
2. Reconciliation Advisory Committee - revised Terms of Reference - dated January 2021

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Item 6.6 Reconciliation Advisory Committee - Revised Terms of Reference

Appendix 1 Reconciliation Advisory Committee - current Terms of Reference - dated 30 April 2018

**Terms of Reference**

Name:	Reconciliation Advisory Committee
Endorsed by:	Policy Review Panel – 18 April 2018
Approved by:	Council – 30 April 2018
Last reviewed:	20 March 2018

1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the Melton City Council's Reconciliation Advisory Committee.

2. DEFINITIONS

Word/Term	Definition
RAC	Reconciliation Advisory Committee
Closing the Gap	Endorsed by the Australian Government in March 2008, 'Closing the Gap' is a strategy that aims to reduce Indigenous disadvantage with respect to life expectancy, child mortality, access to early childhood education, educational achievement and employment outcomes.

3. RESPONSIBILITY

The City of Melton is home to a growing Indigenous population that enriches the community by sharing an intricate knowledge of Australia's history through the lens of Australia's First People. The Indigenous population has a strong connection with Country and a unique culture that is internationally recognised and attributed to Australia.

The Reconciliation Advisory Committee (RAC) has been established to work together with the City of Melton community to support the Reconciliation process between Indigenous and non-Indigenous Australian's for the benefit of all.

The Committee will:

- 3.1 Provide guidance and support to Council on issues and barriers that negatively affect the Reconciliation process.
- 3.2 Provide advice to Council on the development and implementation of strategies that will deliver positive outcomes and which are aligned to the Council and Wellbeing Plan, the Closing the Gap strategy and Melton City Council's Reconciliation Action Plan.
- 3.3 Receive and comment on the progress in implementing specific strategies that encourages inclusive involvement of Indigenous people in Council services, programs and activities.

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Appendix 1 Reconciliation Advisory Committee - current Terms of Reference - dated 30 April 2018

- 3.4 Raise advocacy issues for Council to consider on behalf of the Indigenous community.

4. COMPOSITION

4.1 Membership

The committee will comprise a total of fourteen (14) representatives, consisting of the Indigenous community, an elected Councillor, officers of Council, community service providers and other stakeholders, who have a significant role in supporting the Indigenous community in the City of Melton.

The Committee may elect to open meetings to community members with an interest in witnessing the Committee proceedings. The Committee will determine in advance by consensus whether individual meetings will be open in this way.

	Name	Type of Appointment	Term of Office
1	Councillor, Melton City Council	Chair, Elected Representative	1 year
2	Councillor, Melton City Council	Elected Representative	1 year
3	Melton City Council, Community Capacity Coordinator	Appointed	Ongoing
4	Melton City Council, Aboriginal and Torres Strait Islander Community Engagement Officer	Appointed	Ongoing
5	Kirrip Aboriginal Corporation representative	Appointed	Ongoing
6	Wauthaurong Corporation representative (Wadawurrong)	Appointed	Ongoing
7	Wurundjeri Land and Compensation Aboriginal Cultural Heritage Corporation	Appointed	Ongoing
8	Bunurong Land Aboriginal Corporation representative	Appointed	Ongoing
9	Local Aboriginal Community member	Appointed	2 years
10	Local Aboriginal Community member	Appointed	2 years
11	Local Aboriginal Community member	Appointed	2 years
12	Local Aboriginal Community member	Appointed	2 years
13	Local Community member	Appointed	2 years
14	Local Community member	Appointed	2 years

A subgroup, consisting of the Chairperson, together with Council officers will undertake specific responsibilities to assess advisory committee applications, plan meeting dates and distribute agendas and minutes.

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Appendix 1 Reconciliation Advisory Committee - current Terms of Reference - dated 30 April 2018

Additional Council staff, guest advisory bodies and other professionals will attend meetings to present, or respond to, agenda items on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

4.2 Method of appointment

- 4.2.1 Council officers will be appointed by the Chief Executive.
- 4.2.2 Nominations for applicants to Specific Group and Agency Representatives shall be invited by letter from Council to appoint a member of their group to represent their body.
- 4.2.3 Nominations for applicants to the Indigenous Community and broader Community Member Representatives shall be called by public notice in local media and by information letter to relevant local groups and agencies.
- 4.2.4 Appointments will be recommended to Council by a Sub-Committee, comprising Council staff, which will assess applicants against predetermined selection criteria, as stated in Expression of Interest documentation.
- 4.2.5 Indigenous Community Member and broader Community Representatives will be appointed for a period of two years. At the end of the two-year term, Expressions of Interest will be sought for nomination, with existing members eligible to renominate.
- 4.2.6 A position will be deemed to be vacant if a representative fails to attend for three consecutive meetings.
- 4.2.7 Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence (e.g. travel overseas). A proxy may be nominated in order to maintain an individual or group's representation if required.
- 4.2.8 If a vacancy occurs, a nomination process as outlined will be undertaken by the subcommittee as per clauses contained within section 4.2

4.3 Expectations of Committee members

- 4.3.1 Commitment to promote inclusion and active engagement of Indigenous community members in all aspects of community life.
- 4.3.2 To stimulate discussion on the range of issues that affects the Indigenous community across the municipality.
- 4.3.3 Encourage and support participation by all members of the community in Indigenous culture and events.
- 4.3.4 Represent the views of their community / organisation.
- 4.3.5 Provide advice, make recommendations and comment on the activities of the RAC.
- 4.3.6 Willingness to participate in Council's Reconciliation Action Plan implementation and review.
- 4.3.7 Preparedness to present reports and promote the activities of the RAC to their respective community, organisation and networks.

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Appendix 1 Reconciliation Advisory Committee - current Terms of Reference - dated 30 April 2018

5. OPERATING PROCEDURES**5.1 Chair**

The Chairperson is a Councillor, Melton City Council. The chairperson is responsible for presiding the meeting. In the chairperson's absence, the other Councillor will act as Chair for the meeting.

Any other member of the Committee may also be appointed to assist in various tasks e.g. taking of minutes etc.

5.2 Quorum

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council officer and a minimum of two (2) Aboriginal Community members.

The Committee will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issues or assist the parties / group to reach consensus.

5.3 Meetings

- 5.3.1 There will be a minimum of four (4) meetings per year.
- 5.3.2 Meetings will commence and conclude on time.
- 5.3.3 Council officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
- 5.3.4 Where practicable, the agenda, reports and documents that relate to the Committee and minutes of the previous meeting, will be forwarded to members at least five (5) working days prior to meetings.
- 5.3.5 Accurate minutes will be kept of each committee meeting. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.
- 5.3.2 Additional sub-committee meetings, as agreed by members, may be formed to advise the committee.

5.4 Reports

Council will review and consider advice and recommendations in the form of Committee minutes and reports. Committee meeting minutes will be reported quarterly to Council.

6. REQUIREMENTS OF MEMBERS

Members are required to:

- 6.1 Declare any interest, pecuniary interest or conflict of interest.
- 6.2 Keep informed of current developments, issues and concerns in the local community.
- 6.3 Have an understanding of and/or experience in the principles of community development.
- 6.4 Prepare for and actively participate in meetings.

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Item 6.6 Reconciliation Advisory Committee - Revised Terms of Reference

Appendix 1 Reconciliation Advisory Committee - current Terms of Reference - dated 30 April 2018

- 6.5 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.
- 6.6 Treat information with sensitivity.

7. EVALUATION AND REVIEW

The Terms of Reference will be reviewed and evaluated every two years.

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Item 6.6 Reconciliation Advisory Committee - Revised Terms of Reference

Appendix 2 Reconciliation Advisory Committee - revised Terms of Reference - dated January 2021



Terms of Reference

Name: Reconciliation Advisory Committee

Endorsed by: Policy Review Panel - <insert date>

Approved by: Council - <insert date>

Next review: January 2023

1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the Melton City Council's Reconciliation Advisory Committee.

2. DEFINITIONS

Word/Term	Definition
RAC	Reconciliation Advisory Committee
National Aboriginal and/or Torres Strait Islander Reform Agreement	This Agreement was endorsed by the Victorian State Government in the Victorian Aboriginal Affairs Framework, 2018-2023. This policy is intended to create specific self-determination enablers which will empower Aboriginal Victorians to work with Government to eliminate structural and systemic barriers they experience.

3. RESPONSIBILITY

The City of Melton is home to a growing Aboriginal and/or Torres Strait Islander population that enriches the community by sharing an intricate knowledge of Australia's history through the lens of Australia's First People. The Aboriginal and/or Torres Strait Islander population has a strong connection with Country and a unique culture that is internationally recognised and attributed to Australia.

The Reconciliation Advisory Committee (RAC) has been established to work in partnership together with the City of Melton community to progress the Reconciliation process between Aboriginal and/or Torres Strait Islander and non-Aboriginal and/or Torres Strait Islander Australian's for the benefit of all.

The Committee will:

- 3.1 Provide guidance and support to Council on issues and barriers that negatively affect the Reconciliation process and identify opportunities for positive progress.

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Item 6.6 Reconciliation Advisory Committee - Revised Terms of Reference

Appendix 2 Reconciliation Advisory Committee - revised Terms of Reference - dated January 2021

3.2 Provide advice to Council on the development and implementation of strategies that will deliver positive outcomes and which are aligned to the Council and Wellbeing Plan, the Victorian Aboriginal Affairs Framework and Melton City Council's Reconciliation Action Plan.

3.3 Receive reports on the progress of the Reconciliation Action Plan.

3.4 Raise advocacy issues for Council to consider on behalf of the Aboriginal and/or Torres Strait Islander community.

4. COMPOSITION

4.1 Membership

The committee will comprise a total of (14) fourteen representatives, consisting of the Aboriginal and/or Torres Strait Islander community, two elected Councillors, one of whom shall be the Chairperson, officers of Council, community service providers and other stakeholders, who have a significant role in supporting the Aboriginal and/or Torres Strait Islander community in the City of Melton.

The Committee may elect to open meetings to community members with an interest in witnessing the Committee proceedings. The Committee will determine in advance by consensus whether individual meetings will be open in this way.

	Name	Type of Appointment	Term of Office
1	Councillor, Melton City Council	Chair, Elected Representative	1 year
2	Councillor, Melton City Council	Elected Representative	1 year
3	Melton City Council, Community Capacity Coordinator	Appointed	Ongoing
4	Melton City Council, Aboriginal and Torres Strait Islander Community Engagement Officer	Appointed	Ongoing
5	Kirrip Aboriginal Corporation representative	Appointed	Ongoing
6	Wauthaurong Corporation representative (Wadawurrong)	Appointed	Ongoing
7	Wurundjeri Land and Compensation Aboriginal Cultural Heritage Corporation	Appointed	Ongoing
8	Bunurong Land Aboriginal Corporation representative	Appointed	Ongoing

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Appendix 2 Reconciliation Advisory Committee - revised Terms of Reference - dated January 2021

9	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	2 years
10	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	2 years
11	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	2 years
12	Local Aboriginal and/or Torres Strait Islander Community member	Appointed	2 years
13	Local Aboriginal Community member	Appointed	2 years
14	Local Aboriginal Community member	Appointed	2 years

A subgroup of Council officers will undertake specific responsibilities to assess advisory committee applications, plan meeting dates and distribute agendas and minutes.

Additional Council staff, guest advisory bodies and other professionals may attend meetings to present, or respond to, agenda items on an ex officio basis only for the purpose of providing relevant information and advice on matters being considered by the Committee.

4.2 Method of appointment

- 4.2.1 Council officers will be appointed by the Chief Executive.
- 4.2.2 Nominations for applicants to Specific Group and Agency Representatives shall be invited by letter from Council to appoint a member of their group to represent their body.
- 4.2.3 Nominations for applicants for the Aboriginal and/or Torres Strait Islander Community shall be called by public notice in relevant media and by information letter to relevant local groups and agencies.
- 4.2.4 Appointments will be recommended to Council by a Sub-Committee, comprising Council staff, which will assess applicants against predetermined selection criteria, as stated in Expression of Interest documentation.
- 4.2.5 Aboriginal and/or Torres Strait Islander Community Members will be appointed for a period of two years. At the end of the two-year term, Expressions of Interest will be sought for nomination, with existing members eligible to renominate.
- 4.2.6 A position will be deemed to be vacant if a representative fails to attend for three consecutive meetings.
- 4.2.7 Leave may be negotiated and granted to a member in the event that a member needs to arrange a temporary absence (e.g. travel overseas). A proxy may be nominated in order to maintain a group's representation if required.

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Appendix 2 Reconciliation Advisory Committee - revised Terms of Reference - dated January 2021

- 4.2.8 If a vacancy occurs, a nomination process as outlined will be undertaken by the subcommittee as per clauses contained within section 4.2

4.3 Expectations of Committee members

- 4.3.1 Commitment to promote inclusion and active engagement of Aboriginal and/or Torres Strait Islander community members in all aspects of community life.
- 4.3.2 To stimulate discussion on the range of issues that affects the Aboriginal and/or Torres Strait Islander community across the municipality.
- 4.3.3 Encourage and support participation by all members of the community in Aboriginal and/or Torres Strait Islander culture and events.
- 4.3.4 Represent the views of their community / organisation.
- 4.3.5 Provide advice, make recommendations and comment on the activities of the RAC.
- 4.3.6 Willingness to participate in Council's Reconciliation Action Plan implementation and review.
- 4.3.7 Preparedness to present reports and promote the activities of the RAC to their respective community, organisation and networks.

5. OPERATING PROCEDURES**5.1 Chair**

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

5.1.1 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.

5.1.2 Term of Office

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

5.1.3 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, an elected delegate (Councillor) will be selected as chairperson by the elected Councillor delegates on the committee.

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Item 6.6 Reconciliation Advisory Committee - Revised Terms of Reference

Appendix 2 Reconciliation Advisory Committee - revised Terms of Reference - dated January 2021

5.2 Quorum

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council officer and a minimum of four (4) Aboriginal organisation or community members.

The Committee will operate on a consensus basis. Where issues remain unresolved, the Chair will defer the issue to the next meeting. If issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issues or assist the parties/ group to reach consensus.

5.3 Meetings

- 5.3.1 There will be a minimum of four (4) meetings per year.
- 5.3.2 Meetings will commence and conclude on time.
- 5.3.3 Council officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
- 5.3.4 Where practicable, the agenda, reports and documents that relate to the Committee and minutes of the previous meeting, will be forwarded to members at least five (5) working days prior to meetings.
- 5.3.5 Accurate minutes will be kept of each committee meeting. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.
- 5.3.2 Additional sub-committee meetings, as agreed by members, may be formed to advise the committee.

5.4 Reports

Council will review and consider advice and recommendations in the form of Committee minutes and reports. Committee meeting minutes will be reported quarterly to Council.

6. REQUIREMENTS OF MEMBERS

Members are required to:

- 6.1.1 Declare any conflict of interest.
- 6.1.2 Keep informed of current developments, issues and concerns in the local Aboriginal and/or Torres Strait Islander community.
- 6.1.3 Have an understanding of and/or experience in the principles of community development.
- 6.1.4 Prepare for and actively participate in meetings.

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Item 6.6 Reconciliation Advisory Committee - Revised Terms of Reference

Appendix 2 Reconciliation Advisory Committee - revised Terms of Reference - dated January 2021

- 6.1.5 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.
- 6.1.6 Treat information with sensitivity.

7. Evaluation and Review

The Terms of Reference will be reviewed and evaluated every two years.

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Cr Ramsey left the meeting at 10.10am and did not return.

6.5 INTERCULTURAL ADVISORY COMMITTEE - REVISED TERMS OF REFERENCE

Responsible Officer: Nicole Misurelli – Acting Manager Community Planning

Document Author: Essan Dileri - Team Leader Diversity & Intercultural Development

Date Prepared: 10/12/2020

1. Recommendation:

That Council approve the amended Terms of Reference of the Intercultural Advisory Committee.

Motion

Crs Shannon/Carli.

That Council approve the amended Terms of Reference of the Intercultural Advisory Committee at **Appendix 1** noting the changes made by the Panel highlighted in yellow.

CARRIED

2. Background**2.1 The Policy**

The Intercultural Advisory Committee (IAC) will work together with communities to support the City of Melton to be inclusive of all people, valuing and acknowledging the contribution of cultural diversity and the role of diverse communities within the municipality.

The IAC is responsible to:

- advise Council on issues and barriers that affect people from diverse backgrounds who are either living, working, recreating and/or learning in the City of Melton
- respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment
- receive and comment on reports on Council's progress in implementing specific strategies to increase inclusion by all members of the diverse communities in Council facilities, programs and activities
- assist Council to promote the benefits of diversity within the City of Melton and region.

The amended Terms of Reference (TOR) will enable the Committee to operate their usual business supported by a current TOR.

2.2 Sources/benchmarking

The document establishes the terms of reference, composition and operating arrangements of the City of Melton Intercultural Advisory Committee

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The key changes to the Terms of Reference are:

- Section 5.1 has been amended to include two more Councillor delegates and Types of Appointment for Council Officers section has been amended to correctly represent the role of Council Officer and has been termed as 'Ex Officio',
- In Section 6.1 has been amended to reflect the appointment of Chair and
- Section 6.2 - Quorum has been amended to include one more Councillor

2.3 Consultation

The TOR were discussed by the relevant Council Officers. The proposed amendments to the TOR came by as direct input from Community Capacity and Governance.

2.4 Communication and Implementation

Upon approval of the proposed amended TOR, responsible Council Officer will inform the Committee and email a copy of the adopted TOR. The Responsible Council Officer will also ensure to Governance and Communications team have access to updated TOR to update Policy Intranet site and Council website if applicable.

2.5 Compliance

The TOR complies with Council's protocols with regards to advisory committees.

2.6 Measures of Success

The TOR will be reviewed every two years to evaluate its success in term of its full implementation in relation to the proceedings of the IAC.

LIST OF APPENDICES

1. Intercultural Advisory Committee - Revised Terms of Reference - dated December 2020

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Item 6.5 Intercultural Advisory Committee - Revised Terms of Reference

Appendix 1 Intercultural Advisory Committee - Revised Terms of Reference - dated December 2020



Terms of Reference

Name: ~~City of Melton~~ Intercultural Advisory Committee (IAC)

Endorsed by: ~~Policy Review Panel – 27 January 2024~~ <insert date>

Approved by: Council, ~~23 June 2015~~ – <insert date>

Last reviewed: ~~NEXT~~ 14 February 2018, December 2022
Next review

1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the City of Melton Intercultural Advisory Committee (IAC).

2. DEFINITIONS

Word/Term	Definition
IAC	Intercultural Advisory Committee

3. RESPONSIBILITY

The City of Melton is made up of a community of many cultural groups, each with unique identities bringing a wealth of culture and history as they contribute to the growth, strength and diversity of the community.

The IAC will work together with communities to support the City of Melton to be inclusive of all people, valuing and acknowledging the contribution of cultural diversity and the role of diverse communities within the municipality.

The IAC is responsible to:

- advise Council on issues and barriers that affect people from diverse backgrounds who are either living, working, recreating and/or learning in the City of Melton
- respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment
- receive and comment on reports on Council's progress in implementing specific strategies to increase inclusion by all members of the diverse communities in Council facilities, programs and activities
- raise concerns for Council to consider on behalf of the community
- assist Council to promote the benefits of diversity within the City of Melton and region.

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Item 6.5 Intercultural Advisory Committee - Revised Terms of Reference

Appendix 1 Intercultural Advisory Committee - Revised Terms of Reference - dated December 2020

4. COMMITMENT OF COUNCIL

Council will:

- consult IAC regarding all relevant reports and plans prior to seeking Council endorsement
- receive and review reports from the IAC
- provide orientation for all IAC members. Orientation of IAC members to be more casual
- advocate for issues identified by the IAC
- report back to IAC about recommendations they proposed to Council.

5. COMPOSITION**5.1 Membership**

The Committee will, where possible, be balanced in regard to gender and ethnicity, with a total of up to ~~20~~2 members.

Membership will consist of representatives of intercultural communities, elected officials, Council officers and representatives from community service providers whose primary purpose is supporting diverse communities within the City of Melton.

	Name	Type of Appointment	Term of Office
1.	Councillor	Chair Elected Representative	21 years
2.	Councillor	Elected Representative	12 years
3.	Councillor	Elected Representative	1 year
4.	Councillor	Elected Representative	1 year
3.	Community Capacity Coordinator	Appointed	Ongoing
4.	Diversity & Intercultural Development Team Leader	Appointed	Ongoing
5.	Access & Support Outreach Officer	Appointed	Ongoing
3.5.	Community Service Organisation representative	Appointed	2 years
4.6.	Community Service Organisation representative	Appointed	2 years
5.7.	Local Intercultural Community representative	Appointed	2 years
6.8.	Local Intercultural Community representative	Appointed	2 years

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Item 6.5 Intercultural Advisory Committee - Revised Terms of Reference

Appendix 1 Intercultural Advisory Committee - Revised Terms of Reference - dated December 2020

7-9.	Local Intercultural Community representative	Appointed	2 years
8-10.	Local Intercultural Community representative	Appointed	2 years
9-11.	Local Intercultural Community representative	Appointed	2 years
10-12.	Local Intercultural Community representative	Appointed	2 years
11-13.	Local Intercultural Community representative	Appointed	2 years
12-14.	Local Intercultural Community representative	Appointed	2 years
13-15.	Local Intercultural Community representative	Appointed	2 years
14-16.	Local Intercultural Community representative	Appointed	2 years
15-17.	Local Intercultural Community representative	Appointed	2 years
16-18.	Local Intercultural Community representative	Appointed	2 years
17-19.	Local Intercultural Community representative	Appointed	2 years
<u>20.</u>	<u>Community Capacity Coordinator</u>	<u>Ex Officio</u>	<u>Ongoing</u>
<u>21.</u>	<u>Diversity & Intercultural Development Team Leader</u>	<u>Ex Officio</u>	<u>Ongoing</u>
<u>22.</u>	<u>Access & Support Outreach Officer</u>	<u>Ex Officio</u>	<u>Ongoing</u>

Additional Council staff and other professionals will attend meetings to present agenda items only for the purpose of providing relevant information and advice on matters being considered by the Committee.

5.2 Method of Appointment

5.2.1 Council officers will be appointed by the Chief Executive Officer

5.2.2 Nominations by applicants seeking appointment as Local Intercultural Community representatives and Community Service Organisation representatives, shall be called by public Expression of Interest in local media and by direct letter to relevant local groups and agencies

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Item 6.5 Intercultural Advisory Committee - Revised Terms of Reference

Appendix 1 Intercultural Advisory Committee - Revised Terms of Reference - dated December 2020

- 5.2.3** Appointments will be made by a Sub-Committee, comprising Council staff, which will assess applicants against selection criteria, as stated in the Expression of Interest documentation
- 5.2.4** Local Intercultural Community representatives and Community Service Organisation representatives will be appointed for a period of two years. At the end of this term, Expressions of Interest will be sought through the process identified in 5.2.3. Existing members will be eligible to renominate
- 5.2.5** A position will be re-allocated if a representative fails to attend for three consecutive meetings without leave
- 5.2.6** Leave may be granted to a member in the event that a member needs to arrange a temporary absence (e.g. travel overseas). Their proxy may be exercised by a representative from the same community group
- 5.2.7** If a vacancy occurs, the vacating member or the organisation (Local Intercultural Community or Community Service Organisation) may nominate a member to replace them on the committee – subject to approval by the Sub-Committee as per 5.2.3. In the event that the nominated replacement is not approved, a nomination process as outlined in 5.2.3 will be undertaken by the subcommittee.

5.3 Expectations of a member of the Intercultural Advisory Committee

IAC committee members are expected to:

- promote inclusion and active engagement of diverse communities in all aspects of community life
- gain an understanding of, and stimulate discussion on, the range of issues that affect diverse communities across the municipality
- represent the views of the community represented
- provide advice, make recommendations and comment on the activities of the IAC
- actively participate in and contribute to the Council's Intercultural Strategy and its implementation
- represent and promote the activities of the IAC to their respective community and networks.

6. OPERATING PROCEDURES**6.1 Chair**

~~The Chairperson is a Councillor of Melton City Council. In the chairperson's absence, Coordinator Community Capacity will act as Chair for the meeting.~~

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

6.1.1 Duties

The chairperson is responsible for

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Appendix 1 Intercultural Advisory Committee - Revised Terms of Reference - dated December 2020

- 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.

6.1.2 Term of Office

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

6.1.3 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.

6.2 Quorum

A quorum for the Committee will require the attendance of ~~one~~^{two} (12) Councillors, one (1) Council Officer, plus six (6) Local Intercultural Group and Community Service Organisation representatives.

The Committee will operate by general agreement. Where there are issues to be resolved, the Chair will defer the issue to the next meeting. Where issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issue or assist the parties/group reach an agreement.

6.3 Meetings

6.3.1 Meetings to be held at an agreed time to suit members.

6.3.2 There will be a minimum of four (4) meetings per year.

6.3.3 Additional Sub-Committee meetings, as agreed by members, may be formed to advise the committee.

6.4 Reports

The IAC will report to Council following all committee meetings.

6.5 Expectations/ Requirements of Members

Members are expected to:

- declare any conflict of interest
- maintain confidentiality of information
- 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

Terms of Reference for
City of Melton Intercultural Advisory Committee

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29 JANUARY 2021

Item 6.5 Intercultural Advisory Committee - Revised Terms of Reference

Appendix 1 Intercultural Advisory Committee - Revised Terms of Reference - dated December 2020

- demonstrate courtesy and respect. All members should respect the decision of the consensus view as adjudicated by the Chair
- treat information with sensitivity.

6.6 Evaluation

The IAC Terms of Reference and membership will be reviewed every two years.

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Item 6.7 Community Grants Assessment Panels - Terms of Reference Updates

Appendix 4 Terms of Reference - Grant Assessment Panel (The Club Caroline Springs Grants) - 2021**6.7 COMMUNITY GRANTS ASSESSMENT PANELS - TERMS OF REFERENCE UPDATES****Responsible Officer:** Nicole Misurelli – Acting Manager Community Planning**Document Author:** Jennifer Worthington - Community Grants & Awards Officer**Date Prepared:** 15/01/2021**1. Recommendation:**

That Council approve the revised Advisory Committee Terms of Reference for each grant program assessment panel for the following grant streams:

- Semi-Annual Grants at **Appendix 1**
- Bi-annual Grants at **Appendix 2**
- HRV-Tabcorp Park Grants at **Appendix 3**
- The Club Caroline Springs Grants at **Appendix 4**

Motion

Crs Carli/Shannon.

That Council officers bring back a report to the next Policy Review Panel meeting on revised Terms of Reference for the four Community Grants Assessment Panels.

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

The Community Grants Program (CGP) and policy is designed to support the City of Melton community by providing opportunities for community groups and organisations to identify and respond to local issues and needs by providing resources, funding and support in developing new groups, projects and activities. The Community Grants Program is currently under review and will now also address the resolution of Council at its 21 December 2020 meeting (refer Notice of Motion 733 (Cr Deeming)). However, funding streams in the existing program are set to re-open on 1 February 2021 and will run concurrently whilst the review is being finalised, with some administrative changes incorporated into these revised Terms of References.

Funding for the Community Grants Program is limited. Applications are assessed on their individual merit with each application being recommended or not recommended for approval in line with selection criteria as outlined in the Community Grants Policy and Terms of Reference requirements. Each Terms of Reference clearly outlines the assessment process that all eligible applications undergo, and the role requirements of grants assessment panel members in that process. Assessment panels are made up of Councillors, Council staff, community representatives, and in some cases a relevant organisation.

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Item 6.7 Community Grants Assessment Panels - Terms of Reference Updates

Appendix 4 Terms of Reference - Grant Assessment Panel (The Club Caroline Springs Grants) - 2021

Terms of Reference are subject to review every two years, with the Semi-Annual Grants Terms of Reference, Bi-annual Grants Terms of Reference, HRV-Tabcorp Park Grants Terms of Reference and The Club Caroline Springs Grants Terms of Reference now due for renewal.

Consultation has occurred with the Governance Coordinator to ensure the Terms of Reference updates reflect changes are consistent with the Local Government Act 2020 (Vic). On the basis of advice from the Governance Coordinator, the requirement for signed confidentiality, privacy and conflict of interest declarations upon joining an assessment panel has been removed. This is because these requirements are inherent in all advisory committee roles, and these declarations are being collected for every application that a panel member assesses. In assessment panel meetings, conflict of interest is also an agenda item.

A number of administrative changes have been made in the Terms of Reference to improve record-keeping and accountability in relation to assessments. This includes the use of the SmartyGrants platform to record all individual assessments, and amending panel meeting processes to require panel meeting attendance (not just assessments) for quorum to be achieved; and remove the capacity to change scores following panel discussion or to fund an application above a certain scoring threshold. Instead, the provision is now for the rationale for panel recommendations to be documented. However, as minutes of grant assessment panel go to the Chief Executive Officer or the Confidential Section of Council's meeting agenda applicants and the general public do not have ready access to these minutes. Further consideration to meet the intention of Council's resolution will be considered as part of the current Community Grants Review.

The changes made to these four Terms of Reference documents are all consistent, and therefore are presented together in this report.

2.2 Sources/benchmarking

Changes to the Terms of Reference are recommended following consultation with the Legal & Governance unit to ensure alignment with the new Local Government Act 2020 (Vic), consideration of Local Government Inspectorate reports, the review of grants administration practices as part of the Community Grants Review and the resolution of Council at its 21 December 2020 meeting (refer Notice of Motion 733 (Cr Deeming)).

2.3 Communication and Implementation

The Community Grants and Awards Officer will create a briefing pack containing information sheets on the use of the Smarty Grants system, as well as changes to assessment and meeting processes based on changes to the Terms of Reference. This will be accompanied by an induction session for all panel members in late February/early March.

2.4 Compliance

The changes recommended in the attached Terms of Reference are consistent with legislative requirements.

2.5 Measures of Success

The success of the Terms of Reference will be measured by Council's administrative and legislative compliance as assessed by internal and external audits.

LIST OF APPENDICES

Nil

MINUTES OF THE POLICY REVIEW PANEL

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6.3 PREVENTING FAMILY VIOLENCE ADVISORY COMMITTEE - REVISED TERMS OF REFERENCE**Responsible Officer:** Nicole Misurelli – Acting Manager Community Planning**Document Author:** Jayde McBurnie - Team Leader Health Promotion and Planning**Date Prepared:** 16/12/2020**1. Recommendation:**

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

Motion

Crs Shannon/Carli.

That Council approve the updated Terms of Reference for the Preventing Family Violence Advisory Committee at **Appendix 1** noting the changes made by the Panel highlighted in yellow.

CARRIED

2. Background**2.1 The Policy**

The Terms of Reference for the Preventing Family Violence Advisory Committee are required to be reviewed as a result of revised Councillor delegates and Committee direction.

Key changes include:

- amended review date, in line with the requirement to be reviewed every two years
- Section 3.1: inclusion of 'with Councillor delegates being up to nine (9), in line with request by Councillors in selecting delegates to this committee for 2021
- Section 3.1: removal of Kirrip Aboriginal Corporation as a member due to their withdrawal
- Section 3.1: amendment of Brotherhood of St Lawrence for disability sector representative.

2.2 Sources/benchmarking

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

2.3 Consultation

Consultation is not required. The Terms of Reference underwent consultation by Committee members in January 2020. The proposed changes are those requested by Councillors and the result of membership changes since the previous review.

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2.4 Communication and Implementation

The updated Terms of Reference will be disseminated to current members and uploaded onto Council's Governance site within one week of the Terms of Reference being endorsed.

2.5 Compliance

The Terms of Reference complies with Council's protocols with regards to advisory committees.

2.6 Measures of Success

The Terms of Reference will be reviewed in accordance with the evaluation and review measures that are set out in the document.

LIST OF APPENDICES

1. Preventing Family Violence Advisory Committee - revised Terms of Reference - dated January 2021

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Preventing Family Violence Advisory Committee - Revised Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - revised Terms of Reference - dated January 2021



Terms of Reference

Name	City of Melton Preventing Family Violence Advisory Committee
Endorsed by	Policy Review Panel – 24 February 2020 <insert date>
Approved by	Council – 2 March 2020 <insert date>
Next review	<u>January 2023</u>

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.

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Item 6.3 Preventing Family Violence Advisory Committee - Revised Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - revised Terms of Reference - dated January 2021

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 ~~(25) twenty-five~~ **(26) twenty six** positions with Councillor delegates being up to nine (9). Included in the total are 3 Council staff who have an ex officio status.

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, Manager Community Planning	Local Government	Appointed	Ongoing
11	Melton City Council, Team Leader Health Promotion and Planning	Local Government	Appointed	Ongoing
12	Melton City Council Health Promotion Officer	Local Government	Appointed	Ongoing

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Preventing Family Violence Advisory Committee - Revised Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - revised Terms of Reference - dated January 2021

	Organisation	Representation	Type of Appointment	Term
4310	Melton City Council Coordinator Family Services	Local Government, Melton Family Violence Network	Appointed	Ongoing
4411	Victoria Police	Victoria Police	Appointed	Ongoing
4512	Victoria Police	Victoria Police	Appointed	Ongoing
4613	Djerriwarrh Health Services (DJHS)	Western Integrated Family Violence Committee, Men's Behaviour Change Program, Community Health sector	Appointed	Ongoing
4714	Brimbank Melton Community Legal Service (BMCLS)	Legal sector	Appointed	Ongoing
4815	MacKillop Family Services	Child and Family Services Alliance	Appointed	Ongoing
4916	Department of Justice and Community Safety	State Government	Appointed	Ongoing
2017	Women's Health West	Women's health sector (response and prevention)	Appointed	Ongoing
2118	Department of Health and Human Services	State Government	Appointed	Ongoing
2219	MiCare	Culturally and Linguistically Diverse community	Appointed	Ongoing
2320	Kirrip Aboriginal Corporation Aboriginal and/or Torres Strait Islander organisation	Indigenous community Aboriginal and/or Torres Strait Islander community	Appointed	Ongoing
2421	To be determined Brotherhood of St Lawrence	Disability sector	Appointed	Ongoing
2522	Hope Street Youth and Family Services	Youth sector	Appointed	Ongoing
23	Primary, Secondary or Tertiary Education organisation	Educational sector	Appointed	Ongoing
24	Melton City Council, Manager Community Planning	Local Government	Ex officio	Ongoing

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Item 6.3 Preventing Family Violence Advisory Committee - Revised Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - revised Terms of Reference - dated January 2021

	Organisation	Representation	Type of Appointment	Term
25	Melton City Council, Team Leader Health Promotion and Planning	Local Government	Ex officio	Ongoing
26	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.
- 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.

~~The Chairperson will be the Mayor of the City of Melton.~~

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Item 6.3 Preventing Family Violence Advisory Committee - Revised Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - revised Terms of Reference - dated January 2021

3.3.1—Duties

~~The chairperson is responsible for presiding the meeting.~~

3.3.2—Term of Office

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

3.3.3—Method of Appointment

~~The Mayor of the City of Melton is automatically appointed as the Chairperson. In the event that the Mayor is absent, an elected delegate (Councillor) will be determined by consensus of all elected delegates.~~

4. OPERATING PROCEDURES**4.1 Quorum**

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, ~~one (1) Council Officer~~, and ~~comprising four (4) 30 percent of~~ 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.
- 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

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29 JANUARY 2021

Item 6.3 Preventing Family Violence Advisory Committee - Revised Terms of Reference

Appendix 1 Preventing Family Violence Advisory Committee - revised Terms of Reference - dated January 2021

4.4 Expectations/ Requirements of Members

Members are expected to:

- Declare any ~~interest, pecuniary interest or~~ 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>	Council's website	Strategy

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6.4 SAFE CITY ADVISORY COMMITTEE - TERMS OF REFERENCE

Responsible Officer: Nicole Misurelli – Acting Manager Community Planning
Document Author: Jayde McBurnie - Team Leader Health Promotion and Planning
Date Prepared: 4/01/2021

1. Recommendation:

That Council approve the Terms of Reference for the newly established Safe City Advisory Committee.

Motion

Crs Carli/Shannon.

That Council approve the Terms of Reference for the newly established Safe City Advisory Committee at **Appendix 1** noting the changes made by the Panel highlighted in yellow.

CARRIED

2. Background**2.1 The Policy**

On 20 July 2020, Council endorsed the establishment of the Safe City Advisory Committee (the Committee) in place of the discontinued Road2Zero Steering Committee and Community Safety Advisory Committee.

Terms of Reference have been developed to outline the composition and operating arrangements for the Committee.

Key points to note are:

- The Committee has been established to enhance road and community safety in the City of Melton through a whole-of-community collaborative approach.
- There are nineteen positions on the Committee, representing relevant stakeholders and designated cohorts of the community.
- Of these nineteen positions, three are community representatives, these will be filled by an expression of interest process.
- Meetings will take place quarterly and will be appropriately recorded as detailed, with minutes being reported to Council.

2.2 Sources/benchmarking

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

2.3 Consultation

Members of the discontinued Road2Zero Steering Committee and Community Safety Advisory Committee were consulted in regard to the establishment of a new committee which would represent both road and community safety. Present committee members endorsed this proposal. These terms of reference are an outcome of that endorsement.

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2.4 Communication and Implementation

The updated Terms of Reference will be disseminated to the Committee members and uploaded onto Council's Governance site within one week of the Terms of Reference being endorsed.

2.5 Compliance

The Terms of Reference complies with Council's protocols with regards to advisory committees.

2.6 Measures of Success

The Terms of Reference will be reviewed in accordance with the evaluation and review measures that are set out in the document.

LIST OF APPENDICES

1. Terms of Reference - Safe City Advisory Committee - dated January 2021

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Item 6.4 Safe City Advisory Committee - Terms of Reference

Appendix 1 Terms of Reference - Safe City Advisory Committee - dated January 2021



Terms of Reference

Name	Safe City Advisory Committee
Endorsed by	Policy Review Panel - <Insert date>
Approved by	Council - <Insert date>
Next review	January 2023

1. PURPOSE

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

The Safe City, Proud Communities Plan (the Plan) sets Council's direction for enhancing road and community safety over 2020-2024 and into the future. The Plan focuses on building community cohesion, social capital, promoting positive behaviours and safe environments as evidence-based approaches for sustained road and community safety.

2. RESPONSIBILITY

The Safe City Advisory Committee (Committee) has been established to enhance road and community safety in the City of Melton through a whole-of-community collaborative approach.

In particular the Committee will:

- support the implementation and evaluation of the Safe City, Proud Communities Plan 2020-2024
- provide advice and recommendations in the development of strategies and activities that promote a safe, connected, cohesive and resilient community
- share information and identify issues that may impact or influence safety, wellbeing and community cohesion in the City of Melton
- contribute to the planning and delivery of local initiatives aimed at strengthening road and community safety at the individual, environmental and societal levels
- contribute to and share information from local, regional and state wide community, road and safety networks.

3. COMPOSITION

3.1 Membership

Membership of the Committee will, where possible, be balanced in regards to age, gender, ethnicity and people living with a disability.

The Committee will comprise of ~~nineteen positions (19)~~, **up to twenty three (23) positions, with up to six Councillors**, ~~three of which will be~~ community members **(preferably one representative from each Ward)**, and four of which are Council staff with an ex officio status. The remaining delegates will be comprised of organisational representatives.

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Item 6.4 Safe City Advisory Committee - Terms of Reference

Appendix 1 Terms of Reference - Safe City Advisory Committee - dated January 2021

Organisational representatives will have:

- an interest in developing inter-agency partnership responses to road and community safety
- 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 strengthen road and community safety at the individual, environmental and societal levels.

Melton City Council's (Council) Social Planning and Wellbeing Coordinator 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	Type of Appointment	Term of Office
1	Melton City Council, Councillor	Chair, Elected Representative	1 year
2	Melton City Council, Councillor	Elected Representative	1 year
3	Melton City Council, Councillor	Elected Representative	1 year
4	Melton City Council, Councillor	Elected Representative	1 year
5	Melton City Council, Councillor	Elected Representative	1 year
6	Melton City Council, Councillor	Elected Representative	1 year
73	Melton City Council, Team Leader Diversity & Intercultural Development	Appointed	Ongoing
48	Melton City Council, Representative Young Communities	Appointed	Ongoing
59	Victoria Police	Appointed	Ongoing
610	Victoria Police	Appointed	Ongoing
711	Department of Transport	Appointed	Ongoing
812	Djerriwarrh Community and Education Services	Appointed	Ongoing
913	Djerriwarrh Health Services	Appointed	Ongoing
1014	Fit 2 Drive Foundation	Appointed	Ongoing

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29 JANUARY 2021

Item 6.4 Safe City Advisory Committee - Terms of Reference

Appendix 1 Terms of Reference - Safe City Advisory Committee - dated January 2021

1415	Centre for Multicultural Youth	Appointed	Ongoing
1416	Department of Justice and Community Safety	Appointed	Ongoing
1417	Community Representative (preferably from Cambridge Ward)	Appointed	2 years
1418	Community Representative (preferably from Coburns Ward)	Appointed	2 years
1419	Community Representative (preferably from Watts Ward)	Appointed	2 years
1420	Melton City Council, Manager Community Planning	Ex officio	Ongoing
1421	Melton City Council, Social Planning and Wellbeing Coordinator	Ex officio	Ongoing
1422	Melton City Council, Senior Traffic and Transport Officer	Ex officio	Ongoing
1423	Melton City Council, Road and Community Safety Officer	Ex officio	Ongoing

3.2 Terms and method of nomination

- 3.2.1 Councillors will be appointed each year based on recommendations from the Committee Representation Nominations Advisory Committee
- 3.2.2 Council officers will be appointed by Council's Chief Executive Officer.
- 3.2.3 specific positions within organisations will be asked to join by invitation of Council.
- 3.2.4 Nominations for community member representatives shall be called for in local media and by formal notification to relevant groups, agencies and networks.
- 3.2.5 Community representatives will be appointed for a period of two years. At the end of the two-year term expressions of interest will be sought through the process identified in 3.2.4. Existing members will be eligible to renominate.
- 3.2.6 Appointments of community members will be recommended to Council by a sub-committee, comprising Council staff, which will assess applicants against predetermined selection criteria, as stated in expression of interest documentation.
- 3.2.7 A position will be deemed vacant if a member fails to attend without proxy for three consecutive meetings.
- 3.2.8 Leave may be negotiated and granted. A proxy can be nominated in order to maintain an individual or group's representation if required.
- 3.2.9 If a vacancy occurs, a nomination process will be undertaken through the process identified in 3.2.3 or 3.2.4. Community representative appointments will be made for the remainder of the two-year term.

MINUTES OF THE POLICY REVIEW PANEL

29 JANUARY 2021

Item 6.4 Safe City Advisory Committee - Terms of Reference

Appendix 1 Terms of Reference - Safe City Advisory Committee - dated January 2021

3.3 Chair

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

3.3.1 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.

3.3.2 Term of Office

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

3.3.3 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, an elected delegate (Councillor) will be selected as chairperson by the Councillor elected delegates on the committee.

4. OPERATING PROCEDURES**4.1 Quorum**

- A quorum for the Committee will require attendance of one (1) Councillor, and at least four (4) persons from the community representatives and external stakeholder members.
- The Committee will operate by consensus. Where there are issues to be resolved, the Chair will defer the issue to the next meeting. Where issues remain unresolved and a solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issue or assist the parties/group reach an agreement.

4.2 Meetings

- The Committee will meet quarterly for a maximum of two hours.
- Meeting dates and times will be determined by members' availability where possible.
- Where practicable, the agenda and supporting documents 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 each meeting will be sent to Committee members for ratification within one week of the meeting. Minutes will be endorsed at the next subsequent Council meeting.

MINUTES OF THE POLICY REVIEW PANEL

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Item 6.4 Safe City Advisory Committee - Terms of Reference

Appendix 1 Terms of Reference - Safe City Advisory Committee - dated January 2021

- Standing agenda items for Committee meetings will be prescribed by Council.
- Council shall provide meeting facilities and administration support to the Committee as required.
- Meetings may be hosted by participating organisations.

4.3 Reports

Committee meeting minutes will be reported quarterly to Council. The Committee will receive updates at each meeting from members regarding regional and local networks and organisations.

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 awareness of and/or experience in the principles of community development, and be willing to further develop their understanding
- prepare for and actively participate in meetings
- act in a courteous manner, respecting other's views and opinions and the decision of the consensus view as adjudicated by the Chair
- treat information with sensitivity.

4.5 Evaluation and Review

- the 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 Safe City Proud Communities Plan 2020-2024 Evaluation Framework.

5. RELATED MATERIAL

Name	Location	Document Type
Safe City, Proud Communities Plan 2020-2024	https://www.melton.vic.gov.au/Services/Health-safety-and-wellbeing/Road-and-Community-Safety/Safe-City-Proud-Communities-Plan-2020-2024	Strategy

POLICY REVIEW PANEL

29 JANUARY 2021

7. GENERAL BUSINESS

Motion

Crs Carli/Shannon.

That the Council's Mobile Food Van Policy be updated and brought to the next Policy Review Panel for its consideration.

CARRIED

8. CONFIDENTIAL BUSINESS

Nil.

9. NEXT MEETING

To be determined but at a date suitable for the changes proposed to the four Community Grants Assessment Panels - Terms of Reference to be adopted by Council ahead of the next round of community grants.

10. CLOSE OF BUSINESS

The meeting closed at 11:46am.

Confirmed

Dated this

.....CHAIRPERSON