

# **ATTACHMENT TO AGENDA ITEM**

**Ordinary Meeting**

**21 August 2018**

<b>Agenda Item 7.1</b>	<b>Greater Shepparton Safe Communities Advisory Committee Terms of Reference</b>
<b>Attachment 1</b>	<b>Greater Shepparton Safe Communities Advisory Committee - Terms of Reference - CCS 2018 - 2021 ..... 74</b>



## GREATER SHEPPARTON SAFE COMMUNITIES ADVISORY COMMITTEE TERMS OF REFERENCE

*To be reviewed March 2021*

- a)
- b)

### **1. Purpose**

To assist Greater Shepparton City Council focus its efforts on Community Safety, the Greater Shepparton Safe Communities Advisory Committee (SCAC) was developed to provide a forum to advise on current community safety priorities and establish partnerships to work towards developing initiatives to address these issues.

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

Greater Shepparton City Council is responsible for supporting the initiatives that sustain a safe community. Greater Shepparton City Council has identified the best way to do this is through partnerships with the community, service providers, business and other State and Federal Government departments. The SCAC provides the best opportunity for Council to work with these parties. The SCAC is appointed in an advisory capacity to Greater Shepparton City Council with its role to:

- provide feedback and advice, giving consideration to municipal 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 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;
- take responsibility for the delivery of initiatives within the strategy including working in partnership or with ones own organisation to progress the initiative;
- participate in the ongoing evaluation of the current community safety strategy and other relevant safety initiatives by collecting and reviewing relevant information and data;
- 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 or cessation of sub-committees may be directed from time to time by the Committee or otherwise by the Council Support Person. 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 government organisations who can provide relevant feedback, advice and experiences in respect of their specialist areas of expertise. The SCAC seeks to attract people who are passionate about maintaining Greater Shepparton as a safe community.

#### Composition of the Committee

All members who nominate for the SCAC will represent an organisation or committee and are expected to provide feedback to the represented body.

Membership of the SCAC will be appointed as follows, with an option to call for new members at any time the committee deems it necessary:

- *Councillor of the Greater Shepparton City Council*
- *Greater Shepparton City Council Representatives:*
  - o Team Leader Community Strengthening
  - o Community Safety Officer
- *Greater Shepparton City Council Advisory Committee Representatives:*
  - o Positive Aging Advisory Committee representative
  - o Disability Advisory Committee representative
- *Victoria Police Shepparton Representative:*
  - o Station Commander Shepparton Police
  - o Crime Prevention Officer
- *Community and Private Sector Representatives:*
  - o Goulburn Valley Health representative
  - o Primary Care Connect representative
  - o Department of Education and Early Childhood Development representative
  - o Department of Health and Human Services representative
  - o Youth Service Network representative
  - o Ethnic Council representative
  - o Rumbalara Cooperative Pty Ltd representative
  - o Yorta Yorta Nation representative
  - o Shepparton Interfaith Network representative
  - o Valley Sport representative
  - o Neighbourhood Watch representative
  - o Department of Justice representative
  - o Chamber of Commerce representative
  - o Local Taxi Associations representative
  - o VicRoads representative
  - o Country Fire Authority representative
  - o Shepparton Search & Rescue Squad representative
  - o Victoria State Emergency Service representative

- Liquor Licensing Accord representative
- Greater Shepparton Community Planning Groups

### Chairperson

The position of Chairperson will be filled by a 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 SCAC.

### Role of the Community Safety Officer

The Community Safety Officer will not have voting rights. Their role is to provide coordination to the implementation of the Community Safety Strategy initiatives and to support the SCAC to undertake the initiatives it is collectively responsible for. The Community Safety Officer will provide minor project management and event management support along with administrative support to the SCAC,

### Terms of Appointment

Terms of appointment for non-Council staff will run for the duration of the current Community Safety Strategy 2018-2021.

If a member does not attend three consecutive scheduled meetings without submitting an apology, their membership will be reviewed by the Committee.

### Nominations/Applications for SCAC

The SCAC will be made up of the representatives of the parties listed above in 'Composition of the Committee'.

At the end of the current strategy or if a need is identified where the SCAC will benefit from additional membership, the committee can call for new members at any time.

- *New Members nominated by the SCAC:* where the committee identifies a potential new committee member, the Community Safety Officer will forward a written request to join the committee. This request will allow for the member to respond to the application in person or in writing in time for the next Committee meeting.
- *Community members will be nominated through Community Planning Groups with a prerequisite that the Planning Group have Community Safety included within their current action plan.*

Members recruited through the above methods will be required to be endorsed by the SCAC at a general meeting prior to appointment. Following the SCAC's endorsement, membership recommendations will be progressed to Council for final endorsement by the Community Safety Officer. Memberships will not be official until they have been endorsed at a Council meeting.

### Co-option

SCAC members may invite others to attend Committee meetings to provide specific advice or support on relevant issues or to participate in the implementation of initiatives from the Community Safety Strategy. All requests to bring a guest should be forwarded in advance of the meeting to the Community Safety Officer who will confirm the guest's attendance with the Chairperson and prepare the agenda as necessary. Guests will not have any voting rights.

## 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.

Committee meetings will be conducted in accordance with the following procedures:

- The quorum for the SCAC will be fixed at five members being in attendance. Motions cannot be adopted if a quorum does not exist but can be ratified at the next legal meeting.
- Minutes shall be kept of the proceedings at all meetings and they must be certified by the Chairperson at the meeting at which they are confirmed. Copies of minuted must be kept on record by Council.
- The Community Safety Officer will ask any Councillors in attendance at the meetings to declare any conflicts of interest and will complete the Record of Assembly of Councillors form as per Section 8 of this Terms Of Reference.
- The SCAC is not required to comply with Council's Local Law No.2 – Processes of Municipal Government (Meeting and Common Seal).

## 6. 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 SCAC 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 SCAC.

## 7. Committee Conduct Principles

SCAC 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.

## 8. 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.

## **9. Reporting**

The SCAC will report to Council in accordance with the following procedures

- The nominated Councillor will provide Council with ad hoc briefings regarding the activities of the SCAC.
- The Community Safety Officer will provide reports or briefings to Council on an annual basis or as required.
- Sub-committees will make a report to the SCAC at each general meeting.
- The SCAC will provide an annual report to Council on the achievements of the committee in conjunction with an update on the implementation of actions contained within the Community Safety Strategy.

## **10. Review**

The terms of reference for the Greater Shepparton Safe Communities Advisory Committee will be reviewed at the end of the current Community Safety Strategy.

**ANNEXURE ONE****List of Sub-Committees**1. Safer City Camera Network Steering CommitteeRole of the Safer City Camera Network Steering Committee

The Safer City Camera Network Steering Committee is responsible for providing feedback and recommendations in relation to the Safer City Camera Network's operations, however, it is not a decision making body. The Steering Committee will be required to undertake tasks including but not limited to:

- Oversee the Safer City Camera Networks operation and provide feedback, advice and recommendations to ensure compliance with the Safer City Camera Network Policy 10.POL2 and its associated documents to the Greater Shepparton City Council Executive and Councillors as deemed appropriate;
- Ensure compliance with the Safer City Camera Network Policy evaluation and auditing requirements;
- Provide the SCAC with regular reports;
- Provide recommendations where changes to the governing documents may be considered necessary for the effective operation of the Safer City Camera Network.

Membership

The Safer City Camera Network Steering Committee's membership will be made up as follows:

Two SCAC representatives

One Victoria Police Representative

Two Greater Shepparton City Council representatives (Team Leader Community Strengthening and Community Safety Officer)

The Steering Committee will determine chairperson arrangements at its inaugural meeting.

Term of Appointment

Members will be appointed through an Expression of Interest process for a period of two years at the discretion of the Director Community. After that time a new Expression of Interest process will be undertaken to appoint two SCAC representatives to the Safer City Camera Network Steering Committee. Members may be appointed to consecutive terms pending the Expression of Interest process.

Meeting Schedule

Meetings will initially be scheduled once a month with the inaugural meeting to be held in December 2013. The Steering Committee will review the frequency of meetings after its establishment and this schedule may be altered from time to time at the discretion of the Steering Committee.

Reporting Structure

