



MINUTES

POLICY REVIEW PANEL

held on 13 June 2018 at 10.00am in Civic Room 2, Melton Civic Centre

Present: Cr B Turner, Mayor
Cr K Hardy, Deputy Mayor
Cr L Carli
Cr K Majdlik

Ms C Denyer, Manager Legal & Governance
Mr J Whitfield, Governance Coordinator

Chairperson: Cr B Turner, Mayor

1. Welcome

The meeting commenced at 10.07am.

2. Apologies

Nil

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of the previous minutes

The Panel noted the minutes of the Policy Review Panel held on 18 April 2018 and adopted by Council at the Ordinary Meeting held on 30 April 2018.

5. Business Arising

Nil

6. General Business

6.1 Men's Shed Policy (Revised)

Presenter: Maree Heaney – Community Participation Coordinator

The existing Men's Shed Policy was adopted by Council in August 2015 with the aim of defining the purpose of Council's Men's Sheds and to clarify Men's Shed Membership criteria.

Over the past three years the policy has successfully provided clear direction, supporting planning and decision making processes including Shed access and membership criteria. The Men's Shed Policy has been reviewed with minor grammatical adjustments and title changes.

The Panel noted the need to build succession planning into the Shed leadership model by the introduction of the Men's Shed Support Team Leader role.

The Panel noted the change in Section 7.1 of the proposed Policy to allow membership eligibility to have a level of flexibility by allowing men who are nearing the age of 26 to become members.

The Panel amended the wording of Section 7.1 of the proposed Policy to allow for the membership base to be 'a minimum of 75% of men living in the City of Melton'.



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Recommendation 1

Crs Majdlik/Hardy

That Council approve the amended *Men's Shed Policy* as attached to these minutes.

6.2 Disability Advisory Committee - Terms of Reference (Revised)

Presenter: Maree Heaney – Community Participation Coordinator

The Disability Advisory Committee Terms of Reference was developed over 12 years ago and is reviewed every two years. In the past two years the Terms of Reference has supported the success of the Disability Advisory Committee by clearly defining its purpose, providing guidance that supports transparent membership recruitment, clarity of member's role and responsibilities and committee meeting operating procedures.

The Panel noted the small modifications to the Terms of Reference.

Recommendation 2

Crs Majdlik/Hardy

That Council approve the amended *Disability Advisory Committee Terms of Reference* as attached to these minutes.

Cr L Carli arrived at 10.20am.

6.3 Volunteer Policy (Revised)

Presenter: Maree Heaney – Community Participation Coordinator

The Volunteer Policy provides Council staff with direction and guidance to ensure a consistent and coordinated approach for the management of volunteers. The current Volunteer Policy was adopted in 2015 and is now scheduled for review.

Learnings from the implementation of the this policy along with the National Standards for Volunteer Involvement 2015 by Volunteering Australia were considered in the review of this policy.

The Panel noted the small modifications to the Policy.

Recommendation 3

Crs Majdlik/Hardy

That Council approve the amended *Volunteer Policy* as attached to these minutes.

The Panel agreed that Item 6.6 on the Agenda be heard before Items 6.4 and 6.5 in order to accommodate Council Officers in attendance.



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6.6 New Local Government Act Update

Presenter Christine Denyer, Manager Legal & Governance and John Whitfield, Governance Coordinator

On 23 May 2018 the Minister for Local Government, Marlene Kairouz, introduced the Local Government Bill 2018 into Parliament, following three years of consultation with the community. At this stage the indicative Proclamation Date is 1 November 2018.

The Panel was presented with a report on the progression of the Draft Local Government Bill and the likely implications for policy development and review in the next three years.

The Panel agreed to note the *New Local Government Act Update* report.

Cr K Hardy left the meeting at 10.37am.

Cr K Hardy returned to the meeting at 10.39am.

6.4 Public Art Policy (Revised)

Presenter: Troy Watson, Manager Libraries

The existing Public Art Policy was created in 2010 and expired on 9 December 2014. Action No. 94 in the 2017/18 Council Annual Action Plan is to develop a new Public Art Strategy and Policy.

Since development of the policy, responsibility for the arts has transitioned to the Libraries Department within Council. The policy has been fully re-written to incorporate strategy into the policy, including strategic alignment, rationale for public art, public art criteria, and detail to guide the commissioning, maintenance and deaccessioning of works. These were gaps in the existing policy which provided limited guidance.

The 2010 policy had included a policy of a percent of capital works budget to develop a public art reserve. Since the policy expiry in 2014 this percent contribution has not continued. The new policy describes the approach of allocation of public art funding through the annual capital works program, which will ensure the delivery of public art.

The Panel recommended a number of changes to the proposed Policy in the Agenda and these included:

- Adding a definition for Major Public Art
- Public Art Review Panel – redefined as Public Art Review Sub-committee, with explanation as a sub-committee of the Arts and Culture Advisory Committee
- Arts and Culture Advisory Committee – added in as a definition, so that it relates to the sub-committee
- Edits through the proposed Policy – to reflect the process for major public art being reviewed by the sub-committee and put forward to Council through recommendation of the Advisory Committee. Some other minor edits were also made to reflect the above changes to definitions.

Recommendation 4

Crs Hardy/Carli

That Council approve the *Public Art Policy* as attached to these minutes.



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6.5 Community Achievement Awards Policy (New)

Presenter: Tony Ball, Coordinator Community Capacity

Council recently received a briefing on the Community Achievement Awards (CAA) and the attached policy and procedure reflect Council's approach to this program.

The CAA is an important program for Council as it recognises the work of individual volunteers, and their contribution to community projects and the community. The CAA program inspires individual and community pride and strengthens community life in Melton.

The Panel made an amendment to the proposed Policy re-naming the 'Woman of Influence Award' to the 'Gender Equity Leader of the Year Award'. It re-named the 'Emerging Communities Leader of the Year' to 'Intercultural Engagement Leader of the Year'.

Recommendation 5

Crs Hardy/Carli

That Council approve the *Community Achievement Awards Policy* and *Community Achievement Awards Procedure* as attached to these minutes.

7. Next Meeting

8 August 2018, 10.00am - 12.00pm, Civic Room 2, Melton Civic Centre.

8. Close of Business

The meeting closed at 11.00am.

	Men's Shed Policy
Version No.	Draft Version 2.0 30 June 2018
Endorsement	General Manager Community Services - June 2018 Policy Review Panel - 13 June 2018
Authorisation	Council - <insert date>
Review date	1 June 2021
Responsible officer	Manager Community Care
Policy owner	Coordinator Community Participation

1. Purpose

This policy sets out the principles for the delivery of Melton City Council managed Men's Sheds and to provide eligibility criteria for Men's Shed membership.

2. Scope

This policy applies to individuals and community groups wanting to access Council's Men's Sheds, organisations seeking access on behalf of others and Council Officers who are responsible for the management and delivery of Council's Men's Sheds.

3. Definitions

Word/Term	Definition
Men's Sheds	Refers to the Council managed Melton Men's Shed and Taylors Hill Men's Shed
Shed Members	Men who are registered as a member of a Council Men's Shed including appointed Men's Shed Team Leaders and Support Team Leaders
Men's Shed Membership base	The combined list of Shed Members for Melton and Taylors Hill Men's Sheds who have attended a Men's Shed within a 12 month period
Men's Shed Team Leaders	Shed Members who have been appointed to the position of Men's Shed Team Leader
Support Team Leader	Shed Members who have been appointed to the position of Men's Shed Support Team Leader.
Community Project Initiatives	A project or activity that a community group or organisation has requested a Men's Shed deliver.
Men's Shed Expression of Interest process	The process in which a prospective Men's Shed Member undertakes to become a registered Men's Shed Member.

Word/Term	Definition
'Come and Try' arrangement	A step within the Men's Shed Expression of Interest process that requires the prospective Men's Shed Member to attend a Shed for a specific number of times.

4. Policy Statement

The health and wellbeing of men living in the Melton municipality is the primary focus of the Melton and Taylors Hill Men's Shed's. They aim to support the following target population groups:

- Men 26 years of age and over
- Male retirees
- Men from CALD backgrounds

Melton and Taylors Hill Men's Sheds have been designed by Council as a place where men can gather, share skills and experiences, contribute to their community and establish friendships and local connections.

Council has adopted a community building approach to the delivery of its Men's Sheds by adopting a model that provides for Shed Members to participate in all aspects of development and delivery including planning, decision making and program delivery. This model further encapsulates the importance of leadership within the Men's Shed environment which is provided by designated Men's Shed Team Leaders who are responsible for the day to day supervision along with Support Team Leaders who provide assistance to these Leaders.

5. Men's Shed Key Priorities

Three key priorities determine the direction and focus of Council's Men's Sheds:

- **Skill Development** – Involves the provision of opportunities to develop practical and interpersonal skills and basic theory to enable the undertaking and participation in a range of activities, community projects and leadership opportunities.
- **Men's Health and Wellbeing** – Incorporates the delivery of health and wellbeing initiatives, opportunities and messages that respond to the identified health challenges of men living in the Melton municipality.
- **Social Opportunities** – Facilitates opportunities to socialise, reignite old friendships and develop new friendships through the provision of opportunities that reflect interests of Shed Members and promote a culture that is inclusive, responsive and non-threatening.

6. Range of Men's Shed Access Opportunities

Individuals, community groups and organisations can access Council's Men's Sheds through:

- Men's Shed Membership,
- partnership arrangement involving the delivery of a program, service or event,
- participation in a community based event or initiative delivered by Council's Men's Sheds,
- attending a supported program through Council's Home and Community Support Program.

7. Men's Shed Membership

7.1 Eligibility

Wherever possible, preference will be given to residents of the City of Melton. The Membership base at each of Council's Men's Sheds will consist of a minimum of 75% of men living in the City of Melton who are:

- primarily 26 years and over,
- able to independently participate,
- able to understand and abide by Council's OH&S and Risk Management procedures.

Prior to being accepted as a Men's Shed Member, prospective Members must complete the Men's Shed Expression of Interest process and demonstrate an ability to independently participate in the Men's Shed environment through a 'Come and Try' arrangement.

Men's Shed Team Leaders and Support Team Leaders are identified through the Men's Shed Membership base. Their appointment is based on experience, commitment to promoting a positive and inclusive Shed environment and demonstrated leadership skills.

7.2. Council's Commitment to Men's Shed Members

- Provide a safe, welcoming and discrimination free environment
- Promote safe work practices through induction, competency demonstrations and mentoring
- Provide opportunities for participation, skill development and socialisation
- Deliver leadership development initiatives for Men's Shed Team Leaders
- Provide opportunities for participation in planning and decision making processes
- Provide infrastructure and equipment that supports the delivery of a safe and effective Men's Shed program

7.3. Men's Shed Members Commitment to Council

- Adhere to Council policies and procedures
- Adopt safe work and non-discriminatory practices
- Respect privacy and confidentiality
- Attend induction and competency demonstration opportunities as required
- Ask for support or assistance when needed
- Provide truthful and accurate information
- Promote a positive Shed environment that encourages mateship and sense of community spirit

8. Partnership Arrangement

Community groups and organisations can enter into a partnership arrangement with Council's Men's Sheds through:

- an approved Men's Shed Community Project initiative, or
- entering into a formal Partnership Agreement with Council

Proposed Community Project initiatives are reviewed by a panel consisting of Men's Shed Team Leaders and Council Officers. These initiatives will involve a commitment by the Men's Shed Members to deliver an agreed project for a community group or organisation. Agreed projects will be documented and approved by all parties.

A formal Partnership Agreement applies where a proposal from community groups and organisations falls outside the day to day operations of the Men's Shed. Such agreements will be documented and require approval by the Manager, Community Care.

All partnership arrangements will be considered independently based on:

- Outcomes of a Risk Assessment
- Value to the community
- Relevance to the purpose of Council's Men's Sheds and its key priority areas
- Capacity to deliver the project
- Agreement by all parties to enter into a Formal Partnership Arrangement

9. Community Based Events and Initiatives

On occasions events and initiatives that engage the broader community will be delivered by the Men's Sheds at their specific location. The purpose of these opportunities will be to engage with family and friends of Shed Members, the broader community and others from outside the municipality. These opportunities will be promoted accordingly.

10. Supported Programs

The provision of supported programs at the Men's Sheds will be delivered through Council's Home and Community Support Program for eligible residents. These programs may take the form of a Social Support Group or supported interest groups.

11. Responsibility /Accountability

11.1	Positive Ageing Officer <ul style="list-style-type: none"> • Lead the development and management of Council's Men's Shed program ensuring the delivery of accessible programs and services that respond to community need and that promote men's health and wellbeing.
11.2	Men's Shed Programs Officer <ul style="list-style-type: none"> • Responsible for ensuring Men's Shed Team Leaders and Tutors are supported and trained to supervise the day to day Shed operations in accordance with Council policy and procedure.
11.3	Men's Shed Team Leaders <ul style="list-style-type: none"> • Responsible for the day to day supervision of the Men's Sheds in accordance with Council policy and procedure and under the direction and guidance of the Men's Shed Programs Officer and Positive Ageing Officer.

11.4	Men's Shed Support Team Leaders <ul style="list-style-type: none"> Support the Men's Shed Team Leaders in the delivery of day to day Shed operations.
11.5	Men's Shed Members <ul style="list-style-type: none"> Responsible for meeting Shed Members commitment to Council as outlined in this policy.
11.6	Community Groups and Organisations <ul style="list-style-type: none"> Responsible for meeting the obligations pertaining to individual partnership arrangements and meeting the requirements of the Men's Shed Expression of Interest process

12. References and links to legislation and other documents

Name
Melton City Council, Men's Shed Operations Manual
Melton City Council, Volunteer Policy and Procedure
Melton City Council, CitySafe
Melton City Council, Discrimination, Harassment and Bullying Policy
Equal Opportunity Act 2010
Occupational Health and Safety Act 2004 (Vic)



Terms of Reference

Name	Disability Advisory Committee
Endorsed by	Policy Review Panel – 13 June 2018
Approved by	Council - <Insert date>
Next review	June 2020

1. PURPOSE

The Melton City Council's Disability Advisory Committee will provide advice to Council on strategic directions, policy, plans and service delivery matters in relation to access and inclusion for people with disabilities living, working, studying or visiting the City of Melton.

2. RESPONSIBILITY

- Advise Council on issues and barriers that affect people with disabilities living, working, recreating or studying in the City of Melton
- Participate in policy development through membership on steering groups, participation in community consultation processes and other relevant Council activities
- Respond to relevant documents including policies, reports, research documents and plans provided by Council officers for comment
- Receive and comment on Council's progress towards implementing specific strategies that improve access and inclusion for Council facilities, programs and activities
- Raise advocacy issues for Council to consider on behalf of the community.

3. COMPOSITION

3.1 Membership

Membership of the Disability Advisory Committee will, where possible, be balanced in regard to age, type of disability, gender and ethnicity. Total will be eleven (11) members, with other interested people attached to sub-groups.

Membership, where possible, will be made up of the following:

- Two community representatives who are people with various disabilities
- One community representative who is a carer of a child with a disability

- One community representative who is a carer of an adult with a disability
- One representative from a local community based disability support group or agency
- Five nominated Council officers, including a Community Care representative who will resource the Committee and provide additional input from other Council officers as required
- One Councillor or their substitute (Chair).

3.2 Terms and Method of Nomination

- 3.2.1 Nomination for applicants for appointment as members of the Disability Advisory Committee shall be called for in local media and by formal notification to local disability groups and agencies.
- 3.2.2 Appointments will be made by Council based on the advice given from the interview panel representing the Disability Advisory Committee. The panel will be made up of Council Officers which will include a nominated chairperson, expert and independent.
- 3.2.3 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 3.2.1. Existing members will be eligible to renominate.
- 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.
- 3.2.5 If a vacancy occurs during the two-year term, it will be filled at the discretion of the sub-committee made up of Council Officers which would include a nominated chairperson, expert and independent. Nominations will occur as per 3.2.1 with appointments made for the remainder of the two-year term.

3.3 Chair

The Chairperson is elected on an annual basis as part of the Councillors Representation on Committees, election process with the elected Councillor being appointed to the role of Disability Advisory Committee Chairperson.

The key responsibilities of the Disability Advisory Committee Chairperson are as follows:

- Represent the Committee to the community ensuring the values, purpose and activities of the committee are promoted

- Conduct the business of the meeting in an orderly and efficient manner including opening and closing meetings and confirming the quorum
- Utilise the interests, skills and potential energies of all members, and develop a common view of the committees purpose and shared responsibility for leadership.

4. OPERATING PROCEDURES

4.1 Quorum

A minimum of 50% committee attendance is required for a meeting to proceed.

4.2 Meetings

4.2.1 Meetings are to be held at a time to suit members.

4.2.2 There will be six meetings per year, with additional sub-group meetings as agreed by members.

4.3 Reports

Members will receive minutes from the meetings after each meeting date.


4.4 Expectations and 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

The terms of reference will be reviewed by the sub-committee made up of Council representatives in June of the second year of the two-year term. Endorsement of the final terms of reference will be provided by Council.

	Volunteer Policy
Version No.	4.0, 1 June 2018
Endorsement	General Manager Community Services - June 2018 Policy Review Panel – 13 June 2018
Authorisation	Council - <insert date>
Review date:	1 June 2021
Responsible officer:	Manager Community Care
Policy owner	Manager Community Care

1. Purpose

Council engages volunteers to support the delivery of a range of Council programs and services. This policy sets out the principles for the appropriate and consistent management of volunteers within the organisation.

2. Scope

This policy applies to Council Officers who are responsible for the management and supervision of volunteers who support the delivery of Council programs and services. Council Service Units are responsible for developing operational procedures specific to their area, to further guide and support volunteers.

3. Definitions

Word/Term	Definition
Volunteer	<p>Council defines volunteers as people who:</p> <ul style="list-style-type: none"> • Undertake activities that benefit Council and the community • Participate of their own free will and without coercion • Receive no financial payment from Council for their services • Participate in a designated Council volunteer position <p>Council volunteers include:</p> <ul style="list-style-type: none"> • Members of Council managed Advisory Committees where those roles include direct service delivery • Volunteers who participate in Council managed programs and services on an occasional, regular, short term or long term basis

4. Policy

4.1 Background

Council acknowledges the importance of volunteers through its strategic theme 'A proud inclusive and safe community.' Through this theme Council demonstrates its commitment to enhancing volunteerism within the community and across the organisation, therefore having the dual role of:

- Supporting and managing volunteers who assist in the delivery of Council programs and services
- Playing a leadership role in promoting volunteerism within the municipality

Currently Council engages a significant number of volunteers. Council Officers are responsible for the recruitment, induction and management of volunteers within their areas and for the development of operational procedures that guide and support volunteers on a day to day basis.

This volunteer policy acknowledges the importance of volunteering and formalises Council's commitment to developing and implementing management systems that provide positive experiences for its volunteers. It is Council's intent that volunteers will not replace paid employees or be utilised to backfill staff vacant positions.

4.2 Objectives

Council aims to achieve best practice standards in volunteer management therefore, management of Council's own volunteers is aligned with the National Standards for Volunteer Involvement 2015, developed by Volunteering Australia. The standards emphasise the importance of adopting a systems approach to managing volunteers that is continually reviewed and improved.

4.3 Council's Commitment to Volunteers

Council is committed to developing a model that integrates the National Standards into a volunteer management system that is able to support the organisation through growth, change and improvement. Council will aim to provide positive experiences that match expectations, interests and time commitments. Further to this Council will:

- Promote a safe work and discrimination free environment for self and others
- Provide opportunities to develop new skills through training and mentoring
- Provide clear lines of communication
- Recognise and acknowledge volunteer contributions
- Provide appropriate and adequate insurance coverage

4.4 Volunteers Commitment to Council

Volunteers supporting the delivery of Council programs and services have a responsibility to:


- Adhere to Council policies and procedures.
- Adopt safe work and non discriminatory practices in the workplace
- Perform volunteer activities in accordance with the agreed position description and working arrangements
- Attend orientation and training opportunities as required
- Provide truthful and accurate information
- Respect privacy and confidentiality
- Ask for support or assistance when needed
- Value and support other members of the team
- Be committed to the project, organisation and the organisations values

5. Responsibility/Accountability

All Council Staff who manage and supervise volunteers have the responsibility of implementing this policy.

6. References and links to legislation and other documents

Name
Equal Opportunity Act 2010
Crimes Amendment (Bullying) Bill 2011
Occupational Health & Safety Act 2004 (Vic)
Victorian WorkCover Authority – Workplace bullying - Prevention and Response 2012
Melton City Council Discrimination, Harassment and Bullying Policy
A Handbook for Community Service Organisations Volunteer Health and Safety, WorkSafe Victoria
Melton City Council CitySafe
National Volunteer Strategy, Department of the Prime Minister and Cabinet
National Standards for Volunteer Involvement 2015, Volunteering Australia

	Public Art Policy
Version No.	V 2.0 Draft, 29 May 2018
Endorsement	Executive, 31 May 2018 Policy Review Panel, 13 June 2018
Authorisation	Council <insert date>
Review date	June 2021
Responsible officer	Manager Libraries
Policy owner	Arts Engagement and Development Officer

1. Purpose

This policy guides the commissioning, maintenance and deaccessioning of public art in the City of Melton.

2. Scope

This policy applies across all of Council and guides Council's engagement with third parties who may wish to collaborate in provision of public art on council land and in open public spaces.

It articulates the approach for works that are developed and managed by Council. It also defines Council and third party roles in facilitating privately commissioned works.

The policy applies to:

- Public art commissioned and developed by Council
- Public art commissioned and developed by private enterprises, associations, individuals, property developers, community groups, businesses or other third parties.
- Public art commissioned by third parties (including other government bodies) and transferred or donated to Council

The policy will influence guidelines for commissioning and maintenance of public art.

3. Definitions

Word/Term	Definition
Public Art	<p>Artwork in any medium that has been planned and executed in the physical public domain, either outside or in public precincts or buildings, and accessible to all. Public art must include the conceptual contribution of a qualified artist to the design, either to an artwork and/or to the design of public spaces and facilities. Deliberate artistic intent is a key defining feature of all cultural assets defined as public art.</p> <p>The work may be:</p> <ul style="list-style-type: none"> • Of a temporary or permanent nature • Located in or part of a public space or as part of a facility or precinct provided by the public or private sector <p>Public Art is not:</p> <ul style="list-style-type: none"> • Park furniture, equipment or seating • Landscaping, landscape furniture or equipment

	<ul style="list-style-type: none"> • Public assets with a solely functional purpose • A memorial or monument with a heritage or historical focus • A heritage site or object of historical significance
Public Art Collection	All Council managed public art works listed on the Public Art Register
Permanent Public Art	Enduring, site-specific cultural assets designed by artists, which are often permanently located in a major infrastructure or landscape. The expected lifespan of a permanent work is 5 to 25 years.
Temporary Public Art	<p>Temporary works are defined as art installations or actions by artists which are placed or affixed to a location for a period of time between 1 day and 5 years.</p> <p>Art forms may include short lived, non-physical, transient or deliberately degradable works. Examples include street art, projection art or lighting works where there is no physical object created, sculptures of biological matter which naturally degrade and performance art.</p>
Major Public Art	Defined as an artwork in excess of \$100,000 or where the site is in a high profile or high pedestrian use area, or there is potential for adverse public opinion.
Transferred or donated work	Public art of either permanent or temporary definition, which was not commissioned by Council, but which is now proposed by a third party for Council to acquire.
Deaccession	The formal process of removal of public art from the collection.
Public Art Working Group	<p>The internal working group of Council that considers public art commissions, acquisitions and de-accessions, led by the Arts and Culture unit. The role of the Public Art Working Group (PAWG) will be to provide specific expertise and guidance on the development and management of the Public Art Collection.</p> <p>The PAWG will act as a first stage assessment panel, assisting the Arts Engagement and Development Officer to make initial recommendations to Council regarding public art proposals. Some members of the PAWG will be able to contribute to public art project installation and delivery.</p> <p>This cross-council working group includes representatives from:</p> <ul style="list-style-type: none"> - Arts and Culture / Libraries (Chair of PAWG) - City Design, Strategy and Environment - Capital Projects - Operations - Property Services - Engineering Services - Community Planning - Community Participation (as required) - Youth Services (as required) - Economic Development and Tourism (as required)
Arts and Culture Advisory Committee	An advisory committee of Council that provides a formal mechanism for Council to consult with key stakeholders, seek specialist advice and enable community participation in the development of arts and culture.
Public Art Review Sub-committee	<p>A Sub-committee of the Arts and Culture Advisory Committee which is formed on a project to project basis to assess all proposals for permanent works and occasional proposals for significant temporary work such as large scale wall murals. The sub-committee will comprise:</p> <ul style="list-style-type: none"> - Two Community members from the Arts and Culture Advisory Committee - One Councillor from the Arts and Culture Advisory Committee - Three representatives from the Public Art Working Group

	<ul style="list-style-type: none"> - Arts Engagement and Development Officer - Coordinator Library Activation and Engagement - Manager Libraries <p>The sub-committee is convened by the Arts Engagement and Development Officer at the beginning of the planning phase of each new public art work.</p>
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4. Policy

4.1 Rationale/objectives

This policy guides the approach to the development of public art across the municipality. It provides direction regarding the funding, commissioning, management, maintenance and de-accessioning of public art work.

Council's objectives in developing a Public Art program in the City of Melton are to:

- Enhance new and existing public spaces in our rapidly growing City
- Grow a public art collection that demonstrates strong contemporary arts practice
- Reflect stories, themes and issues that are relevant to our residents
- Provide opportunities for place-making and community engagement

4.2 Strategic alignment

This Public Art Policy aligns strategically to the Council and Wellbeing Plan 2017-20 by responding to the following objectives and strategies:

- Objective 1.4 A resilient community promoting social cohesion
 - Strategy 1.4.3 Increase opportunities for cultural expression, sharing and celebration
 - Strategy 1.4.7 Provide opportunities for arts participation and appreciation
- Objective: 3.3 Public spaces that are vibrant and engaging places for all
 - Strategy: 3.3.4 Provide and promote public art
- Objective: 3.5 A City that encourages and enables people to work, shop and spend time locally
 - Strategy: 3.5.4 Maintain and enhance the amenity of the public realm through graffiti removal, public art, street sweeping and beautification initiatives

4.3 Funding

The allocation of funding to public art demonstrates Council's commitment to the Arts and this leadership can leverage further support through grant funding or private sector contribution.

Council will allocate annual funding to public art projects through the capital works program. A long term public art capital program will be developed to provide a funding cycle that enables the development of temporary and permanent public art projects. An annual allocation will allow for the commissioning of at least one work per year. In addition, Council may also make further one-off allocations for public art as part of major infrastructure projects.

4.4 Commissioning and Acquisition

The commissioning and acquisition of Public Art will be aligned with Arts and Culture program priorities and will respond to the following criteria.

4.4.1 Public art criteria

Public art commissions, acquisitions, transfers and donations of works will be assessed against the following six criteria:

1. Evidence of high quality, contemporary arts practice. The artist or artists have experience and skills to deliver strong public art outcomes.
2. Suitability of the work to the site. The proposal considers existing/planned urban design, public safety, public use, environmental and physical impact.
3. Relevance of the work to local stories, themes or issues. The proposed work is relevant to residents and/or includes plans for community engagement.
4. Expected durability and required maintenance of the work
5. Adequate budget and resources to deliver proposed work
6. Consistency with Council's current planning, heritage, environmental and social policies

4.4.2 Permanent Works commissioned by Council

Permanent Public Art commissioned by Melton City Council can occur at both existing and new public sites and facilities across the municipality. Permanent public art work is planned to remain in situ for between 5- 25 years. Where it is commissioned on new council-owned sites, it must be considered as part of civic infrastructure and urban design planning, and incorporated into the earliest stages of planning. All permanent public art must be planned in conjunction with the Arts and Culture unit and reviewed by the Public Art Working Group. Major Public Art will be reviewed by the Public Art Review Sub-committee, and recommendations put forward to Council through the Arts and Culture Advisory Committee.

4.4.3 Temporary Works commissioned by Council

Temporary Public Art commissioned by Council will provide opportunities for lower-cost temporary or semi-permanent installations that respond to current community themes. Temporary works may be exhibited anywhere from between 1 day to 5 years. Temporary works will enable emerging and professional artists to access new opportunities for career development and gain experience in delivering public art work. The Temporary Works program will include Street Art projects. All temporary public art will be both planned and commissioned through the Arts and Culture unit and approved by the Public Art Working Group. Major Public Art will be reviewed by the Public Art Review Sub-committee, and recommendations put forward to Council through the Arts and Culture Advisory Committee.

4.4.4 Works commissioned by third parties

Public art commissioned and developed by private enterprises, associations or individuals (property developers, community groups, businesses or other third parties) that will be located in publicly accessible or visible space requires approval through the Arts and Culture unit and Public Art Working Group of Melton City Council. Major Public Art will be reviewed by the Public Art Review Sub-committee. Further guidelines for commissioning public art in private development will be developed.

4.4.5 Donation or transfer of works

Public art donated or transferred to Council must also meet Council's criteria for the acquisition or commission of works, and will be considered by the Public Art Review Sub-committee following the same process as 4.4.4.

4.4.6 Process for commissioning or acquiring Permanent and Temporary Works by Council

To ensure high-quality outcomes for public art, Council's commissioning process is aligned to its stated criteria for the selection of public art. Council will adopt a process for commissioning as follows:

1. The budget for new works is approved through the annual Council budget process. The budget includes all material costs, the commission fee and allocated fees for up to 6 artists to respond to concept briefs for each commission.
2. A brief is developed for each new public art project and presented to the Public Art Review Sub-committee (or Public Art Working Group for smaller projects) for review and approval, along with recommendations for community engagement.
3. Artists are invited through a call for EOIs in response to the brief.
4. A shortlist of artists is selected by the Public Art Review Sub-committee (or Public Art Working Group for smaller projects) and invited to submit full concept proposals
5. Fees are paid to shortlisted artists on receipt of each concept design that meets requirements.
6. Concept design submissions are reviewed by the Public Art Review Sub-committee (or Public Art Working Group for smaller projects)
7. Final concept is selected to proceed to final commission.
8. Commissioned artist contracted to deliver project.
9. Community engagement activities conducted (where recommended) and proposal adjusted.
10. Technical and engineering report approved.
11. Public art work is installed

4.4.7 Process for reviewing private commissions or acquisitions

To ensure high-quality outcomes for public art commissioned by private third parties, Council requires that proposals for new public art be submitted to the Public Art Review Sub-committee. Council requires the following information to be submitted for review at staged milestones before the proposed commencement of works:

1. Site proposal and concept design including maintenance responsibilities (Stage 1)
2. Community engagement plan (Stage 2)
3. Technical and engineering report (Stage 3)
4. Maintenance plan and interpretation (Stage 4)

4.5 Maintenance of Public Art Works

Council is responsible for the maintenance and safe-keeping of all Council commissioned or acquired public art work. Excepting contractual exclusions, assets procured under this policy are to be managed under Council's Asset Management Policy and procedures, with specific regard to maintenance linked with Council's corporate and business plans (including the Long Term Financial Plan), budgets and reporting processes.

4.5.1 Public Art Register and Maintenance Plan

Public art is listed on Council's Public Art Register and Maintenance Plan, which is the responsibility of Arts and Culture Unit to update and document, and for Council's Asset Management team to implement.

4.5.2 Maintenance Plan Budget and Renewal

Every five years Council will commission an assessment of the maintenance needs of Council and allocate specific maintenance and conservation works for collection maintenance as required. Every year, Council will allocate the necessary budget to facilitate the ongoing maintenance of all works in the public art collection, as recommended in the maintenance plan.

4.5.3 Required documentation for accessioning new works

Public artworks commissioned by Council must include a maintenance report, which is incorporated into Council's Public Art Register and Maintenance Plan. Compulsory information includes:

- Artist contact details
- Maintenance and conservation schedule
- List of major sub-contractors and materials suppliers
- List of materials and material specifications
- Expected lifespan of the work
- All other information required by the Public Art Maintenance Plan

4.6 De-accessioning works

Public artworks can have a limited life span and the Public Art Collection must be managed to account for damage, degradation and potential theft. Circumstances where council might de-accession a piece of public art include:

- The cost of repairing the artwork exceeds the original value of the artwork;
- The artwork has been vandalised, or parts have been removed, to the extent that it is irreparable or the reputation of the artist is at risk;
- It has out-lived its intended lifespan (particularly for Temporary Works under 5 years)
- That negative public opinion influences the removal of the art work;
- In any of these circumstances the moral rights of the artist must be respected under the Copyright Act 1968 and correct procedures followed with respect to the artists' reputation, attribution, and as the first copyright owner of the work. Artists must always be contacted prior to de-accessioning a work.
- Where applicable the Arts Engagement and Development Officer will write a report to council notifying the council of the rationale behind the option to de-accession an artwork.


5 Responsibility /Accountability

5.1	Arts Engagement and Development Officer <ul style="list-style-type: none"> • Convenes and coordinates the commissioning, maintenance and deaccessioning of public art in the City of Melton.
5.2	Manager Libraries <ul style="list-style-type: none"> • Responsible for the oversight of public art
5.3	Property Services and Asset Management <ul style="list-style-type: none"> • Responsible for the maintenance of public art.

6 References and links to legislation and other documents

Name	Location
Asset Management Policy	Policy and Procedures Intranet
Asset Disposal Policy	Policy and Procedures Intranet
Council and Wellbeing Plan 2017-20	www.melton.vic.gov.au
Open Space Plan 2016-26	www.melton.vic.gov.au

Name	Location
Community Infrastructure Planning Policy	www.melton.vic.gov.au
Community Engagement Policy	www.melton.vic.gov.au

	Community Achievement Awards Policy
Version No.	Version 1, 20 March 2018
Endorsement	Policy Review Panel - 13 June 2018
Authorisation	Council - <insert date>
Review date	20 March 2020
Responsible officer	Manager Community Planning
Policy owner	Coordinator Community Capacity

1. Purpose

The Community Achievement Awards Program (CAA) recognises the work of individual volunteers, and their contribution to community projects and the community. The CAA program inspires individual and community pride and strengthens community life in Melton.

2. Scope

This policy applies to the nomination and awarding of the CAA program in the categories listed below. Annually, Council invites the community to nominate Melton City residents for the Melton Community Achievement Awards (CAA). This can be extended to people who live outside the city who play a major role in the life of the Melton community.

- Citizen of the Year – for recognition of ongoing community leadership and involvement
- Gender Equity Leader of the Year Award – for community leadership, promotion of gender equality and commitment to advancing the status of women
- Young Citizen of the Year – for community leadership under 25 years old
- Access and Inclusion Leader of the Year – for commitment to improving the life of people with a disability
- Intercultural Engagement Leader of the Year – for leadership that celebrates our diverse community.

3. Definitions

Word/Term	Definition
CAA	Community Achievement Awards

4. Policy

The CAA program provides a vehicle for Council to recognise and celebrate the contribution individuals make, their positive impact through community projects and the benefit achieved for the broader Melton community. The selection criteria is as follows;

- 'Commitment to improving community access, participation and involvement in the City of Melton';

- 'Commitment to fostering community partnerships in the City of Melton'; and
- 'Commitment to demonstrating community leadership in the City of Melton.'

An additional criterion for the Gender Equity Leader of the Year Award includes:

- 'Commitment to community leadership, promotion of gender equality and commitment to advancing the status of women in the City of Melton.'

An additional criterion for the Intercultural Engagement Leader of the Year includes:

- 'Commitment to advancing the intercultural engagement in the City of Melton.'

4.1 Assessment Panel

The assessment panel shall be a Committee of Council comprising all Councillors.


5. Responsibility /Accountability

5.1	Coordinator Community Capacity
5.2	Community Leadership and Partnerships Officer

6. References and links to legislation and other documents

The CAA aligns with the Council and Wellbeing Plan;

1. A proud, inclusive and safe community
 - 1.1 *A community where all people feel welcome, valued and proud*
 - 1.1.1 *Create opportunities for people of all backgrounds to share and express cultural and religious experiences, knowledge, stories and traditions*
 - 1.1.2 *Provide opportunities for meaningful community engagement and community capacity building initiatives*
 - 1.1.3 *Contribute to a welcoming environment which embraces diversity*
 - 1.1.4 *Provide opportunities and support initiatives that promote empowerment, development and participation for all*
 - 1.4 *A resilient community promoting social cohesion*
 - 1.4.5 *Facilitate relationship development between groups and individuals in the community*
 - 1.4.6 *Provide opportunities for all people, including new and emerging communities to participate in all aspects of community life*
 - 1.4.7 *Provide opportunities for arts participation and appreciation*

	Community Achievement Awards Procedure
Linked policy document:	This procedure details actions and processes pursuant to the Community Achievement Awards Policy.
Version No.	Version Number 1, 20 March 2018
Endorsement	Policy Review Panel – 13 June 2018
Authorisation	Council - <insert date>
Review date	20 March 2020
Responsible officer	Manager Community Planning
Procedure owner	Coordinator Community Capacity

1. Purpose

The Community Achievement Awards Program (CAA) recognises the work of individual volunteers, and their contribution to community projects and the community. The CAA program inspires individual and community pride and strengthens community life in Melton.

2. Scope

This procedure applies to the nomination and awarding of the CAA program in the categories listed below. Annually, Council invites the community to nominate Melton City residents for the Melton Community Achievement Awards (CAA). This can be extended to people who live outside the city who play a major role in the life of the Melton community.

- Citizen of the Year – for recognition of ongoing community leadership and involvement
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- Intercultural Engagement Leader of the Year – for leadership that celebrate our diverse community.

3. Definitions

Word/Term	Definition
CAA	Community Achievement Awards

4. Procedure

1. Nominations for Community Achievement Awards to be advertised for the following Award categories:
 - Citizen of the Year – for community leadership,
 - Gender Equity Leader of the Year Award – for community leadership, promotion of gender equality and commitment to advancing the status of women,
 - Young Citizen of the Year – for community leadership under 25 years old,
 - Access and Inclusion Leader of the Year – for commitment to improving the life of people with a disability,

- Intercultural Engagement Leader of the Year – for leadership that celebrate our diverse community.
2. Nominations to be received by closing date.
 3. Nominations to be presented to the CAA assessment committee of Council, which consists of all Councillors.
 4. Nominees to be invited to a nominations night, where they receive a certificate of nomination.
 5. The winners to be formally recognised as part of Australia Day ceremony.
 6. The Council webpage link to CAA to include the details of the current recipients.

4.1. Assessment Panel

The assessment panel shall be a Committee of Council comprising all Councillors.

5. Responsibility /Accountability

5.1	Coordinator Community Capacity
5.2	Community Leadership and Partnerships Officer

6. References and links to legislation and other documents

The CAA aligns with the Council and Wellbeing Plan;

1. A proud, inclusive and safe community
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 - 1.4 *A resilient community promoting social cohesion*
 - 1.4.5 *Facilitate relationship development between groups and individuals in the community*
 - 1.4.6 *Provide opportunities for all people, including new and emerging communities to participate in all aspects of community life*
 - 1.4.7 *Provide opportunities for arts participation and appreciation*