



## **MELTON CITY COUNCIL**

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

**29 July 2021**

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## MINUTES OF THE POLICY REVIEW PANEL

29 JULY 2021

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**MELTON CITY COUNCIL**MINUTES OF THE POLICY REVIEW PANEL MEETING OF THE  
MELTON CITY COUNCIL  
HELD IN THE VIA A VIDEOCONFERENCE  
ON 29 JULY 2021 AT 11:00AM

**Present:** Cr K Majdlik (Mayor)  
Cr Carli  
Cr S Ramsey  
Cr J Shannon (arrived 11:14am)

**In Attendance:** Ms L J Mellan, Executive Manager Property & Projects and  
Acting Manager Legal & Governance  
Mr J Whitfield, Governance Coordinator  
Ms E Rider, Manager Community Planning  
Ms D Mardesich, Coordinator Community Capacity  
Mr D Rudd, Manager City Design & Strategy

**1. WELCOME**

The Mayor, Cr Majdlik opened the meeting at 11:03am and welcomed the Panel members.

**2. APOLOGIES**

Nil.

**3. DECLARATION OF INTERESTS AND / OR CONFLICT OF INTEREST**

Nil.

**4. MINUTES OF PREVIOUS MEETINGS****RECOMMENDATION:**

That the Minutes of the Policy Review Panel held on 23 June 2021 and adopted by Council at the Ordinary Meeting held on 28 June 2021 be noted.

**Motion**

Crs Carli/Ramsey.

That the Minutes of the Policy Review Panel held on 23 June 2021 and adopted by Council at the Meeting held on 28 June 2021 be noted.

CARRIED

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**5. OTHER BUSINESS CARRIED OVER FROM A PREVIOUS MEETING**

Nil.



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**6. PRESENTATION OF STAFF REPORTS****6.1 COMMUNITY ACHIEVEMENT AWARDS - REVIEW OF POLICY AND ASSESSMENT PANEL TERMS OF REFERENCE**

**Responsible Officer:** Elyse Rider – Manager Community Planning  
**Document Author:** Dayane Mardesich - Coordinator Community Capacity  
**Date Prepared:** 22 July 2021

**1. Recommendation:**

That Council:

- a) approve the revised Community Achievement Awards Policy at **Appendix 1**; and
- b) approve the revised Community Achievement Awards Assessment Panel Terms of Reference at **Appendix 2**.

**Motion**

Crs Ramsey/Carli.

That Council:

- a) approve the revised Community Achievement Awards Policy at **Appendix 1** noting the changes made by the Panel highlighted in yellow ; and
- b) approve the revised Community Achievement Awards Assessment Panel Terms of Reference at **Appendix 2** noting the changes made by the Panel highlighted in yellow.

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

The Community Achievement Awards Program is governed by the Community Achievement Awards Policy and the Community Achievement Awards Assessment Panel Terms of Reference, which are both due for review. The Assessment Panel is an Advisory Committee of Council.

Proposed changes to these documents are detailed in track changes in the attachments and highlighted below:

***Community Achievement Awards Policy proposed changes***

- Eligibility criteria has been included in the policy, with some updates to what was previously contained in the Guidelines. Specific eligibility updates are:
  - Nominees must be Melton residents who have consented to their nomination (4.1.1)
  - Staff members and Councillors are ineligible from being considered (4.1.3)

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- Nominees cannot be nominated by a staff member or Councillor (4.1.5)
- Nominees cannot self-nominate or be nominated by an immediate family member or someone that they live with (4.1.4)
- Previous category winners cannot be considered in the same category again (4.1.7)
- Online applications must be received by the closing date. (4.1.5 & 4.1.6)
- The name of the Access and Inclusion awards category has been updated to Disability Access and Inclusion for greater clarity in relation to category intent.
- A specific selection criterion for the Disability Access and Inclusion Leader of the Year has been added for consistency with other focus areas (4.2.4).
- Voluntary contributions have been given greater weighting through a selection criteria amendment (4.2.1)
- Stipulations have been added that no applicant can receive more than one award in a year and that should there be no suitable nominations in a category the panel can choose not to award a winner in that year (4.2).

***Community Achievement Awards Assessment Panel Terms of Reference proposed changes***

- The panel chair has been updated to the Mayor, and in case of their absence Deputy Mayor (3.3). Non-voting members have been updated to Manager Community Planning and Community Grants and Awards Officer (3.4).
- A specific selection criterion (4.3) for the Disability Access and Inclusion Leader of the Year has been added for consistency with other focus areas: 'Commitment to advancing disability access and inclusion in the City of Melton.'
- A point of clarification has been added in relation to citizenship categories (4.4).
- The panel function: 'Identifying community members worthy of being nominated next year' (2.3) has been removed as it may give rise to perceptions of conflict of interest in the assessors' role.
- The panel function: 'Suggesting ideas to better the process of nominations' as a panel meeting function (2.3) has been removed as feedback is always sought during the review of any Terms of Reference or Policy and changes must be approved by Council.
- A requirement that: 'All scores should be submitted online or via email by 5pm on the day before the panel meeting.' (4.2.4) has been included.
- Documentation of a process (4.4) that reflects the practice that took place last year has been included:
  - No applicant can receive more than one award in a year. If an applicant scores the highest in more than one category, the panel shall deliberate on which category award the applicant will receive. The runner-up in the other category will then become the recipient of that award.
- Stipulation that: Should no suitable nominations be submitted in a category, the panel may choose not to award a winner for that year.

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**2.2 Sources/benchmarking**

Proposed changes to the Policy and Terms of Reference are based on:

- ensuring administrative clarity and consistency through inclusion of standard key information in the appropriate document
- feedback received at the Assessment Panel meeting held on 25 August 2020 and Councillor briefing on 19 July 2021.

**2.3 Consultation**

Councillors were consulted about their ideas for program improvements at the Community Achievement Awards Assessment Panel meeting held on 25 August 2020 and Councillor briefing held on 19 July 2021. Their feedback has been incorporated into the recommended changes.

**2.4 Communication and Implementation**

Administrative procedures, including application and assessment forms and guidelines will be updated to reflect any changes to the Policy and Terms of Reference that are adopted by Council.

The Community Achievement Awards Program will be promoted broadly via Council's social media channels, community, sports and school networks, with a recorded information session to be placed on Council's website.

Pending Council's approval of changes at the 2 August 2021 Council Meeting, the program will open for nominations in September, with assessments occurring in October and the celebration event to be held on 30 November 2021.

**2.5 Compliance**

The Community Achievement Awards Policy is compliant with the *Local Government Act 2020* and with the *Charter of Human Rights and Responsibilities Act 2006*. A Gender Impact Assessment has been completed and considered in the review of this policy for compliance with the *Gender Equality Act 2020*.

**2.6 Measures of Success**

The impact of any changes to the Community Achievement Awards Program on nominations will be analysed and reported back to Council in the next scheduled review of the Policy and Terms of Reference documents.

**LIST OF APPENDICES**

1. Draft Community Achievement Awards Policy - dated 22 July 2021
2. Draft Community Achievement Awards Assessment Panel Terms of Reference-undated

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.1 Community Achievement Awards - Review of Policy and Assessment Panel Terms of Reference  
Appendix 1 Draft Community Achievement Awards Policy - dated 22 July 2021

|   |   |
|---|---|
|  | <b>Community Achievement Awards Policy</b>                      |
| <b>Version No.</b>  | V2 – 22 July 2021   |
| <b>Endorsement</b>  | Executive – 15 July 2021<br>Policy Review Panel - <insert date> |
| <b>Authorisation</b>  | Council – <insert date>   |
| <b>Review date</b>  | 31 August 2023  |
| <b>Responsible officer</b>  | Manager Community Planning                                      |
| <b>Policy owner</b>   | Coordinator Community Capacity                                  |

**1. Purpose**

The Community Achievement Awards Program (CAA) recognises the work of individual volunteers **or persons that clearly exceed the normal requirements of their paid work**, and their contribution to community projects and the community. The CAA program inspires individual and community pride and strengthens community life in **City of 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).

- 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
- Disability 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  |
| Gender equity | The provision of fairness and justice in the distribution of benefits and responsibilities between women and men. It is not about the equal delivery of services or distribution of resources; rather, equity recognises diversity and disadvantage and seeks to direct resources and services towards those most in need to ensure equal outcomes for all. |

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**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.

**4.1 Eligibility criteria:**

- 4.1.1. Nominees must be residents of the City of Melton who have consented to their nomination.
- 4.1.2. Nominees must have contributed to the City of Melton in a voluntary capacity; or must have clearly exceeded the normal requirements of their paid work.
- 4.1.3. Nominees cannot be a staff member or Councillor at Melton City Council.
- 4.1.4. Nominees must be nominated by another person who is not an immediate family member or member of their household. People cannot nominate themselves, an immediate family member (spouse, parent, child, sibling) or someone that they live with.
- 4.1.5. Nominees cannot be nominated by a staff member or Councillor at Melton City Council.
- 4.1.5. Nominations must be received by the closing date; no late nominations will be accepted.
- 4.1.6. Nominations must be submitted through the online nomination system or by -No hard copy, nominations will be accepted.
- 4.1.7. Nominees must not be a previous Community Achievement Award winner in the same category.

**4.2 Selection criteria:**

The following selection criteria applies to all awards categories to be applied by the assessment panel:

1. 'Commitment to improving community access, participation and involvement in the City of Melton; and the degree to which this has been achieved without payment';
2. 'Commitment to fostering community partnerships in the City of Melton'; and
3. 'Commitment to demonstrating community leadership in the City of Melton.'

An additional criterion for the Disability Access and Inclusion Leader of the Year Award includes:

4. 'Commitment to advancing disability access and inclusion in the City of Melton.'

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

4. '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:

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

No applicant can receive more than one award in a year.

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Should no suitable nominations be submitted in a category, the panel may not award a winner for that year.

**4.3 Assessment Panel**

The assessment panel is an advisory committee of Council governed by the Community Achievement Awards Assessment Panel Terms of Reference.

**5. Responsibility /Accountability**

|     |                                     |
|-----|-------------------------------------|
| 5.1 | Manager Community Planning          |
| 5.2 | Coordinator Community Capacity      |
| 5.3 | Community Grants and Awards Officer |

**6. References and links to legislation and other documents**

The Community Achievement Awards Policy aligns with the Council and Wellbeing Plan; Equality and Respect Strategy; Intercultural Plan; Melton: A City for All People integrated plan and the *Gender Equality Act 2020*.

A Gender Impact Assessment has been completed on this policy.

The policy is compliant with the *Local Government Act 2020* and with the *Charter of Human Rights and Responsibilities Act 2006*.

| Name   | Location   |
|--|--|
| <a href="#">Charter of Human Rights and Responsibilities Act 2006</a>                            | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a> |
| <a href="#">Gender Equality Act 2020</a>   | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a> |
| <a href="#">Local Government Act 2020 (Vic)</a>  | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a> |
| <a href="#">Council &amp; Wellbeing Plan</a>   | Available via Council's website  |
| <a href="#">Equality and Respect Strategy; Intercultural Plan; Melton: A City for All People</a> | Available via Council's website  |

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Item 6.1 Community Achievement Awards - Review of Policy and Assessment Panel Terms of Reference

Appendix 2 Draft Community Achievement Awards Assessment Panel Terms of Reference- undated



## Terms of Reference

|                    |   |
|--------------------|---|
| <b>Name</b>        | Community Achievement Awards Assessment Panel |
| <b>Endorsed by</b> | Policy Review Panel – <insert date>           |
| <b>Approved by</b> | Council – <insert date>                       |
| <b>Next review</b> | 31 August 2023                                |

### 1. PURPOSE

The purpose of this document is to define the terms of reference, composition and operating arrangements of the Community Achievement Awards Assessment Panel.

### 2. COMMUNITY ACHIEVEMENT AWARDS

#### 2.1 Program Objectives

The Community Achievement Awards are presented to those who are doing good work within the community of City of Melton. These awards are to recognise and acknowledge the good work that is being carried out by the community and where they are making a difference in the lives of others.

#### 2.2 Administrative Structure

The Assessment Panel shall operate as a selection panel. The operations of the Community Achievement Awards Assessment Panel shall be chaired by the Mayor. The Community Grants and Awards Officer will bear responsibility for the entire administrative process of Community Achievement Awards.

#### 2.3 Functions of the Committee

The Community Achievement Awards Assessment Panel will function to assess nominations against the selection criteria.



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Appendix 2 Draft Community Achievement Awards Assessment Panel Terms of Reference- undated**3. COMPOSITION****3.1 Membership**

The Panel will consist of all nine (9) Councillors and two (2) Council Officers.

|    | Position  | Type of Appointment | Term    |
|----|---|---------------------|---------|
| 1  | Mayor (Chair)   | Appointed           | 1 year  |
| 2  | Deputy Mayor  | Appointed           | 1 year  |
| 3  | Councillor  | Appointed           | 1 year  |
| 4  | Councillor  | Appointed           | 1 year  |
| 5  | Councillor  | Appointed           | 1 year  |
| 6  | Councillor  | Appointed           | 1 year  |
| 7  | Councillor  | Appointed           | 1 year  |
| 8  | Councillor  | Appointed           | 1 year  |
| 9  | Councillor  | Appointed           | 1 year  |
| 10 | Manager Community Planning* (no voting rights)        | Ex-officio          | Ongoing |
| 11 | Community Grants & Awards Officer* (no voting rights) | Ex-officio          | Ongoing |

The total number of voting members will be nine (9).

\* These officers will be present on an ex officio basis only for the purpose of providing assistance. Any supplementary members will not have any voting rights.

**3.2 Terms and Method of Nomination**

Councillors confirm the appointment of its delegates to its committees each **November year** as part of the Councillor Representation Nominations Advisory Committee.

Staff appointments are automatic and ongoing as they are responsibilities of the Manager Community Planning and Community Grants and Awards Officer positions.

**3.3 Chair**

**The Mayor will automatically assume the role of Chair. In the absence of the Mayor, the Deputy Mayor will chair the committee. The Chairperson will be the Mayor of the City of Melton.**

**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**



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Appendix 2 Draft Community Achievement Awards Assessment Panel Terms of Reference- undated

- 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.

**3.4 Secretariat support**

The Community Grants and Awards Officer will provide secretariat support and is responsible for:

- Setting meeting dates and venues – at least once per annum
- Setting the agenda
- Receiving and compiling scores prior to the panel meeting
- Taking and circulating minutes
- Preparing the report to Council for approval.

**3.5 Voting Rights**

All Councillor delegates have full voting rights at Panel meetings.

The Manager Community Planning and Community Grants and Awards Officer have no voting rights at Panel meetings.

**4. OPERATING PROCEDURES****4.1 Quorum**

A quorum for the Panel requires attendance of at least five (5) voting members.

**4.2 Meetings**

- 4.2.1 The Panel will meet at least once per annum.
- 4.2.2 Notice of Panel Meetings shall be given to members at least ten (10) business days prior to each meeting.
- 4.2.3 All proposed documentation to be presented or discussed at the meeting must be forwarded to all group members at least five (5) business days prior to the meeting date to enable sufficient time for consideration prior to meetings.
- 4.2.4 All scores should be submitted online or via email by 5pm on the day before the panel meeting.
- 4.2.5 Apologies for Panel meetings should go to the Community Grants and Awards Officer as soon as is practicable.
- 4.2.6 Accurate minutes will be kept of each meeting of the Panel. The minutes of a meeting shall be submitted to Panel members for ratification via email.
- 4.2.7 The Minutes of the Panel are to go to the next Meeting of Council for its endorsement.

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Appendix 2 Draft Community Achievement Awards Assessment Panel Terms of Reference- undated

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**4.3 Nominees Assessment Criteria**

Only applications that have met the eligibility criteria as specified in the Community Achievement Awards Policy will proceed to assessment. Nominees for Community Achievement Awards are City of Melton residents whose contributions to the City of Melton community have been voluntary or have **clearly** exceeded the normal requirements of the person's paid work.

The selection of winners will **consider be based on the degree of voluntary or unpaid individual** contribution and **the** benefit to the community through **out** the following selection criteria applied to all categories:

1. Commitment to improving community access, participation and involvement in the City of Melton
2. Commitment to fostering community partnerships in the City of Melton
3. Commitment to demonstrating community leadership in the City of Melton.

The **Disability Access and Inclusion Leader of the Year Award** includes the following additional selection criterion:

4. Commitment to advancing disability access and inclusion in the City of Melton.

The **Gender Equity Leader of the Year Award** category includes the following additional selection criterion:

4. Commitment to advancing the status of women in the City of Melton.

The **Intercultural Engagement Leader of the Year Award** category includes the following additional selection criterion:

4. Commitment to advancing intercultural engagement in the City of Melton.

**4.4 Categories of Community Achievement Awards**

There are five categories for Community Achievement Awards. They are as follows:

- **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
- **Disability 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.

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Appendix 2 Draft Community Achievement Awards Assessment Panel Terms of Reference- undated

No applicant can receive more than one award in a year. If an applicant scores the highest in more than one category, the panel shall deliberate on which category award the applicant will receive. The runner-up in the other category will then become the recipient of that award.

Should no suitable nominations be submitted in a category, the panel may not award a winner for that year.

Recipients of the Citizen of the Year are not required to have legal citizenship status as it is a ceremonial title.

**4.5 Requirements of Members**

Members are expected to:

- 4.5.1 Declare in advance any potential conflict of interest and to exit the room during the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Community Achievement Awards Assessment meeting.
- 4.5.2 Keep informed of current developments, issues and concerns in the local community.
- 4.5.3 Prepare for and actively participate in meetings.
- 4.5.4 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.
- 4.5.5 Treat information with sensitivity and not disclose the confidential nature of the information presented to this Panel.

**4.6 Evaluation and Review**

The Community Achievement Awards Terms of Reference will be reviewed and evaluated at least every two years.

**5. RELATED MATERIAL**

| Name                                   | Location           | Document Type  |
|--|--------------------|----------------|
| Community Achievement Awards Policy    | Council's Intranet | Council Policy |
| Community Achievement Awards Procedure | Council's Intranet | Procedure      |

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At this point in the meeting the Panel was advised of an item of General Business to be presented by the Manager Community Planning and Coordinator Community Capacity.

The Panel agreed to hear a verbal report on proposed changes to the Reconciliation Advisory Committee Terms of Reference as a General Business item before Item 6.2.

## 6.2 MELTON WEIR DEVELOPMENT ADVISORY COMMITTEE - TERMS OF REFERENCE

**Responsible Officer:** Laura-Jo Mellan - Executive Manager Property and Projects

**Document Author:** Laura-Jo Mellan - Executive Manager Property and Projects

**Date Prepared:** 26 July 2021

### 1. Recommendation:

That Council officers complete the review of the Melton Weir Development Advisory Committee Terms of Reference based on the Policy Review Panels input and advice and report back to the next meeting of the Policy Review Panel.

The Panel discussed this agenda item including the draft Terms of Reference at **Appendix 1** which was attached to the meeting agenda.

Some minor changes to the draft Terms of Reference were made by the Panel at the meeting.

Council officers advised that the draft Terms of Reference presented in **Appendix 1** were not consistent with the current standard structure of Committee Terms of Reference. Amended draft Terms of Reference have been prepared and are attached at **Appendix 2** to these minutes.

### Motion

Crs Shannon/Ramsey.

That Council approve the revised Melton Weir Development Advisory Committee Terms of Reference as shown in **Appendix 2**.

CARRIED

## 2. Background

### 2.1 The Policy

The Melton Weir Advisory Committee was disbanded by Council at the Ordinary Council Meeting held 9 December 2019. The Committee was originally established to provide guidance on opportunities to develop and provide for broader public access to and usage of the Weir.

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At the 15 March 2021 Council Meeting, Council resolved to re-establish the Melton Weir Development Advisory Committee (NOM 756, Cr Shannon) as detailed below:

*That Council commit to the establishment of a Melton Weir Development Committee, with officers to recommend a draft Terms of Reference that includes community consultation, for Council's consideration in the future, with committee membership being not limited to but including:*

- o *Up to 9 Councillors*
- o *1 delegate from Southern Rural Water*
- o *1 Council Officer (Parks Development Unit)*
- o *1 Council Officer (Planning Unit)*
- o *1 delegate from the Melton Runabout and Speedboat Club*
- o *And any other community members or interested stakeholders that officers recommend.*

The draft Terms of Reference are provided at **Appendix 1** for discussion prior to officers finalising the document for the next Policy Review Panel meeting.

**2.2 Sources/benchmarking**

The Terms of Reference for the former Melton Weir Advisory Committee formed the basis of the draft Terms of Reference contained at **Appendix 1**.

**2.3 Consultation**

The draft Terms of Reference were discussed at a meeting with Councillors and stakeholders on the 22 July 2021. The draft Terms of Reference will be circulated to committee members for comment prior to being presented back to the Policy Review Panel.

**2.4 Communication and Implementation**

When approved, the Terms of Reference will be provided to all Committee members and will be available on Council's intranet page.

**2.5 Compliance**

N/A

**2.6 Measures of Success**

An annual review of the achievements of the committee against the purpose and requirements outlined in the approved Terms of Reference.

**LIST OF APPENDICES**

1. Melton Weir Development Committee - Draft TOR for Discussion
2. Melton Weir Development Advisory Committee - Draft TOR prepared after noting the Panels comments and in the current TOR format - undated

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Item 6.2 Melton Weir Development Advisory Committee - Terms of Reference  
Appendix 1 Melton Weir Development Committee - Draft TOR for Discussion

**Melton ~~Weir~~Reservoir Development  
Advisory Committee  
Terms of Reference**

**1. COMMITTEE NAME**

- 1.1 The name of the Committee shall be the Melton ~~Weir~~ReservoirWeir Development Advisory Committee hereinafter called "the Committee".
- 1.2 The Committee is to be constituted as a ~~delegated~~Special Committee pursuant to Section ~~6386~~ of the Local Government Act ~~2020~~1989.

**2. BACKGROUND**

- 2.1 The Committee was established to provide guidance to Council on opportunities to develop and provide for broader public access to and usage of the ~~Weir and public land adjoining the Weir.~~Weirreservoir.
- 2.2 Southern Rural Water is the Waterways Manager for the Melton ~~Weir~~ WeirReservoir. A lease between Southern Rural water and the Melbourne Runabout & Speedboat Club (MRSBC) is in place which allows ~~restricted-controlled~~ power boating activities and access to the water via a club controlled boat ramp.

**3. PURPOSE**

- 3.1 The committee plays an advisory and guidance role which will advise Council on matters relating to the improvement, planning and development of the ~~weir-~~Melton WeirReservoir including water access and the surrounding public open space.
- 3.2 The committee is to provide a forum for communication between the facilities primary stakeholders (Southern Rural Water, ~~traditional landowners~~ and Melbourne Runabout and Speedboat Club) ~~-~~ and Council with the aim of meeting the needs of the local community ~~where safe to do so~~.
- 3.3 Members of the Committee shall endeavour to provide where necessary technical advice and recommendations based on an individual level of expertise in a particular area and be able to justify opinions based on community knowledge and local experience.

**4. EXPECTATIONS / REQUIREMENTS**

- 4.1 In order to fulfil the Committee's objectives, members are expected to:
  - Comply with Melton City Council's, Governance Rules, adopted 31 August 2020 or as later amended by resolution of the Council.
  - Keep informed of current developments, issues and concerns in relation to the ~~reservoir~~weir.

Melton Reservoir Development Advisory Committee - Terms of Reference (February 2013)



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- Members are expected to become conversant with relevant Council plans and policies, particularly those related to the [reservoirweir](#) development.
- Be aware of the activities, interests and concerns of [reservoirweir](#) development.
- Prepare for and actively participate in committee meetings and commit to regular attendance.
- 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.
- Be sensitive to the needs of others and listen to other people's ideas.
- Respect and acknowledge differences of view or opinion.
- Treat information with sensitivity.
- Read documentation prior to attending meetings to ensure time allocated in meetings is maximised.

**5. MEMBERSHIP**

- 5.1 Membership of the committee consists of [9-18](#) members;
- Up to [29](#) nominated Councillors
  - [22](#) Council Officers acting as convenors ([without voting rights](#))
  - 1 representative from Southern Rural Water
  - [1](#) representative from the Melbourne Runabout & Speedboat Club
  - [Up to 2 representatives of the Traditional owners or Registered Aboriginal Party.](#)
  - 3 community representatives including other tenants or stakeholders of the reservoir, [such as landcare or interest groups.](#)
- 5.2 Specialist Council staff and other relevant people may attend meetings to present agenda items. These people 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.

**6. OFFICE BEARERS**

- 6.1 The [Mayor is to be read as a reference tois the chair of the](#) Committee.
- [6.2 Where the Mayor is not present the Committee](#) shall appoint a Chairperson ~~annually~~ and such other office bearers as may be deemed necessary from time to time.
- 6.2 The Secretary shall be one (1) of the Council Officers listed [or in attendance to support the Committee as members.](#)
- 6.3 Council Officers will undertake administrative duties such as prepare and distribute agenda, minutes, correspondence and reports.
- 6.4 Any other member of the Committee may also be appointed to assist the Secretary in various tasks e.g. taking of minutes etc.

**7. SELECTION PROCESS**

- 7.1 Community nominations shall be called for in local newspaper public notices [and social media.](#) Other persons of eligible experience for membership may also be directly contacted inviting interest in nomination.

Melton Reservoir Development Advisory Committee - Terms of Reference (February 2013)

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7.2 A selection panel comprising no less than 3 ~~relevant~~ Council officers will receive nominations and ~~recommend the appointment of community representative to the Committee for decision by Council.~~

7.3 Members shall be appointed for a period of two (2) years and are eligible for re-nomination.

~~7.4 The Councillor shall be appointed annually at the Statutory Meeting of Council, or as required if a vacancy occurs[LM1].~~

~~7.5.4~~ The committee representative from the MRSBC shall be the Club's President or other member nominated by the club as the President's delegate and appointed annually after the MRSBC AGM or as required if a vacancy occurs.

~~7.5.5~~ The committee representative from SRW shall be as nominated by SRW and appointed annually or as required if a vacancy occurs.

~~7.6 All Committee members have voting rights in accordance with Melton City Council's Governance Rules, adopted 31 August 2020.[LM2]~~

~~7.7 All committee decisions by clear preference are to be made by consensus with a vote required at the discretion of the chairperson where a consensus decision cannot be achieved[LM3].~~

**8. MEETINGS**

8.1 Notice of ~~Ordinary Committee~~ Meetings shall be given to members at least five (5) days prior to each meeting.

8.2 ~~Community M~~members must attend at least 70% of meetings per year. If members are unable to commit to 70% attendance, membership may be forfeit at Council's discretion, with members advised accordingly.

8.3 A quorum for the committee will require attendance of:

- ~~One Councillor~~
- ~~50% plus Two stakeholder~~
- ~~or one (+) 1~~ community representatives, and;
- One (1) Council Officer.

8.4 Council must receive apologies ~~prior to for~~ all meetings ~~being held no later than 12noon the afternoon of the meeting date~~. If a quorum cannot be reached, committee members will be notified that the meeting is cancelled.

**9. AMENDMENTS TO THE TERMS OF REFERENCE / REVIEW PROVISIONS**

9.1 Council, following consideration of any recommendation from the Committee or by the Council, may alter these Terms of Reference at any time.

9.2 Council will review the Committee's role in consultation with the Committee at intervals not exceeding 2 years. The review shall consider the progress, effectiveness and structure of the Committee.

Melton Reservoir Development Advisory Committee - Terms of Reference (February 2013)



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## Terms of Reference

|                    |  |
|--------------------|--|
| <b>Name</b>        | Melton Weir Development Advisory Committee |
| <b>Endorsed by</b> | Policy Review Panel – <insert date>        |
| <b>Approved by</b> | Council – <insert date>                    |
| <b>Next review</b> | 1 July 2023                                |

### 1. PURPOSE

- 1.1 The Melton Weir Development Advisory Committee plays an advisory and guidance role which will advise Council on matters relating to the improvement, planning and development of the Melton Weir including water access and the surrounding public open space.
- 1.2 The committee is to provide a forum for communication between the facilities primary stakeholders (Southern Rural Water, traditional landowners and Melbourne Runabout and Speedboat Club), and Council with the aim of meeting the needs of the local community where safe to do so.
- 1.3 Members of the Committee shall endeavour to provide where necessary technical advice and recommendations based on an individual level of expertise in a particular area and be able to justify opinions based on community knowledge and local experience.

### 2. RESPONSIBILITY

- 2.1 Southern Rural Water is the Waterways Manager for the Melton Weir. A lease between Southern Rural water and the Melbourne Runabout & Speedboat Club (MRSBC) is in place which allows controlled power boating activities and access to the water via a club controlled boat ramp.
- 2.2 In order to fulfil the Committee's objectives, members are expected to:
  - Keep informed of current developments, issues and concerns in relation to the weir.
  - Become conversant with relevant Council plans and policies, particularly those related to the weir development.
  - Be aware of the activities, interests and concerns of weir development.
  - Prepare for and actively participate in committee meetings and commit to regular attendance.
  - 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.

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- Be sensitive to the needs of others and listen to other people's ideas.
- Respect and acknowledge differences of view or opinion.
- Treat information with sensitivity.
- Read documentation prior to attending meetings to ensure time allocated in meetings is maximised.

**3. COMPOSITION MEMBERSHIP****3.1 Membership**

Membership of the Melton Weir Development Advisory Committee will, where possible, be balanced in regard to age, gender, ethnicity and people living with a disability.

The Committee will comprise up to eighteen (18) members with Councillor delegates being up to nine (9).

|    | 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 Officer (City Design & Strategy Unit) | Local Government  | Ex officio (no voting rights) | Ongoing |
| 11 | Melton City Council Officer (Recreation & Youth Unit)     | Local Government  | Ex officio (no voting rights) | Ongoing |
| 12 | Southern Rural Water                                      | Waterways Manager | Appointed                     | Ongoing |

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|    | Organisation                                      | Representation   | Type of Appointment | Term    |
|----|---|--|---------------------|---------|
| 13 | Melbourne Runabout & Speedboat Club               | User organisation  | Appointed           | Ongoing |
| 14 | Traditional owners or Registered Aboriginal Party | Interest group   | Appointed           | 2 years |
| 15 | Traditional owners or Registered Aboriginal Party | Interest group   | Appointed           | 2 years |
| 16 | Community representative                          | Including other tenants or stakeholders of the weir, such as landcare or interest groups | Appointed           | 2 years |
| 17 | Community representative                          | Including other tenants or stakeholders of the weir, such as landcare or interest groups | Appointed           | 2 years |
| 18 | Community representative                          | Including other tenants or stakeholders of the weir, such as landcare or interest groups | Appointed           | 2 years |

Specialist Council staff and other relevant people may attend meetings to present agenda items. These people 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

- 3.2.1 Council confirms the appointment of its Councillor delegates to its committees each year as part of the Councillor Representation Nominations Advisory Committee.
- 3.2.2 Council officers will be appointed by the Chief Executive.
- 3.2.3 The Southern Rural Water shall be as appointed by Southern Rural Water.
- 3.2.4 The Melbourne Runabout & Speedboat Club delegate will be the Club's President or other member nominated by the club as the President's delegate.
- 3.2.5 Traditional owners or Registered Aboriginal Party and Community Representatives

Community nominations shall be called for in local newspaper public notices, social media or other appropriate forum. Other persons of eligible experience for membership may also be directly contacted inviting interest in nomination.

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A selection panel comprising the 2 Council officers on the committee will receive nominations and recommend the appointment of Traditional owners or Registered Aboriginal Party and Community Representatives to the Committee for decision by Council.

Traditional owners or Registered Aboriginal Party and Community Representatives shall be appointed for a period of two (2) years and are eligible for re-nomination.

**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, a Councillor will be selected as chairperson by the Councillor delegates on the committee

**3.4 Secretariat support**

The Melton City Council Officer (City Design & Strategy Unit) will provide secretariat support and are responsible for:

- Setting meeting dates and venues – at least once per annum
- Setting the agenda
- Receiving and compiling scores prior to the panel meeting
- Taking and circulating minutes
- Preparing the report to Council for approval.

**3.5 Voting Rights**

All committee members have full voting rights except for the two Council Officers who have ex officio status.

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**4. OPERATING PROCEDURES****4.1 Quorum**

A quorum for the committee will require attendance of:

- Two (2) Councillors
- Two (2) stakeholders (Southern Rural Water and Melbourne Runabout & Speedboat Club)
- One (1) Traditional owners or Registered Aboriginal Party or Community representative, and;
- One (1) Council Officer.

**4.2 Meetings**

- 4.2.1 Notice of Committee Meetings shall be given to members at least five (5) days prior to each meeting.
- 4.2.2 Members, other than Councillor delegates, must attend at least 70% of meetings per year. If members are unable to commit to 70% attendance, membership may be forfeit at Council's discretion, with members advised accordingly.
- 4.2.3 Council must receive apologies prior to for all meetings being held no later than 12noon the afternoon of the meeting date. If a quorum cannot be reached, committee members will be notified that the meeting is cancelled.
- 4.2.4 Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to Committee members for ratification via email.
- 4.2.5 The Minutes of the Committee are to go to the next Meeting of Council for its endorsement.

**4.3 Requirements of Members**

Members are expected to:

- 4.3.1 Declare in advance any potential conflict of interest and to exit the room during the deliberation of any application in which they have an interest. Conflicts will be recorded in the minutes of the Committee meeting.
- 4.3.2 Keep informed of current developments, issues and concerns
- 4.3.3 Prepare for and actively participate in meetings.
- 4.3.4 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.
- 4.3.5 Treat information with sensitivity and not disclose any confidential information presented to the Committee.

**4.4 Evaluation and Review**

The Melton Weir Development Advisory Committee Terms of Reference will be reviewed and evaluated at least every two years.

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**6.3 PRIVACY POLICY****Responsible Officer:** Laura-Jo Mellan - Executive Manager Property and Projects**Document Author:** Emma Perconte - Paralegal Officer**Date Prepared:** 23 July 2021**1. Recommendation:**

That Council:

1. approve the revised Privacy Policy at **Appendix 1**; and
2. rescind the existing Privacy Policy.

**Motion**

Crs Ramsey/Carli.

That Council approve the revised Privacy Policy at **Appendix 1** noting the changes made by the Panel highlighted in yellow.CARRIED**2. Background****2.1 The Policy**

Two main pieces of Victorian legislation apply to privacy:

1. the Privacy and Data Protection Act 2014 (and the Information Privacy Principles contained therein); and
2. the Health Records Act 2001 (and the Health Privacy Principles contained therein).

Together these are referred to throughout as the 'Privacy Laws'. The Privacy Laws require that Council set out in a document clearly expressed policies on its management of Personal, Sensitive and Health Information.

The existing policy is due for review. A review has been undertaken internally and by external law firm Maddocks with all proposed changes 'marked up' for ease of reference.

The proposed amendments are:

- Some clarifications and expansions on points covered in the current Policy;
- the addition of references to new requirements under Local Government Act 2020 including Council's Public Transparency Policy, and clarification on the interaction between the Public Transparency Policy and Freedom of Information Act 1982;
- the addition of references to Council's CCTV Policy and CCTV (Asset and Facility) Operating Procedure; and
- some clarifications to address changes to public availability requirements under the Planning & Environment Act 1978.

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**2.2 Sources/benchmarking**

The Privacy Policy contains information that it is required to address under the Privacy Laws. Accordingly, the policy is broadly consistent with those of many public sector bodies including other Councils.

The policy was reviewed by external lawyers, Maddocks, to ensure consistency with current legislative requirements. The policy is based on the existing policy with the incorporation of recommended amendments by Maddocks.

**2.3 Consultation**

The policy has been referred to Council's Gender Equality Officer for a Gender Impact Assessment (GIA). The recommendations from the GIA related to changes to language. However, the language used in the Privacy Policy is derived directly from legislation and should remain as is to ensure consistency with the legislative wording, therefore no changes were made.

Otherwise, no further consultation was required as the proposed amendments are to reflect changes to existing law, rather than material policy changes.

**2.4 Communication and Implementation**

If adopted, the revised Policy will be published on the Council website and intranet in place of the existing Policy.

**2.5 Compliance**

The policy is compliant with external legislation including the *Local Government Act 2020* and the *Charter of Human Rights and Responsibilities Act 2006*. A Gender Impact Assessment has been completed and considered in the review of this policy for compliance with the *Gender Equality Act 2020*. It is compliant with the Council's Instruments of Delegation.

**2.6 Measures of Success**

Council is required to adopt and adhere to this policy under the Privacy Laws. The policy will be considered a success if Personal, Sensitive and Health information (as defined in the policy) is handled by Council in adherence with process outlined in the Policy.

Reporting measures are not a relevant consideration for this policy.

**LIST OF APPENDICES**


1. Revised Privacy Policy - dated 23 July 2021



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Appendix 1 Revised Privacy Policy - dated 23 July 2021

|   |   |
|---|---|
|  | <b>Privacy Policy</b>   |
| <b>Version No.</b>  | V3.0 23 July 2021   |
| <b>Endorsement</b>  | Executive – 15 July 2021<br>Policy Review Panel - <insert date> |
| <b>Authorisation</b>  | Council - <insert date>   |
| <b>Review date</b>  | 31 July 2022  |
| <b>Responsible officer</b>  | Chief Executive Officer   |
| <b>Policy owner</b>   | Manager Legal and Governance                                    |

**1. Purpose**

Council acknowledges and believes that the responsible handling of personal and health information is a requirement of law and is a key aspect of democratic governance. Council is strongly committed to protecting an individual's right to privacy. Accordingly, Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic) and any other relevant legislation. In particular, Council will comply with the Information Privacy Principles and Health Privacy Principles contained in these Acts. This policy reflects that.

This policy applies to both personal information and health information held by Council.

**2. Scope**

Applies across Council and in relation to Council's interaction with the public.

**3. Definitions**

| Word/Term            | Definition   |
|----------------------|--|
| Personal Information | is defined in the <i>Privacy and Data Protection Act 2014</i> . The definition may change from time to time. The current definition is:<br><br><i>information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include information of a kind to which the Health Records Act 2001 applies</i> |
| Health Information   | is defined in the <i>Health Records Act 2001</i> . The definition may change from time to time. The current definition is:<br><br>(a) <i>information or an opinion about:</i><br><br>(i) <i>the physical, mental or psychological health (at any time) of an individual, or</i><br><br>(ii) <i>a disability (at any time) of an individual, or</i>   |



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| Word/Term             | Definition   |
|-----------------------|--|
|                       | <p>(iii) <i>an individual's expressed wishes about the future provision of health services to him or her, or</i></p> <p>(iv) <i>a health service provided, or to be provided, to an individual (identifying or potentially identifying, recorded)-</i></p> <p><i>that is also personal information; or</i></p> <p>(b) <i>other personal information collected to provide, or in providing, a health service;</i></p> <p>(c) <i>other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances; or</i></p> <p>(d) <i>other personal information that is genetic information about an individual in a form which is or could be predictive of the health (at any time) of the individual or of any of his or her descendants.</i></p> <p><i>but does not include health information, or a class of health information or health information contained in a class of documents, that is prescribed as exempt health information for the purposes of this Act generally or for the purposes of specified provision of this Act.</i></p> |
| Sensitive Information | <p>is defined in the <i>Privacy and Data Protection Act 2014</i>. The definition may change from time to time. The current definition is:</p> <p><i>"...information or an opinion about an individual's-</i></p> <p><i>(a) racial or ethnic origin; or</i></p> <p><i>(b) political opinions; or</i></p> <p><i>(c) membership of political association; or</i></p> <p><i>(d) religious beliefs or affiliations; or</i></p> <p><i>(e) philosophical beliefs; or</i></p> <p><i>(f) membership of a professional or trade association; or</i></p> <p><i>(g) membership of a trade union; or</i></p> <p><i>(h) sexual preferences or practices; or</i></p> <p><i>(i) criminal record-</i></p> <p><i>that is also personal information."</i></p>   |
| Consent               | means express or implied consent.  |

**4. Policy**

Council will apply the relevant law, that is, the provisions of the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic), collectively referred to in this Policy as "the Privacy Laws".

**4.1 Personal Information – Examples**

This Policy applies to Personal Information held by Council. For example, Council holds Personal Information on its local citizens and ratepayers, such as names and addresses, in order to carry

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Item 6.3 Privacy Policy

Appendix 1 Revised Privacy Policy - dated 23 July 2021

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out its functions like planning, building, valuation, community and property services. Personal information may also include date of birth, motor vehicle registration and credit card details. Council may also request Personal Information in order to provide a service, such as education, welfare, child care or other community services.

In some instances, Personal Information may be contained on a public register (such as the register of building permits, register of food premises and animal registration details).

However, to the extent that personal (or health) information is available on a generally available publication, such as a public register, Council's handling of that information is not governed by the *Privacy and Data Protection Act 2014*.

#### 4.2 Sensitive Information – Examples

Council may also hold Sensitive Information. Sensitive Information includes information or an opinion about an individual's racial or ethnic origin, political opinions, trade union membership, philosophical or religious beliefs, sexual preferences or criminal record. For example, Council may collect information on religious beliefs in providing a Meals on Wheels service to ensure the provision of meals are appropriate to a person's faith, and may undertake a criminal record check if you apply for employment with Council.

#### 4.3 Health Information – Examples

This Policy also applies to Council's handling of Health Information. Health Information includes information about the physical, mental or psychological health, or disability of an individual. It also includes information collected to provide a health service to an individual such as a disability or aged care service, immunisation service or maternal health care service, including an individual's expressed wishes about the future provision of health services.

#### 4.4 Collection

Council will only collect Personal, Sensitive and Health Information that is necessary for its functions and activities. In some instances, Council is required by law to collect this information. Council will only collect Sensitive Information and Health Information where you have consented or as required, authorised or permitted under the Privacy Laws or another law.

Council will collect Personal, Sensitive and Health Information only by lawful and fair means. If it is reasonable and practicable to do so, Council will collect Personal, Sensitive and Health Information about you directly from you. When doing so, it will take reasonable steps to inform you of the matters set out in the Privacy Laws, including the purpose/s for which the information is collected, how you can gain access to the information, to whom the information may be disclosed, any law that requires the information to be collected and the consequences if the information is not provided.

If Council collects this information about you from someone else, it will take reasonable steps to make you aware of this, unless doing so would, in Council's opinion, pose a serious threat to the life or health of any individual.

Council may collect Personal, Sensitive and Health Information about you from others, such as contracted service providers, emergency services or health service providers and from publicly available sources of information or pursuant to other laws which permit information sharing under certain specific and limited circumstances.

#### 4.5 Use and Disclosure

Council will use Personal, Sensitive or Health Information for the primary purpose for which it was collected (for example, levying rates, billing, town planning and building approvals, and the provision of family services and community services). Council may also use Personal, Sensitive or Health Information for related or (in the case of Sensitive and Health Information) directly related purposes you would reasonably expect, where you have consented, for law enforcement purposes and in any other circumstances permitted by the Privacy Laws or any other law which applies.

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The Personal, Sensitive and Health Information may also be used or disclosed in these circumstances. For example, it may be used or disclosed:

- to Council's contracted service providers who manage services on Council's behalf, such as garbage collection and leisure centres.
- to government departments and agencies (such as the Department of Education and Training, the Department of Health and Human Services, the Victorian Building Authority, VicRoads, WorkCover and Centrelink) for their statutory purposes, if required or authorised by law.
- to water, gas and electricity utilities for the purposes of ensuring data is accurate, if required or authorised by law.
- to the Police, Fire and Emergency Services for emergency, public safety or law enforcement purposes, if required or authorised by law.
- to integrity agencies, such as the Local Government Investigations and Compliance Inspectorate, the Independent Broad-based Anti-Corruption Commission, and the Victorian Information Commissioner for their statutory purposes, if required or authorised by law.
- Council is also required to maintain a number of public registers, which include Personal Information, such as: election campaign donation returns received from candidates in Council elections.
- register of all planning permit applications and all decisions and determinations relating to permits.

**4.6 Quality and Security**

Council will take reasonable steps to ensure the Personal, Sensitive and Health Information it holds is accurate, complete and up to date for the purpose for which it is to be used. If your details change, you are encouraged to contact Council so that its records can be updated.

Council will maintain a secure system for storing your Personal, Sensitive and Health information. Technological and operational policies and procedures are in place to protect information from misuse and loss and from unauthorised modification or disclosure.

Council will destroy or permanently de-identify Personal, Sensitive or Health Information where it is no longer necessary to fulfil the purposes for which the information was collected or as permitted or required by law having regard to its obligations under the *Public Records Act 1973*.

**4.7 Access and Correction**

Should you wish to access your personal information (including health information), please contact Council's Privacy Officer on 9747 5367. The *Freedom of Information Act 1982* will then apply.

Requests to access your personal information must be made in writing and addressed to the Freedom of Information Officer, [foi@melton.vic.gov.au](mailto:foi@melton.vic.gov.au). You must state as precisely as possible what document containing your personal information is sought.

If you believe that your information is inaccurate, incomplete or out of date, you may request Council to correct it. Your request will be dealt with in accordance with the law.

**4.8 Anonymity**

Where lawful and practicable, Council will give you the option of not identifying yourself when supplying information or entering into transactions with it.

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**4.9 Obligations and Health Service Provider**

Where Council is providing health services, it will meet its privacy obligations in relation to making health information available to other health service providers, and notifying the public of any closure or transfer of its practices.

**4.10 External Contractors**

While Personal, Sensitive and Health Information is usually handled by Council staff, Council may outsource some of its functions to third parties. This may require the contractor to collect, use or disclose certain information (e.g. garbage collection). Council believes that the provision of information to contractors from time to time as necessary to perform its function is for the primary purpose of collection, or is a related secondary purpose which you would reasonably expect it to do. Council requires all of its service delivery contractors to comply with the Privacy Laws.

**4.11 CCTV**

Council may use closed-circuit television (CCTV) in and around Council buildings, assets and facilities for safety and security where this is considered necessary, but never inside bathrooms, toilets, change rooms and the like.

CCTV cameras may capture personal information such as images that identify individuals. Any footage that captures personal information will be handled in accordance with the Privacy Laws. Refer to Council's CCTV Policy and CCTV (Asset and Facility) Operating Procedure for information on how Council uses, monitors and collects CCTV footage  
<https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies>

**4.12 Planning Applications and Objections**

Council is required by the *Planning and Environment Act 1987* to make available for inspection, for a prescribed period of time, planning permit applications, including the plans and personal information such as the applicant's name, address and telephone number, and the landowner's name.

Where there is a current application for a planning permit, Council is also required by the *Planning and Environment Act 1987* to make a copy of every objection available to any person wishing to inspect the file until the end of the period during which an application may be made for review of a decision on the application. Copies of objections may also be provided during this period. These documents will be made available for public viewing, either in person at the Melton Civic Centre or both electronically on Council's website and in person on request at the Melton Civic Centre. In making the document available on Council's website, Council is required to remove the personal information of the following persons, unless consent is provided:

- planning permit applicants
- planning permit amendment applicants
- people who have made submissions or objections

These arrangements may be amended from time-to-time in response to changes to legislative requirements.

**4.13 Submissions pursuant to section 223 of the Local Government Act 1989**

Personal information provided as part of a submission, petition or question to a Council or Committee meeting, including submissions made pursuant to section 223 of the *Local Government Act 1989*, may be included with the published agenda papers and minutes of the meeting, which are available on Council's website.



## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Privacy Policy  
Appendix 1 Revised Privacy Policy - dated 23 July 2021

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**4.14 Public Transparency Policy**

Under s 58 of the *Local Government Act 2020*, Council is required to make Council information publicly available unless the information is confidential, within the meaning of the *Local Government Act 2020*, or public availability would be contrary to the public interest.

Council's Public Transparency Policy give effects to the public transparency principles in the *Local Government Act 2020*, describes the ways in which Council information will be made publicly available, specifies which Council information will be made publicly available as a matter of course, and describes the categories of Council information that may be unavailable to the public.

For example, under that policy, documents containing your personal information may be made available on Council's website or upon request, unless this would result in the unreasonable disclosure of personal affairs information or where the Chief Executive Officer determines that release would be contrary to the public interest.

As a matter of course, requests for documents containing your personal affairs information will be handled in accordance with the *Freedom of Information Act 1982*. Alternatively, these documents may be released to you informally at the discretion of the Freedom of Information Officer on the approval of the Chief Executive Officer. This would be done in accordance with Council's Public Transparency Policy.

Council's Public Transparency Policy can be accessed  
here: <https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies>

**4.15 Tax File Numbers**

Council holds tax file number (TFN) information about its employees. Under the Notifiable Data Breach Scheme, contained in Part IIIC of the Commonwealth *Privacy Act 1988*, Council is required to notify the Office of the Australian Information Commissioner (OAIC) and affected individuals if there has been an 'eligible data breach' of TFN information. An eligible data breach occurs when there is loss of, unauthorised access to, or unauthorised disclosure of, Personal, Sensitive or Health information, which is likely to result in serious harm, and remedial action has not been taken to prevent such risk of harm.

Council is not otherwise directly subject to the Commonwealth *Privacy Act 1988*. However, Council may at times agree to be bound by this Act (for example, where it receives funding under a Commonwealth program).

**4.16 Website Privacy Statement**

Council has a specific Privacy Statement that applies to its website, which can be accessed here <https://www.melton.vic.gov.au/Council/About-Council/Privacy/Website-privacy-statement>.

**4.17 Complaints**

If you feel aggrieved by Council's handling of your Personal, Sensitive or Health Information, you may make a complaint to Council's Privacy Officer on 9747 5367. Your complaint will be investigated as soon as possible (and acknowledged no later than five business days) and you will be provided with a written response. Alternatively, you may make a complaint to the Victorian Information Commissioner (in respect of personal information generally) or the Health Complaints Commissioner (in respect of health information) (although the Commissioners may decline to hear the complaint if you have not first made a complaint to Council).

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.3 Privacy Policy  
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|            |   |
|------------|---|
| <b>5.1</b> | <b>Privacy Officer (role currently also held by Manager Legal and Governance)</b>   |
|            | <ul style="list-style-type: none"> <li>Responsible for advising Councillors and officers in privacy matters and taking privacy complaints.</li> </ul>                               |
| <b>5.2</b> | <b>Freedom of Information Officer (role currently also held by Manager Legal and Governance)</b>  |
|            | <ul style="list-style-type: none"> <li>Responsible for dealing with a request to access or obtain copies of documents.</li> </ul>   |
| <b>5.3</b> | <b>All council officers</b>   |
|            | <ul style="list-style-type: none"> <li>Are responsible for compliance of the requirements of this policy. Non-compliance may result in criminal charges or civil action.</li> </ul> |

**6. References and links to legislation and other documents**

| <b>Name</b>                                       | <b>Location</b>   |
|---|---|
| <i>Freedom of Information Act 1982 (Vic)</i>      | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>  |
| <i>Health Records Act 2001 (Vic)</i>              | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>  |
| <i>Local Government Act 1989 (Vic)</i>            | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>  |
| <i>Privacy and Data Protection Act 2014 (Vic)</i> | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>  |
| <i>Public Records Act 1973 (Vic)</i>              | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>  |
| <i>Local Government Act 2020 (Vic)</i>            | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>  |
| <i>Planning and Environment Act 1978 (Vic)</i>    | Available via <a href="http://www.legislation.vic.gov.au">www.legislation.vic.gov.au</a>  |
| CCTV (Assessment and Installation) Policy         | Available via <a href="https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies">https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies</a> |
| CCTV (Asset and Facility) Operating Procedure     | Available via <a href="https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies">https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies</a> |
| Public Transparency Policy                        | Available via <a href="https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies">https://www.melton.vic.gov.au/Council/Publications/Documents-Reports-Strategies</a> |

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Cr Ramsey left the meeting at 1:02pm and did not return.

## 6.4 POLICY REVIEW PROJECT

**Responsible Officer:** Laura-Jo Mellan – Acting Manager Legal & Governance  
**Document Author:** John Whitfield - Governance Coordinator  
**Date Prepared:** 26 July 2021

### 1. Recommendation:

1. That Council endorse the Council policy review dates as listed in **Appendix 1** as the dates by which each policy is to be updated and submitted for review by the Policy Review Panel.
2. That the Policy Review Panel set additional meeting dates in the 2021-22 financial year in order to review and approve the higher volume of policy matters coming to it as a result of this Policy Review Project.

The Panel discussed the list of Council policies at **Appendix 1** and noted a number of policies that need to be given a high priority for review. This included:

- Media Policy
- Public Art Policy
- Political & Electoral Signage Policy
- Debt Collection Policy; and
- Councillors as Candidates in a State or Federal Election Policy.

The Panel further suggested that the list of Council policies be provided to the Panel in priority order with the Review Date shown by due month of review.

Finally the Panel asked that any policy review required by legislation to be adopted by a set date be highlighted in the list of Council policies to come to future Panel meetings.

### Motion

Crs Shannon/Carli.

1. That Council note the Council policy review dates as listed in **Appendix 1** with an update to the Council policy review dates to be presented to the next meeting of the Panel.
2. That the Policy Review Panel work with Council officers to set a priority list of Council policies for review.
3. That the Policy Review Panel meet for two hours each month in order to review the overdue Council policies.

CARRIED

## MINUTES OF THE POLICY REVIEW PANEL

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## 2. Background

### 2.1 The Policy

At its last meeting held 23 June 2021, the Policy Review Panel made the following recommendation to Council:

**Motion**

*Crs Carli/Shannon.*

*That Council officers:*

- 1. undertake a full review of all policies with Council's Executive to be involved in the process; and*
- 2. provide a report back to the Policy Review Panel at its next meeting on Thursday 29 July 2021 with a listing of all policies, with this listing to include the policy adoption date and review date, and if overdue for review, the proposed date of the next review of the policy.*

CARRIED

The Council adopted this recommendation at its meeting held 28 June 2021.

There are a considerable number of Council policies overdue for review. **Appendix 1** lists these policies as sorted by Council Business Unit and outlines a proposed review date for each with a view that all policies are brought back to the Panel by 30 June 2022.

Looking more broadly, there are a considerable number of Council policies overall; a total of 85 in all. With Council policies having review dates ranging from one to five years, the Policy Review Panel can expect a much higher volume of policies on each meeting agenda. This will be the case even beyond the 2021-22 financial year; just to keep all policies current and reviewed by their respective due dates.

### 2.2 Sources/benchmarking

Not directly applicable to this report.

The review process for each policy will include appropriate benchmarking and review of comparable policies as well as a consideration of applicable legislative requirements

### 2.3 Consultation

All Managers were asked to review the list of Council policies and provide a timeframe for review of overdue policies based on the close of each quarter. The proposal is that all Council policies will be reviewed by 30 June 2022.

The list of Council policies with the responses provided by Managers was presented to the Executive meeting held 22 July 2021. The Executive were invited to consider the review dates in the list of Council policies etc. in **Appendix 1** and advise of any changes so a report can be prepared for the Policy Review Panel meeting on 29 July 2021.

The Executive were also presented with a listing of Operational policies, procedures, guidelines and codes showing their current status and agreed to use the same timeframe for review of these documents as proposed in this report for Council policies.

### 2.4 Communication and Implementation

The committee's recommendations and subsequent resolution of Council will be communicated to the Executive and Managers. It is then the responsibility of Executive and Managers to review policies etc. and present Council policies to the Policy Review Panel in



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**MINUTES OF THE POLICY REVIEW PANEL**

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accordance with the adopted timeframes and the process set out in the Policy Review Process Policy.

The Governance team will monitor the Policy Review Project and prompt Executive and Managers during the next 12 months. It will also update the Policy Register, Intranet and Internet as policies are reviewed and adopted by the Council.

**2.5 Compliance**

As Council policies that are reviewed will be checked for compliance with external legislation including the *Local Government Act 2020 (Vic)* and the *Charter of Human Rights and Responsibilities Act 2006*.

All policies will be considered to assess whether a Gender Impact Assessment is required for compliance with the *Gender Equality Act 2020*. Finally, policies will be checked for compliance with the Council's Instruments of Delegation.

**2.6 Measures of Success**

The Policy Review Project will be successful if all overdue Council policies are reviewed and updated for presentation to the Policy Review Panel by 30 June 2022.

**LIST OF APPENDICES**

1. Council Policy Listing - sorted by Business Unit

## MINUTES OF THE POLICY REVIEW PANEL

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Item 6.4 Policy Review Project

Appendix 1 Council Policy Listing - sorted by Business Unit

| Appendix 1 Council Policy Listing                      |               |                                       |                        |                 |                               |                               |   |   |            |                   |                                       |  |
|--|---------------|---------------------------------------|------------------------|-----------------|-------------------------------|-------------------------------|---|---|------------|-------------------|---------------------------------------|--|
| Policy or Procedure Name                               | Document Type | Business Unit                         | Directorate            | Approval Source | Adoption / Authorisation Date | Review Date (AKA Expiry Date) | Responsible Officer                       | Policy Owner                                | On website | Current / Overdue | Review By (Choose a quarter end date) | Comments   |
| Environmental Enhancement Policy                       | Policy        | City Design, Strategy and Environment | Planning & Development | Council         | 26/08/2014                    | 26/08/2018                    | Planning and Environment Services Manager | Coordinator Environmental Services          | Yes        | Overdue           | 30/6/2022                             | Now with Environment & Waste. Date based on unit resources being in place. |
| Gifts and Merchandise Policy                           | Policy        | Communications                        | Corporate Services     | Council         | 26/05/2015                    | 30/03/2017                    | Manager Customer Engagement               | Communications Coordinator                  | Yes        | Overdue           | 31/12/2021                            |  |
| Gifts and Merchandise Procedure                        | Procedure     | Communications                        | Corporate Services     | Council         | 26/05/2015                    | 1/04/2017                     | Manager Customer Engagement               | Communications Coordinator                  | Yes        | Overdue           | 31/12/2021                            |  |
| Community Bus Service Access Policy                    | Policy        | Community Care                        | Community Services     | Council         | 7/06/2021                     | 31/05/2023                    | Manager Community Care                    | Team Leader Social Connections              | Yes        | Current           |                                       |  |
| Men's Shed Policy                                      | Policy        | Community Care                        | Community Services     | Council         | 25/06/2018                    | 1/06/2021                     | Manager Community Care                    | Coordinator Community Participation         | Yes        | Overdue           | 31/12/2021                            | Change of Policy Owner due to structure change within service unit         |
| Volunteer Policy                                       | Policy        | Community Care                        | Community Services     | Council         | 25/06/2018                    | 1/06/2021                     | Manager Community Care                    | Manager Community Care                      | Yes        | Overdue           | 31/12/2021                            | Structure change and change position and officer                           |
| CCTV (Assessment and Installation) Policy              | Policy        | Community Planning                    | Community Services     | Council         | 14/9/2020                     | 1/11/2024                     | Manager Community Planning                | Coordinator Social Planning                 | Yes        | Current           |                                       |  |
| CCTV (Asset and Facility) Procedure                    | Procedure     | Community Planning                    | Community Services     | Council         | 14/9/2020                     | 1/11/2024                     | Manager Operations                        | Property Services Coordinator               | Yes        | Current           |                                       |  |
| Community Achievement Awards Policy                    | Policy        | Community Planning                    | Community Services     | Council         | 25/06/2018                    | 20/03/2020                    | Manager Community Planning                | Coordinator Community Capacity              | Yes        | Overdue           | 30/09/2021                            | Underway, approved by Exec   |
| Community Engagement Guidelines                        | Guideline     | Community Planning                    | Community Services     | Council         | 24/06/2019                    | 24/06/2023                    | Manager Community Planning                | Coordinator Community Capacity              | Yes        | Current           |                                       |  |
| Community Engagement Policy                            | Policy        | Community Planning                    | Community Services     | Council         | 7/06/2021                     | 30/06/2025                    | Manager Community Planning                | Senior Community Engagement Officer         | Yes        | Current           |                                       |  |
| Community Facilities Access Policy                     | Policy        | Community Planning                    | Community Services     | Council         | 12/09/2016                    | 18/08/2019                    | Manager Community Planning                | Coordinator Neighbourhood Participation     | Yes        | Overdue           | 30/06/2022                            | will be reviewed in line with service attraction research in 2021-22.      |
| Community Facility Provision Policy                    | Policy        | Community Planning                    | Community Services     | Council         | 10/03/2015                    | 1/07/2016                     | Manager Community Planning                | Community Infrastructure Planner            | Yes        | Overdue           | 30/06/2022                            | will be reviewed in line with service attraction research in 2021-22.      |
| Community Gardens Policy                               | Policy        | Community Planning                    | Community Services     | Council         | 22/08/2016                    | 1/12/2018                     | Manager Community Planning                | Social Planning and Wellbeing Coordinator   | Yes        | Overdue           | 31/12/2021                            |  |
| Community Grants Program Policy                        | Policy        | Community Planning                    | Community Services     | Council         | 15/03/2021                    | 1/12/2022                     | Manager Community Planning                | Coordinator Community Capacity              | Yes        | Current           |                                       |  |
| Community Infrastructure Planning Policy               | Policy        | Community Planning                    | Community Services     | Council         | 22/08/2016                    | 30/07/2019                    | Manager Community Planning                | Community Infrastructure Planner            | Yes        | Overdue           | 31/12/2021                            |  |
| Community Request for Council Budget Allocation Policy | Policy        | Community Planning                    | Community Services     | Council         | 30/04/2018                    | 1/07/2021                     | Manager Community Planning                | Social Planning Officer                     | Yes        | Overdue           | 30/06/2022                            | The location and responsibility of this policy will be reviewed            |
| Council and Community Alcohol (Liquor) Policy          | Policy        | Community Planning                    | Community Services     | Council         | 18/12/2017                    | 1/12/2021                     | Manager Community Planning                | Social Planning and Wellbeing Coordinator / | Yes        | Current           |                                       |  |
| Donation Fund Policy                                   | Policy        | Community Planning                    | Community Services     | Council         | 23/06/2013                    | 23/06/2015                    | Manager Community Planning                | Coordinator Community Development           | Yes        | Overdue           | 30/06/2022                            | The location and responsibility of this policy will be reviewed            |
| Gambling Harm Prevention and Reduction Policy          | Policy        | Community Planning                    | Community Services     | Council         | 11/11/2019                    | 1/07/2024                     | Manager Community Planning                | General Manager Community Services          | Yes        | Current           |                                       |  |

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Appendix 1 Council Policy Listing - sorted by Business Unit

| Appendix 1 Council Policy Listing                         |               |                       |                        |                 |                               |                               |                                    |   |            |                   |                                       |   |
|---|---------------|-----------------------|------------------------|-----------------|-------------------------------|-------------------------------|------------------------------------|---|------------|-------------------|---------------------------------------|---|
| Policy or Procedure Name                                  | Document Type | Business Unit         | Directorate            | Approval Source | Adoption / Authorisation Date | Review Date (AKA Expiry Date) | Responsible Officer                | Policy Owner                              | On website | Current / Overdue | Review By (Choose a quarter end date) | Comments  |
| Healthy Food and Drink Policy                             | Policy        | Community Planning    | Community Services     | Council         | 29/04/2019                    | 1/07/2021                     | Manager Community Planning         | Coordinator Social Planning and Wellbeing | Yes        | Overdue           | 30/06/2022                            |   |
| Building Control Intervention Policy                      | Policy        | Compliance            | Planning & Development | Council         | 22/08/2016                    | 1/03/2020                     | Manager Compliance                 | Building Services Coordinator             | Yes        | Overdue           | 31/12/2021                            |   |
| Community Events Signage Policy                           | Policy        | Compliance            | Planning & Development | Council         | 30/04/2018                    | 1/07/2020                     | Manager Compliance                 | City Amenity & Compliance Coordinator     | Yes        | Overdue           | 31/12/2021                            |   |
| Dog Attack Policy   | Policy        | Compliance            | Planning & Development | Council         | 30/04/2018                    | 1/07/2019                     | Manager Compliance                 | City Amenity & Compliance Coordinator     | Yes        | Overdue           | 31/12/2021                            | Currently out for review and appears that only dates/names of department require changing.            |
| Political & Electoral Signage Policy                      | Policy        | Compliance            | Planning & Development | Council         | 30/04/2018                    | 1/07/2020                     | Manager Compliance                 | City Amenity & Compliance Coordinator     | Yes        | Overdue           | 31/12/2021                            |   |
| Unseen or Fire/Storm Damaged Buildings Policy             | Policy        | Compliance            | Planning & Development | Council         | 28/05/2013                    | 1/06/2017                     | Manager Compliance                 | Building Services Coordinator             | Yes        | Overdue           | 31/12/2021                            |   |
| Councillor Speaking Opportunity Protocol                  | Policy        | Legal & Governance    | CEO Office             | Council         | 9/12/2019                     | 30/09/2021                    | Manager Legal & Governance         | Governance Coordinator                    | Yes        | Current           |                                       |   |
| Advocacy Policy   | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 30/05/2016                    | 30/05/2020                    | General Manager Corporate Services | Manager, Economic Development & Advocacy  | Yes        | Overdue           | 30/9/2021                             | New Policy Owner is Advocacy Advisor  |
| Arts and Cultural Collection and Civic Memorabilia Policy | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 3/05/2012                     | 1/07/2014                     | Manager Customer Engagement        | Arts & Cultural Officer                   | Yes        | Overdue           | 31/03/2022                            | Now Community Services and Manager Libraries and Art  |
| Complaints Management Policy                              | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 26/05/2015                    | 1/05/2017                     | Manager Customer Engagement        | Governance Coordinator                    | Yes        | Overdue           | 31/12/2021                            | Now Legal & Governance  |
| Events Policy   | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 5/02/2018                     | 1/07/2020                     | Manager Engagement & Advocacy      | Senior Events Officer                     | Yes        | Overdue           | 30/09/2021                            | New Policy Owner is Coordinator Events  |
| Fireworks Policy  | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 29/04/2019                    | 1/07/2020                     | Manager Engagement & Advocacy      | Coordinator Events                        | Yes        | Overdue           | 30/09/2021                            |   |
| Media Policy  | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 23/06/2015                    | 30/06/2017                    | Manager Customer Engagement        | Communications Coordinator                | Yes        | Overdue           | 30/09/2021                            | Currently under review.   |
| Mobile Food Van Policy                                    | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 28/06/2021                    | 31/12/2022                    | Manager Engagement & Advocacy      | Manager Community Safety                  | Yes        | Current           |                                       |   |
| Online Engagement Policy                                  | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 26/05/2015                    | 1/03/2017                     | Manager Customer Engagement        | Communications Coordinator                | Yes        | Overdue           | 30/09/2021                            | Propose to split policy into standalone Website and Intranet Policy and Social Media Policy. Underway |
| Photography and Images Policy                             | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 26/05/2015                    | 1/03/2017                     | Manager Customer Engagement        | Communications Coordinator                | Yes        | Overdue           | 30/09/2021                            | Currently under review, minor updates required  |

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Appendix 1 Council Policy Listing - sorted by Business Unit

Appendix 1 Council Policy Listing

| Policy or Procedure Name                                      | Document Type | Business Unit         | Directorate            | Approval Source | Adoption / Authorisation Date | Review Date (AKA Expiry Date) | Responsible Officer                | Policy Owner                        | On website | Current / Overdue | Review By (Choose a quarter end date) | Comments  |
|---|---------------|-----------------------|------------------------|-----------------|-------------------------------|-------------------------------|------------------------------------|-------------------------------------|------------|-------------------|---------------------------------------|---|
| Public Access Internet Computer Standardisation Policy        | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 21/10/2014                    | 21/10/2018                    | Manager Customer Engagement        | Manager Customer Engagement         | Yes        | Overdue           | 31/12/2021                            | Libraries should manage this policy as the main provider of public internet access. Looking to leverage cooperation from IT in this review. |
| Public Internet Policy  | Policy        | Engagement & Advocacy | Corporate Services     | Council         | 18/09/2017                    | 21/10/2018                    | Manager Engagement & Advocacy      | Manager Engagement & Advocacy       | Yes        | Overdue           | 31/12/2021                            | Libraries should manage this policy as the main provider of public internet access. Looking to leverage cooperation from IT in this review. |
| Asset Management Policy                                       | Policy        | Engineering Services  | Planning & Development | Council         | 7/06/2021                     | 30/06/2025                    | Manager Engineering Services       | Asset Management & GIS Coordinator  | Yes        | Current           |                                       |   |
| Build Over Easements Policy                                   | Policy        | Engineering Services  | Planning & Development | Council         | 22/08/2016                    | 30/06/2020                    | Manager Engineering Services       | Design and Traffic Coordinator      | Yes        | Overdue           | 31/12/2021                            | Policy Owner to be Design & Infrastructure Coordinator  |
| Crossover Policy  | Policy        | Engineering Services  | Planning & Development | Council         | 6/02/2017                     | 1/12/2019                     | Manager Engineering Services       | Design and Traffic Coordinator      | Yes        | Overdue           | 31/12/2021                            | Policy Owner to be Design & Infrastructure Coordinator  |
| Non-Standard Lighting Fittings - Subdivision Approvals Policy | Policy        | Engineering Services  | Planning & Development | Council         | 24/06/2019                    | 30/06/2023                    | Manager Engineering Services       | Infrastructure Planning Coordinator | Yes        | Current           |                                       |   |
| Traffic Calming Policy  | Policy        | Engineering Services  | Planning & Development | Council         | 9/12/2019                     | 30/06/2025                    | Manager Engineering Services       | Traffic & Transport Coordinator     | Yes        | Current           |                                       |   |
| Child Safe Policy   | Policy        | Families and Children | Community Services     | Council         | 7/06/2021                     | 31/03/2026                    | General Manager Community Services | CEO                                 | Yes        | Current           |                                       |   |
| Child Safe Procedure  | Procedure     | Families and Children | Community Services     | Council         | 7/06/2021                     | 31/03/2026                    | General Manager Community Services | CEO                                 | Yes        | Current           |                                       |   |
| Code of Conduct (Child Safe)                                  | Code          | Families and Children | Community Services     | Council         | 7/06/2021                     | 31/03/2026                    | General Manager Community Services | CEO                                 | Yes        | Current           |                                       |   |
| Kindergarten Central Registration Policy                      | Policy        | Families and Children | Community Services     | Council         | 14/09/2020                    | 1/09/2021                     | Manager Families and Children      | Early Childhood Coordinator         | Yes        | Current           | 30/09/2021                            |   |
| Asset Valuation & Revaluation Policy                          | Policy        | Finance               | Corporate Services     | Council         | 4/03/2021                     | 30/06/2024                    | Finance Manager                    | Coordinator Accounting Services     | No         | Current           |                                       |   |
| Debt Collection Policy  | Policy        | Finance               | Corporate Services     | Council         | 9/12/2019                     | 31/12/2020                    | Manager Finance                    | Revenue Coordinator                 | Yes        | Overdue           | 30/09/2021                            | Revised Policy approved by Executive, officers incorporating gender equity assessment feedback  |
| Fees & Charges Policy   | Policy        | Finance               | Corporate Services     | Council         | 23/06/2015                    | 30/06/2018                    | Finance Manager                    | Coordinator Management Accounting   | Yes        | Overdue           | 31/12/2021                            | Policy redrafted, officers incorporating gender equity assessment feedback  |

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Appendix 1 Council Policy Listing - sorted by Business Unit

| Appendix 1 Council Policy Listing   |               |                    |                    |                 |                               |                               |                            |                                   |            |                   |                                       |  |
|---|---------------|--------------------|--------------------|-----------------|-------------------------------|-------------------------------|----------------------------|-----------------------------------|------------|-------------------|---------------------------------------|--|
| Policy or Procedure Name  | Document Type | Business Unit      | Directorate        | Approval Source | Adoption / Authorisation Date | Review Date (AKA Expiry Date) | Responsible Officer        | Policy Owner                      | On website | Current / Overdue | Review By (Choose a quarter end date) | Comments   |
| Fees & Charges Procedure and Guidelines                                   | Procedure     | Finance            | Corporate Services | Council         | 23/06/2015                    | 30/06/2018                    | Finance Manager            | Coordinator Management Accounting | Yes        | Overdue           | 31/12/2021                            | Policy redrafted, officers incorporating gender equity assessment feedback                     |
| Financial Assistance (Rates & Charges) Policy                             | Policy        | Finance            | Corporate Services | Council         | 9/12/2019                     | 31/12/2020                    | Manager Finance            | Revenue Coordinator               | Yes        | Overdue           | 30/09/2021                            | Revised Policy approved by Executive, officers incorporating gender equity assessment feedback |
| Financial Reserves Policy   | Policy        | Finance            | Corporate Services | Council         | 13/11/2017                    | 30/06/2020                    | Manager Finance            | Coordinator Accounting Services   | Yes        | Overdue           | 31/12/2021                            | Policy redrafted, officers incorporating gender equity assessment feedback                     |
| Investment Policy Statement   | Policy        | Finance            | Corporate Services | Council         | 14/09/2020                    | 1/10/2021                     | Manager Finance            | Manager Finance                   | Yes        | Current           |                                       |  |
| Citizenship Ceremony Dress Code   | Code          | Legal & Governance | CEO Office         | Council         | 11/11/2019                    | 30/09/2021                    | Manager Legal & Governance | Governance Coordinator            | Yes        | Current           |                                       |  |
| Code of Conduct (Councillor)  | Code          | Legal & Governance | CEO Office         | Council         | 8/02/2021                     | 1/01/2025                     | Manager Legal & Governance | Governance Coordinator            | Yes        | Current           |                                       |  |
| Code of Conduct (Employee)  | Code          | Legal & Governance | CEO Office         | Council         | 5/03/2014                     | 30/06/2019                    | Manager Legal & Governance | Governance Coordinator            | Yes        | Overdue           | 31/12/2021                            | As per LGA 2020 requirement  |
| Confidentiality Policy  | Policy        | Legal & Governance | CEO Office         | Council         | 6/02/2017                     | 8/09/2018                     | Manager Legal & Governance | Manager Legal & Governance        | Yes        | Overdue           | 31/12/2021                            |  |
| Councillor Gift Policy  | Policy        | Legal & Governance | CEO Office         | Council         | 15/03/2021                    | 28/02/2025                    | Manager Legal & Governance | Governance Coordinator            | Yes        | Current           |                                       |  |
| Councillors and Delegated Committee Members Resources and Expenses Policy | Policy        | Legal & Governance | CEO Office         | Council         | 31/08/2020                    | 31/08/2022                    | CEO                        | Manager Legal & Governance        | Yes        | Current           |                                       |  |
| Councillors as Candidates in a State or Federal Election Policy           | Policy        | Legal & Governance | CEO Office         | Council         | 30/04/2018                    | 30/06/2020                    | Manager Legal & Governance | Governance Coordinator            | Yes        | Overdue           | 31/12/2021                            |  |
| Credit Card Policy and Procedure (Councillors)                            | Policy        | Legal & Governance | CEO Office         | Council         | 14/10/2019                    | 30/09/2021                    | Manager Legal & Governance | Procurement Coordinator           | Yes        | Current           |                                       | Now with Finance Unit  |
| Election Period Policy  | Policy        | Legal & Governance | CEO Office         | Council         | 31/08/2020                    | 31/07/2023                    | Manager Legal & Governance | Governance Coordinator            | Yes        | Current           |                                       |  |
| Electronic Recording of Meetings Policy                                   | Policy        | Legal & Governance | CEO Office         | Council         | 26/05/2015                    | 1/04/2018                     | CEO                        | Legal Officer                     | Yes        | Overdue           | 31/03/2022                            |  |
| Governance Rules  | Policy        | Legal & Governance | CEO Office         | Council         | 31/08/2020                    | 31/08/2022                    | Manager Legal & Governance | Governance Coordinator            | Yes        | Current           |                                       |  |
| Live Streaming and Publishing of Council Meetings Policy                  | Policy        | Legal & Governance | CEO Office         | Council         | 14/9/2020                     | 30/08/2021                    | Manager Legal & Governance | Governance Coordinator            | Yes        | Current           |                                       |  |
| Policy Approval Process Policy  | Policy        | Legal & Governance | CEO Office         | Council         | 7/06/2021                     | 30/06/2022                    | Manager Legal & Governance | Governance Coordinator            | Yes        | Current           |                                       |  |
| Privacy Policy  | Policy        | Legal & Governance | CEO Office         | Council         | 12/11/2018                    | 1/09/2020                     | CEO                        | Manager Legal & Governance        | Yes        | Overdue           | 30/09/2021                            | Under review - approved by Exec.   |
| Procurement Policy  | Policy        | Legal & Governance | CEO Office         | Council         | 14/10/2019                    | 30/09/2022                    | Procurement Coordinator    | Manager Legal & Governance        | Yes        | Current           |                                       | Now with Finance Unit  |
| Procurement Procedures Manual   | Procedure     | Legal & Governance | CEO Office         | Council         | 15/04/2021                    | 30/09/2022                    | Procurement Coordinator    | Manager Legal & Governance        | Yes        | Current           |                                       |  |
| Public Transparency Policy  | Policy        | Legal & Governance | CEO Office         | Council         | 31/08/2020                    | 30/06/2022                    | Chief Executive Officer    | Manager Legal & Governance        | Yes        | Current           |                                       |  |



## MINUTES OF THE POLICY REVIEW PANEL

29 JULY 2021

Item 6.4 Policy Review Project

Appendix 1 Council Policy Listing - sorted by Business Unit

| Appendix 1 Council Policy Listing                               |               |                                  |                        |                 |                               |                               |  |   |            |                   |                                       |   |
|---|---------------|----------------------------------|------------------------|-----------------|-------------------------------|-------------------------------|--|---|------------|-------------------|---------------------------------------|---|
| Policy or Procedure Name  | Document Type | Business Unit                    | Directorate            | Approval Source | Adoption / Authorisation Date | Review Date (AKA Expiry Date) | Responsible Officer                              | Policy Owner  | On website | Current / Overdue | Review By (Choose a quarter end date) | Comments  |
| Purchase of Outgoing Mayoral Gifts Policy                       | Policy        | Legal & Governance               | CEO Office             | Council         | 9/12/2019                     | 30/09/2021                    | Chief Executive Officer                          | Manager Legal & Governance                                    | Yes        | Current           |                                       |   |
| Children Unattended Policy                                      | Policy        | Libraries and Recreation & Youth | Community Services     | Council         | 23/06/2015                    | 1/07/2018                     | Manager Libraries and Manager Recreation & Youth | Melton Library Coordinator and Recreation & Youth Coordinator | Yes        | Overdue           | 31/3/2022                             | Recommend policy is made redundant. Libraries are working on a guideline to help staff have positive interactions with families about child safety. |
| Children Unattended Procedures                                  | Procedure     | Libraries and Recreation & Youth | Community Services     | Council         | 23/06/2015                    | 1/07/2018                     | Manager Libraries and Manager Recreation & Youth | Melton Library Coordinator and Recreation & Youth Coordinator | Yes        | Overdue           | 31/3/2022                             | Recommend procedure is made redundant.  |
| Public Art Policy   | Policy        | Library Services                 | Corporate Services     | Council         | 25/06/2018                    | 1/06/2021                     | Manager Libraries                                | Arts Engagement & Development Officer                         | Yes        | Overdue           | 30/06/2022                            | Will be reviewed.   |
| Council Contribution to Fencing Costs Policy                    | Policy        | Operations                       | Planning & Development | Council         | 29/03/2010                    | 30/11/2013                    | General Manager Planning & Development           | Civil Contracts Manager                                       | Yes        | Overdue           | 30/6/2022                             | Currently under review. Looking at minor changes as it relates to industrial property   |
| Graffiti Management Policy                                      | Policy        | Operations                       | Planning & Development | Council         | 24/07/2017                    | 1/04/2019                     | Manager Operations                               | Waste Services Coordinator                                    | Yes        | Overdue           | 30/06/2022                            | Now with Environment & Waste. Date based on unit resources being in place.  |
| Tree Planting and Removal Policy                                | Policy        | Operations                       | Planning & Development | Council         | 18/11/2014                    | 21/08/2018                    | Manager Operations                               | Parks Coordinator   | Yes        | Overdue           | 31/12/2021                            | Currently under review - Sitting with Legal and Governance. Was delayed to allow implementation of LG Act changes                                   |
| Development Contributions Policy                                | Policy        | Planning Services                | Planning & Development | Council         | 17/12/2013                    | 17/12/2017                    | Planning and Environment Services Manager        | Major Developments Coordinator                                | Yes        | Overdue           | 31/12/2021                            | Draft has been prepared and is being reviewed internally  |
| Highway Advertising Signage Policy for Residential Subdivisions | Policy        | Planning Services                | Planning & Development | Council         | 21/10/2014                    | 21/10/2016                    | Planning and Environment Services Manager        | Coordinator Major Developments                                | Yes        | Overdue           | 31/12/2021                            |   |
| Community Group Capital Works Contribution Policy               | Policy        | Recreation & Youth               | Community Services     | Council         | 06/09/2012                    | 6/09/2015                     | Manager Leisure and Facilities                   | Recreation Coordinator  | Yes        | Overdue           | 30/6/2022                             | Currently in draft; to be completed by March 2022   |
| Community Group Capital Works Contribution Flowchart            | Guideline     | Recreation & Youth               | Community Services     | Council         | 06/09/2012                    | 6/09/2015                     | Manager Leisure and Facilities                   | Recreation Coordinator  | No         | Overdue           | 30/6/2022                             | Currently in draft; to be completed by March 2022   |
| Personal Training – Use of Public Open Spaces Policy            | Policy        | Recreation & Youth               | Community Services     | Council         | 28/06/2010                    | 30/06/2014                    | Manager Leisure & Library Services               | Coordinator Recreation  | Yes        | Overdue           | 30/6/2022                             |   |
| Fraud & Corruption Control Policy                               | Policy        | Risk & Performance               | Corporate Services     | Council         | 6/02/2017                     | 1/12/2019                     | Manager Risk & Performance                       | Manager Risk & Performance                                    | Yes        | Overdue           | 30/09/2021                            | Now CEO Office and Manager L & G  |
| Fraud & Corruption Control Procedure                            | Procedure     | Risk & Performance               | Corporate Services     | Council         | 6/02/2017                     | 1/12/2019                     | Manager Risk & Performance                       | Manager Risk & Performance                                    | Yes        | Overdue           | 30/09/2021                            | Now CEO Office and Manager L & G  |

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**MINUTES OF THE POLICY REVIEW PANEL****29 JULY 2021**

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**7. GENERAL BUSINESS****7.1 RECONCILIATION ADVISORY COMMITTEE**

The Panel was briefed on a recommended change to the Reconciliation Advisory Committee Terms of Reference. This amendment is required to recognise a change to the status of Registered Aboriginal Parties in the City of Melton.

As from 1 July 2021 the Bunurong Traditional Owners no longer have Registered Aboriginal Party status in the City of Melton and to reflect this the Council should remove that Land Council as a permanent member of the Reconciliation Advisory Committee.

This will reduce the membership of the Committee by one; to 13 members. All other provisions of the Terms of Reference remain unchanged.

The Panel agreed that the Reconciliation Advisory Committee Terms of Reference be amended accordingly and that the revised Terms of Reference go to the next Reconciliation Advisory Committee meeting for its information.

**7.2 ACKNOWLEDGEMENT - GOVERNANCE COORDINATOR**

The Mayor and Chair of the Policy Review Panel Cr Majdlik acknowledged the upcoming retirement of Governance Coordinator John Whitfield and on behalf of the Panel thanked him for his good work on the Panel and on other areas of operation in general.

POLICY REVIEW PANEL

29 JULY 2021

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**8. CONFIDENTIAL BUSINESS**

Nil.

**9. NEXT MEETING**

To be determined but noting the resolution CARRIED at Item 6.4; that meetings are to held on a monthly basis

**10. CLOSE OF BUSINESS**

The meeting closed at 1:17pm.

Confirmed

Dated this

.....CHAIRPERSON