

BALLARAT COMMUNITY SAFETY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

- 1.1 By this Terms of Reference document, the Ballarat City Council (**Council**) establishes the Ballarat Community Safety Advisory Committee (**Committee**).
- 1.2 Council will establish from time to time various Advisory Committees. The Committee is established to replace the current management committee and is developed to have a longer-term focus on the development of the facility and its programs.
- 1.3 The creation of a five-year Community Safety Action Plan in 2008-2013 and subsequent Community Safety Strategic Statement 2017-2021 provided an opportunity to formalise the Committee as an Advisory Committee of Council and align membership to reflect the priority areas outlined within the plan.
- 1.4 The Committee has the functions and responsibilities set out in this Terms of Reference document. The Terms of Reference document sets out the structure and basis on which the Committee can make recommendations to Council.
- 1.5 This Terms of Reference document is authorised by resolution R329/19 of Council passed on 11 December 2019.

2. PURPOSE

The Committee is established for the purpose of:

- 2.1 Identifying and developing strategies that respond to community safety, crime and wellbeing issues impacting on safety.
- 2.2 Seeking guidance from a range of key stakeholders and community members all of whom have an interest or responsibility in ensuring Ballarat and its communities remain safe.
- 2.3 Promoting participation and community ownership in developing Ballarat as a safe, secure and healthy place for people to live, work in or visit.

3. OBJECTIVES

The objectives of the Committee are to:

- 3.1 Provide guidance to Council as required, on issues relating to the provision and development of Council strategies and services aimed at enhancing and improving community safety and health and wellbeing.
- 3.2 Provide recommendations to Council regarding strategic priorities relating to community safety initiatives.
- 3.3 Provide a strategic forum for discussion and community input on community safety initiatives and issues.

- 3.4 Strengthen collaborative relationships and communication between Council, community organisations and community members to achieve improved community safety outcomes.

4. ROLES AND RESPONSILITIES:

- 4.1 The role of the Committee is to:

- 4.1.1 Assist in the development and annual review of strategic priorities.
- 4.1.2 Provide Council with information and reports pertaining to progress against the strategic priorities and other community safety projects for communication with the community.
- 4.1.3 Maintain dialogue and active partnerships between participating agencies, organisations and community members which share a set of beliefs, attitudes and values that support the prevention of crime and promotion of health and wellbeing.
- 4.1.4 Actively promote collaborative effort and partnerships between participating agencies to enhance community safety.
- 4.1.5 Demonstrate community leadership and active promotion of the Committee's objectives.

- 4.2 Issues relating to road infrastructure, traffic management and parking compliance lie outside the scope of this Committee, however, can be directed to the Road Safety Advisory Committee for consideration. Workplace safety also falls outside the scope of this Committee; however, members can direct enquiries to Work Safe Victoria.

- 4.3 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

5. MEMBERSHIP

- 5.1 Membership is drawn from key representatives from local agencies, organisations and community members and is in alignment with the strategic priorities reviewed annually.

- 5.2 The Committee will consist of 19 members comprising of, but not limited to:

- 5.2.1 Councillors;
- 5.2.2 Community Representatives;
- 5.2.3 Victoria Police;
- 5.2.4 Ballarat Taxi Co-operative;
- 5.2.5 Women's Health Grampians;
- 5.2.6 Youth Services Agency;
- 5.2.7 Federation University;
- 5.2.8 Bridge Mall Traders;
- 5.2.9 Media;
- 5.2.10 Department of Justice and Community Safety;

- 5.2.11 Department of Health and Human Services;
 - 5.2.12 Ballarat Regional Multicultural Council;
 - 5.2.13 Ballarat District Aboriginal Co-operative;
 - 5.2.14 Community Houses;
 - 5.2.15 Sports Central Regional Sports Assembly;
 - 5.2.16 Ballarat Community Health; and
 - 5.2.17 Leadership Ballarat and Western District.
- 5.3 Other identified members will be contacted and invited to participate formally by letter.
- 5.4 Council will invite Expressions of Interest for community representatives through Council's website and in the local newspaper. From Expressions of Interest received, a sub-committee will be formed to select representatives for a two-year period. Community representatives will be selected based on alignment with the annual strategic priorities determined by the Committee.
- 5.5 Each member must attend a minimum number of meetings (four of the six scheduled annually).
- 5.6 The tenure of members shall be at the discretion of the Council; however, members are appointed for a two-year term.
- 5.7 The Chief Executive Officer shall appoint a Council Officer to provide administrative support and guidance to the Committee.
- 5.8 A Council Officer appointed under clause 5.7 is not considered a member of the Committee and does not have voting rights.
- 5.9 Each member of the Committee has and may exercise one equal vote on any question before the Committee for consideration.
- 5.10 Councillors, other than a Councillor appointed under clause 5.2.1, who attend a meeting are not to be classed as members of the Committee and do not have voting rights.
- 5.11 Council will revise the membership and voting rights of each member as it sees fit.
- 5.12 A Councillor appointed under clause 5.2.1 will be the Chairperson of the Committee.
- 5.13 Where more than one Councillor is appointed to the Committee, Council will, by resolution, appoint one of those Councillors to be the Chairperson of the Committee.
- 5.14 If a Chairperson is not appointed under clause 5.12 or 5.13, as the case may be, before the Committee's first meeting, the Committee members must appoint a Chairperson at the first meeting.
- 5.15 If the Chairperson is absent from a Committee meeting, the Committee will select a temporary Chairperson to chair the Committee meeting.
- 5.16 Any Councillor can attend meetings of the Committee as an observer.
- 5.17 All enquiries from the media, relating to the Committee are to be directed initially to the Director, Community Development for response.

6. MEETINGS

- 6.1 Unless Council resolves otherwise, Committee meetings must be conducted in accordance with:
- 6.1.1 Council's Meeting Procedure Local Law;
 - 6.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
 - 6.1.3 the Committee's discretion, as exercised from time to time; and
 - 6.1.4 Council's Community Consultation and Participation Framework.
- 6.2 The Committee will meet on a bi-monthly basis. The Committee shall determine meeting frequency throughout the term of agreement and meetings shall occur as required or scheduled, but not less than annually.
- 6.3 The Chairperson or Deputy Chairperson will chair all committee meetings.
- 6.4 The Chairperson is the authorised spokesperson for the committee.
- 6.5 The role of the Council Officer appointed under clause 5.7 includes:
- 6.5.1 maintaining a register of Committee members, their date of appointment, reappointment and official positions (if any) held as a Committee member;
 - 6.5.2 advising Committee members of term completion dates and their eligibility for reappointment as relevant;
 - 6.5.3 appropriate notification of meetings;
 - 6.5.4 minutes, agendas and other documentation required for members to actively participate on the Committee;
 - 6.5.5 in conjunction with the Chairperson will meet to review, approve and prepare the agenda for the bi-monthly meeting;
- 6.6 A quorum of the Committee will be half of the members plus one.
- 6.7 Voting will be by a majority of votes by a show of hands. Only members in attendance are entitled to vote. The Chairperson shall have the casting vote in the event of an equality of votes.
- 6.8 Sub Committees may be appointed by the Committee and may meet between Committee meetings and as authorised or directed by the Committee.

7. REPORTING

- 7.1. The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Council's consideration in accordance with:
- 7.1.1 Council's Meeting Procedure Local Law;
 - 7.1.2 Part 4, Division 2 of the *Local Government Act 1989*;
 - 7.1.3 Any resolution of Council made from time to time; and

- 7.1.4 Otherwise at the Committee's discretion, as exercised from time to time.
- 7.2. The Committee must prepare and present to Council a report of its activities upon being required to do so by Council and, in any event, at least once per year.
- 7.3. In accordance with the *Local Government Act 1989*, when a Councillor attends a Committee meeting, this is deemed to be an *Assembly of Councillors*.
- 7.4. In the case of clause 7.3 operating, an Assembly of Councillors Record must be completed as soon as possible by the Council Officer appointed under clause 5.7 or, if that Council Officer is not present, by the Chairperson, and forwarded to the Statutory Compliance Unit for inclusion in the report to Council.
(Note – this only applies when a Councillor is in attendance.)

8. CREATION AND DISSOLUTION

- 8.1 These Terms of Reference:
 - 8.1.1 Come into force immediately the resolution of Council adopting them is made; and
 - 8.1.2 Remain in force until Council determines to vary or revoke them.
- 8.2 By these Terms of Reference, the Committee:
 - 8.2.1 Is established; and
 - 8.2.2 Has the responsibilities as set out in the Terms of Reference.
- 8.3 The Committee will only be dissolved by resolution of Council.

Dated: 11 December 2019; R329/19