

BALLARAT COMMUNITY SAFETY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. BACKGROUND

The creation of a five-year Community Safety Action Plan in 2008-2013 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.

- 1.1 By this Terms of Reference Instrument, the Ballarat City Council (**Council**) establishes the Ballarat Community Safety Advisory Committee (**Committee**) pursuant to section 86 of the *Local Government Act 1989 (LGA)*. 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.
- 1.2 The Committee has the functions and responsibilities as set out in this Terms of Reference Instrument. The Terms of Reference Instrument sets out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.3 This Terms of Reference Instrument is authorised by a resolution (R355/17) of Council passed on 11 October 2017.

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 safe, secure and healthy place for people to live, work in or visit.

3. OBJECTIVES

The objectives of the Committee shall be 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 outcome.

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.

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. The strategic priorities are determined annually by the Committee.
- 5.2 The membership of the Committee may include but not be 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
 - 5.2.7 Youth Services Agency
 - 5.2.8 Federation University
 - 5.2.9 Bridge Mall Traders
 - 5.2.10 Media
 - 5.2.11 Department of Justice and Regulation
 - 5.2.12 Department of Health and Human Services
 - 5.2.13 Ballarat Regional Multicultural Council
 - 5.2.14 Ballarat District Aboriginal Co-operative
 - 5.2.15 Community Houses
 - 5.2.16 Sports Central Regional Sports Assembly
 - 5.2.17 Ballarat Community Health

- 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 will be available for 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 Council officers required to assist the committee are:
 - 5.7.1 Community Safety and Wellbeing Officer;
 - 5.7.2 Community Development Project Officer.
- 5.8 Council will confirm its representatives annually as with all other committees.
- 5.9 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 Committee meetings must be conducted in accordance with:
 - 6.1.1 Council's Meeting Procedure Local Law;
 - 6.1.2 Council's Community Consultation and Participation framework;
 - 6.1.3 The Committee's discretion, as exercised from time to time.
- 6.2 A quorum for meetings will be five members.
- 6.3 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.
- 6.4 The Chairperson or Deputy Chairperson will chair all committee meetings.
- 6.5 The Chairperson is the authorised spokesperson for the committee.
- 6.6 Council will appoint an officer as Secretary to provide support to the committee. The Secretary's role will include;
 - 6.6.1 Maintaining a register of Committee members, their date of appointment / reappointment and official positions held as a committee member;
 - 6.6.2 The Secretary will advise Committee members of term completion dates and their eligibility for reappointment as relevant;
 - 6.6.3 Appropriate notifications of meetings;

- 6.6.4 Minutes, agenda and other documentation required for members to actively participate on the Committee;
- 6.6.5 The Secretary in conjunction, with the Chairperson will meet to review, approve and prepare the agenda for the bi-monthly meeting;
- 6.6.6 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.

7. REPORTING

- 7.1. The Committee is responsible for taking proper minutes of all meetings and preparing reports for Council.
- 7.2. Minutes of meetings must be provided to Council on a regular basis.
- 7.3 Provide briefings to Council through the 'Reports from Committees/Councillors' as required

8. CREATION AND DISSOLUTION

- 8.1 These Terms of Reference:
 - 8.1.1 Come into force immediately the common seal of Council is affixed to it; and
 - 8.1.2 Remain in force until Council determines to vary or revoke it.
- 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 Instrument.
- 8.3 The Committee can be dissolved by resolution of Council.

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Dated: 11 October 2017

The Common Seal of Ballarat City Council was affixed by authority of the Council in the presence of:

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Mayor/Councillor

Councillor

Chief Executive Officer