

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**18 March 2014**

<b>Agenda Item 7.1</b>	<b>Greater Shepparton Safe Communities Advisory Committee Terms of Reference Amendment</b>	
<b>Attachment 1</b>	<b>Terms of Reference - Greater Shepparton Safe Communities Advisory Committee March 2014 .....</b>	<b>116</b>



## GREATER SHEPPARTON SAFE COMMUNITIES ADVISORY COMMITTEE TERMS OF REFERENCE

*Adopted by Resolution of Council on 18 March 2014*

*For Review March 2015*

### **1. Purpose**

Greater Shepparton City Council is committed to working with the community recognising that people are the heart of making communities safer places in which to live, work, learn, play and travel. Every member of the Greater Shepparton community has a responsibility to promote and maintain their safety and the safety of others and Council is committed to supporting the community in this responsibility. The establishment and development of the Greater Shepparton Safe Communities Advisory Committee (SCAC) provides a forum to advise on current community safety priorities and work towards developing initiatives to address these issues.

Community safety is an identified priority for Greater Shepparton's local community and is addressed in the Greater Shepparton Council Plan, *Greater Shepparton 2030*, and the *Municipal Health and Wellbeing Action Plan*.

### **2. Role of the Greater Shepparton Safe Communities Advisory Committee**

The role of the SCAC is to:

- provide feedback and advice, giving consideration to municipal injury data and statistics, to assist with the planning and drafting of initiatives to be considered for inclusion in the community safety strategy;
- work in partnership to provide advice on the strategies in the of the current community safety strategy and other relevant safety initiatives;
- delegate working groups to consider community safety issues in accordance with relevant safety strategies and needs;
- be committed to ongoing evaluation of the current community safety strategy and other relevant safety initiatives;
- bring forward recommendations regarding future community safety strategies and initiatives and on-going developments;
- foster community safety planning at a local level; and
- provide a forum to support improved co-ordination of innovative local safety programs aimed at increasing safety of Greater Shepparton residents, businesses and visitors.

### 3. Sub-Committees of the SCAC

Establishment of sub-committees may be directed from time to time by the Committee or otherwise by the Greater Shepparton City Council. See Annexure One for a list of sub-committees of the SCAC and the terms under which they will operate.

### 4. Committee Membership

Membership of the SCAC has been developed to ensure broad representation amongst community organisations, agencies and local government organisations who can provide relevant feedback, advice and experiences in respect of their specialist areas of expertise.

All members who are nominated to represent another organisation or committee are expected to provide feedback to the nominating body.

Membership of the SCAC will be appointed as follows:

Chairperson: Councillor of the Greater Shepparton City Council.

On the occasion where the Chairperson may be unavailable to chair the SCAC, this role will rotate between the other members of the Committee

Greater Shepparton City Council Representatives:

Councillor

Team Leader Community Strengthening

Community Safety Officer

Victoria Police Shepparton Representative:

Station Commander Shepparton Police

Crime Prevention Officer

Community and Private Sector Representatives:

Goulburn Valley Health representative

Primary Care Connect representative

Department of Education and Early Childhood Development representative

Positive Aging Advisory Committee representative

Disability Advisory Committee representative

Department of Human Services representative

Youth Service Network representative

Ethnic Council representative

Rumbalara Cooperative Pty Ltd representative

Yorta Yorta Nation representative

Greater Shepparton Police Service Area Community Safety Group representative

Department of Justice representative

Liquor Licensing Accord representative

Chamber of Commerce representative

Local Taxi Associations representative  
VicRoads representative  
Country Fire Authority representative  
Shepparton Search & Rescue Squad representative  
Victoria State Emergency Service representative

SCAC members may invite others (with the prior approval of the Chairperson) to attend Committee meetings to provide specific advice or support on relevant issues.

#### **5. Committee Meeting Procedure**

The Community Safety Officer will coordinate the meetings, draft and distribute Agenda documentation one week prior to the meeting, and take and distribute the Minutes for the Committee meetings within two weeks of the meeting.

#### **6. Reporting**

- The SCAC will receive regular quarterly reports as required from its working groups (established to develop/deliver specific community safety initiatives).
- The SCAC will receive biannual reports from its sub-committees as a minimum.
- The Greater Shepparton City Council Community Safety Officer will provide reports or briefings to Council on an annual basis or as required.

#### **7. Quorum**

The quorum for the SCAC will be fixed at five members being in attendance.

#### **8. Frequency**

The SCAC will meet on the second Thursday of the month at 2:00 pm on a bi-monthly basis unless otherwise determined. Additional meetings to be scheduled as required.

If a Committee member is absent for three consecutive SCAC meetings without an apology, a letter may be forwarded by the Chairperson to that member requesting clarification as to their commitment to the Committee.

#### **9. Committee Conduct Principles**

Committee members are expected to:

- a. actively participate in Committee discussions and offer their opinions and views,

- b. treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- c. act with integrity,
- d. attend each meeting where practical, and
- e. avoid conflicts of interest and the releasing of confidential information.

#### **10. Assemblies of Councillors**

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest. Following the meeting a Record of Assembly of Councillors must be completed stating:

- the names of all Councillors and members of Council staff in attendance
- the matters considered
- any conflicts of interest disclosures made by a Councillor attending, and
- whether the Councillor who has disclosed the conflict of interest leaves the assembly.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors Operational Procedure 37.PRO9.1* (Trim Ref: M11/51282) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

#### **11. Review**

The terms of reference for the Greater Shepparton Safe Communities Advisory Committee will be reviewed on an annual basis.