

MINUTES
MELTON CITY COUNCIL
POLICY REVIEW PANEL
1PM TO 3.20PM
THURSDAY 20 DECEMBER 2012
INTERVIEW 1, CAROLINE SPRINGS CIVIC CENTRE

Policy Review Panel Attendance:

Cr Kathy Majdlik (Chair)
Cr Nola Dunn
Cr Sophie Ramsey
Peter Bean
Fiona MacPherson

Also in attendance:

Maree Heaney
Kristina McMennemin
Adrian Burns
Liz Pace (Minute Taker)

Apologies:

Nil

1. Minutes from previous meeting

Confirmation of Minutes held on 30 August 2012.

Recommendation 1:

Cr Majdlik/Ramsey

That Council adopt the minutes of the Policy Review Panel held on 30 August 2012.

2. New/revised Terms of Reference for approval

a) Disability Advisory Committee Terms of Reference - Maree Heaney

Maree spoke on behalf of the Disability Advisory Committee Terms of Reference and briefed the panel on the following:

- Updated formatting and content to Councils current Terms of Reference template

3.1 Membership

Last dot point to include the wording "*or their substitute*".

- One Councillor **or their substitute**

3.2 Terms and Method of Nomination:

- Clarified the recruitment process for membership to bring in line with Councils recruitment policy i.e chairperson, independent and expert.
- Stated that existing members can renominate

New statement

- Added that leave may be negotiated for temporary absences for community representatives. In addition a community based disability support group or agency can nominate a proxy to maintain attendance.

New statement

- Stated that if a vacancy occurs during the two year term the vacancy will be filled as per 3.2.1 and 3.2.2 i.e. position advertised and panel appointed.

3.2.4 It was agreed that the following wording be included:

3.2.4 A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings. Leave may be negotiated and granted (a proxy can be nominated in order to maintain a groups representation if required) in the event that a member needs to arrange a temporary absence. **A community representative's request for a temporary leave of absence will be presented to the Disability Advisory Committee for their consideration.**

Previous Terms of Reference stated - vacancy filled at discretion of Council

Inclusions:

- **Added 3.3 Chair** which indicates that the Chairperson is elected as part of the Councillors Representation on Committees election process and indicated key responsibilities of the Chairperson
- **Added 4.5 Evaluation and Review:**
- **Clarified when the terms of reference will be reviewed and that it will be endorsed by Council**

Recommendation 2:

That the alterations to the Terms of Reference policy be endorsed by Council.

Arts and Cultural Collection Acquisition Panel - Kristina McMennemin

Kristina spoke on behalf of the Arts and Cultural Collection Acquisition Panel and briefed the panel on the following:

- Terms of Reference (TOR) was created in line with the Arts and Culture Collection and Civic Memorabilia Policy that was endorsed by Council May 2012
- The Arts and Cultural Collection and Civic Memorabilia Policy Council procuring artworks, displaying the artworks in public locations (Council buildings) and the de-accessioning works from the existing collection.
- The Panel is responsible for the review and decision making of the following requests:
 - Artwork purchases valued between \$1,000 - \$5,000 (up to two works per year)
 - Ensure that artworks are purchased in accordance with the principles of the Arts and Cultural Collection and Civic Memorabilia Policy
 - De-accessioning artworks that outlive their life
- For the purchase and de-accessioning of artworks valued under \$1,000 the Arts & Culture Officer will produce a report to the Panel for their information.
- The Arts & Culture Officer will provide an annual report to Council, detailing the acquisitions and de-accessioning of any artworks for that year, as recommended by the panel.
- The panel will be required to meet on a case by case basis, with a minimum of 5 days notice provided.
- The heading "Last Reviewed" be altered to "New Policy".
- 4.1 Shire of Melton be replaced with SOMLAC.
- Cr Ramsey suggested the inclusion of Purchase of Art works within the policy.
- Policy to be amended and submitted to a future Policy Review Panel Meeting

Recommendation 3:

That the Terms of Reference for the Arts and Cultural collection Acquisition Panel be endorsed.

3. Revised Community Facilities Access Policy

Adrian Burns attended the meeting and briefed the Panel on the following items:

- The frequency period for policy review be changed to a 3 year period
- Page 7 – Section 5 has been altered to reflect reason for reviewing.
- License Agreements be amended from 1 year to up to a 3 year tenure with an option of a 3 year extension.

Adrian advised the panel that Long Term Agreements in the current state have posed a problem. Adrian suggested information be updated on a frequent basis to allow Council to maintain an up-to-date database.

Alcohol Licensing Agreements were discussed. Cr Majdlik suggested reviewing the Fees & Charges Policy at the next Policy Review Panel meeting with the suggestion of including an incentive to clubs that adhere to the responsible serving of alcohol within the Fees and Charges Policy.

Adrian to circulate Community Facilities Access Policy to Councillors.

Recommendation 4:

That the Community Facilities Access Policy be endorsed and the Fees & Charges Policy relating to facilities be reviewed at the next Policy Review Panel Meeting

4. Policies for discussion

Resource Support and Expenses of Councillors and Special Committee Members Peter Bean

Peter spoke on behalf of the Resource Support and Expenses of Councillors and Special Committee Members and outlined the following:

- The scope of the policy and how it applies to the Mayor and Councillors and appointed members of Special Committees of Council.
- Access to Resources and administrative support for Mayor and Councillors
- Expenses and reimbursement processes
- Approval of Conferences/Seminars and Training Courses and associated costs
- Hospitality – Summaries of costs incurred by Mayor in extending hospitality to visiting dignitaries, Members of Parliament, and business leaders to be submitted to Briefing Meetings of Council on a quarterly basis.
- Process of reimbursement for Childcare/Family care costs
- Members of Special Committees terms of reimbursement
- Procedure for Claims of Out of Pocket Expenses
- Councillor Uniform allocated funds per annum

The changes proposed by the Committee are:

4.1.1 Mayor

- Bullet point 3 – Delete the wording “*and beverages*”
- Bullet point 6 - Reference to laptop computer wording to be amended to *laptop or tablet computer*.
- Bullet point 10 – Delete the words “domestic and Mayoress”

4.1.2 Councillors

- delete the 2nd bullet point that makes reference to corporate purchase card for use of Deputy Mayor
- Bullet point 4 – Delete the Note that makes reference to Deputy Mayor having priority access to Councillor vehicles.

4.5 Hospitality

The inclusion of “*and Councillors*”, paragraph to read as follows:-
Council will reimburse the Mayor “*and Councillors*” for reasonable costs incurred in extending hospitality to visiting dignitaries, Members of Parliament, and business leaders.

The Mayor “*and Councillors*” must submit to a briefing meeting of Council quarterly summaries of hospitality extended and the costs incurred, for ratification.

4.6 Child Care Expenses

An average medium Child Care cost be sought and reported back to Councillors for review.

4.9 Councillor Uniform

The word *scarfes* be amended to “*scarves*”.

Recommendation 5:

That the changes to the policy be endorsed and the General Manager Corporate Services investigate the current child care costs used by others Council and the industry and advise panel members.

5. Council Portfolio System

Recommendation 6:

That Council take no further action with the introduction of any Council Portfolio system in Council.

6. Next meeting date

Fiona to schedule meetings and advise Panel Members. Next meeting will be scheduled for February 2013 at Melton Civic Centre.