



City of Melton Community Safety Committee Terms of Reference

Name: City of Melton Community Safety Committee

Approved by: Council

Last reviewed: 9 April 2013

1. PURPOSE

This document establishes the terms of reference, composition and operating arrangements of the City of Melton Community Safety Committee.

2. RESPONSIBILITY

The City of Melton Community Safety Committee (“the Committee”) has been established to coordinate a whole of community partnership response to priority community safety issues.

The Committee will identify key safety and crime prevention priorities in the City, with a particular focus on promoting perceptions of safety and reducing the incidence and effect of crime and violence in the community.

The Committee is jointly coordinated and administered by the City of Melton and Victoria Police.

The Committee operates within the framework of the Melton Community Safety Plan, the Municipal Public Health Plan and the Victoria Police Blueprint for 2012-2015.

The Committee will:

- Provide an inter-agency forum comprising representatives from government, non-government, police and community agencies at the local level, who share a collective commitment and expertise in relation community safety and perceptions of safety in the City.
- Share information and identify relevant issues that may impact or influence community health, safety and wellbeing in the City of Melton.
- Lead a coordinated response to identified community safety priorities by providing advice and recommendations in the development of strategies and activities to reduce the incidence and effect of crime and violence in the community.
- Deliver up to two public forums annually to engage the community on important local crime prevention and community safety issues.

3. COMPOSITION

3.1 Membership

The Committee will comprise (13) thirteen positions. Representatives will have:

- An interest in developing inter-agency partnership responses to local community safety priorities.
- The personal or organisational resources to assist the implementation of relevant community safety strategies outlined above.
- A commitment to integrated collaborative planning and community participation in strategies and projects that improve levels of community safety in the City of Melton.

| | Name | Type of Appointment | Term |
|----|---|-------------------------------|---------|
| 1 | Cr. Kathy Majdlik (Mayor, City of Melton) | Chair, Elected Representative | 1 year |
| 2 | Cr Bob Turner | Elected Representative | 1 year |
| 3 | City of Melton, Manager Community Planning | Appointed | Ongoing |
| 4 | City of Melton, Community Wellbeing Officer | Appointed | Ongoing |
| 5 | City of Melton, Emergency Management Coordinator | Appointed | Ongoing |
| 6 | Victoria Police, District Inspector | Appointed | Ongoing |
| 7 | Victoria Police, OIC Melton | Appointed | Ongoing |
| 8 | Victoria Police, OIC Caroline Springs | Appointed | Ongoing |
| 9 | Djerriwarrh Health Service (DJHS) | Appointed | Ongoing |
| 10 | Brimbank Melton Community Legal Centre (BMCLC) | Appointed | Ongoing |
| 11 | Local Traders Associations - Melton Chamber of Commerce | Appointed | Ongoing |
| 12 | Department of Justice (DoJ) | Appointed | Ongoing |
| 13 | Police Schools Consultative Committee Representative | Appointed | Ongoing |

Specialist Police officers, Council staff and other professionals will attend meetings to present agenda items. These officers 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 Method of Appointment

- Council officers will be appointed by the Chief Executive.
- Specific positions within organisations will be invited to join as committee members by invitation of Council and Victoria Police.
- In the event that an appointed representative from a member organisation resigns from the Committee, the organisation will nominate a replacement within two months of this resignation.

3.3 Term of Appointment

The role and membership of the Committee will be reviewed by key stakeholders annually.

4. OPERATING PROCEDURES

4.1. Chair

The Chairperson is the Mayor, Melton City Council. The chairperson is responsible for presiding the meeting. In the chairperson's absence, a member from Victoria Police will act as Chair for that meeting.

Any other member of the Committee may also be appointed to assist in various tasks e.g. taking of minutes etc.

4.2. Quorum

A quorum for the Committee will require attendance of a minimum of one (1) Councillor, one (1) Council Officer, plus one (1) police representative.

The Committee will operate on a consensus basis. Where there are issues to be resolved, the Chair will defer the issue to the next meeting. Where issues remain unresolved and solution cannot be reached, and the matter is viewed as significant to the successful operation of the Committee, the Committee can appoint an independent mediator to assist to resolve the issue or assist the parties/group reach consensus.

4.3. Meetings

- The Committee will meet bi-monthly for a maximum of two and a half hours.
- Meetings will commence and conclude on time.
- Council officers will undertake administrative duties such as setting meeting dates and locations, agenda, minutes, correspondence and reports.
- Where practicable, the agenda, reports and documents that relate to the Committee and minutes of the previous meeting, will be forwarded to members at least five working days prior to meetings.

- Accurate minutes will be kept of each meeting of the Committee. The minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee.
- Standing agenda items for Committee meetings will be prescribed by Council and Victoria Police.
- Council and Victoria Police shall provide meeting facilities and administration support to the Committee as required.
- Meetings may be hosted by participating organisations.

4.4. Reports

The Committee will report annually to Council. Committee meeting minutes will be reported bi-monthly to Council.

4.5. Requirements of Members

Members will be required to:

- Declare any interest, pecuniary interest or conflict of interest.
- Keep informed of current developments, issues and concerns in the local community.
- Have an understanding of and/or experience in the principles of community development.
- Prepare for and actively participate in meetings.
- 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.
- Treat information with sensitivity.

5. EVALUATION AND REVIEW

- Terms of Reference will be reviewed every 2 years.
- City of Melton Community Safety Committee priorities will be determined by stakeholders on an annual basis.
- The role, function and membership of the Committee will be reviewed by key stakeholders annually.