



Terms of Reference

Name	Safe City Advisory Committee
Endorsed by	Policy Review Panel – 5 October 2023
Approved by	Council – 30 October 2023
Next review	November 2024

1. PURPOSE

The purpose of this document is to set out the terms of reference, composition, and operating arrangements of the Safe City Advisory Committee.

Council has an ongoing and important role in building community cohesion, social capital, promoting positive behaviours and safe environments as evidence-based approaches for sustained road and community safety. This is reflected in adopted policy and plan commitments.

2. RESPONSIBILITY

The Safe City Advisory Committee (Committee) has been established to enhance road and community safety in the City of Melton through a whole-of-community collaborative approach.

The Committee will:

- support the implementation and evaluation of Council's adopted policy and strategy commitments relevant to community and road safety
- provide advice and recommendations in the development of strategies and activities that promote a safe, connected, cohesive and resilient community
- share information and identify issues that may impact or influence safety, wellbeing, and community cohesion in the City of Melton
- contribute to the planning and delivery of local initiatives aimed at strengthening road and community safety at the individual, environmental and societal levels
- contribute to and share information from local, regional, and statewide community, road, and safety networks.

3. COMPOSITION

3.1 Membership

Membership of the Committee will, where possible, be balanced regarding age, gender, ethnicity, and people living with disability.

The Committee will comprise of up to six (6) Councillors, six (6) external agency stakeholders, three (3) community member (one (1) representative from each Ward), five (5) Council staff with an ex officio status, and one (1) Melton City Executive Member with an ex officio status.

Agency representatives will have:

- an interest in developing inter-agency partnership responses to road and community safety
- the positional authority within their organisation to make decisions and commitments at Committee meetings to advance priority actions and strategies of the Committee
- a commitment to integrated collaborative planning and community participation in strategies and projects that strengthen road and community safety at the individual, environmental and societal levels.

Melton City Council's (Council) Team Leader Health Promotion and Planning and Council's Road and Community Safety Officer will attend meetings to provide advice and support to the Committee.

The number and roles of nominated Councillors will be determined by Council annually. Other representatives may be invited to attend meetings to present agenda items. These representatives 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.

	Position	Type of Appointment	Term of Office
-	Melton City Council, Councillors	Elected Representatives	1 year
1	Agency Stakeholder	Appointed	1 year
2	Agency Stakeholder	Appointed	1 year
3	Agency Stakeholder	Appointed	1 year
4	Agency Stakeholder	Appointed	1 year
5	Agency Stakeholder	Appointed	1 year
6	Agency Stakeholder	Appointed	1 year
1	Cambridge Ward Community Representative	Appointed	1 year
2	Coburns Ward Community Representative	Appointed	1 year
3	Watts Ward Community Representative	Appointed	1 year
1	Melton City Executive Member Representative	Ex Officio	Ongoing
1	Coordinator Social Planning and Wellbeing, Melton City Council Officer	Ex Officio	Ongoing
2	Coordinator Community Capacity, Melton City Council Officer	Ex Officio	Ongoing
3	Coordinator Young Communities, Melton City Council Officer	Ex Officio	Ongoing
4	Coordinator Transport and Traffic, Melton City Council Officer	Ex Officio	Ongoing
5	Road and Community Safety Officer, Melton City Council Officer	Ex Officio	Ongoing

3.2 Terms and method of nomination

- 3.2.1 Councillors will be appointed each year based on decisions from the relevant meeting of Council.

- 3.2.2 Council officers will be appointed due to the nature of their role and how it relates to road and community safety.
- 3.2.3 Nominations for community member and stakeholder representatives shall be called through an expression of interest process circulated to relevant groups, agencies, and networks.
- 3.2.4 Community and stakeholder representatives will be appointed for a period of one year. At the end of the one-year term expressions of interest will be sought through the process identified in 3.2.3. Existing members will be eligible to reapply.
- 3.2.5 A position will be deemed vacant if a member fails to attend without proxy for three consecutive meetings.
- 3.2.6 Leave may be negotiated and granted. A proxy can be nominated to maintain an individual or group's representation if required.
- 3.2.7 If a vacancy occurs, a nomination process will be undertaken through the process identified in 3.2.3. Appointments will be made for the remainder of the respective one-year term.

3.3 Chair

The Chairperson will be appointed each year based on decisions made at the relevant meeting of Council.

3.3.1 Duties

The Chairperson is responsible for:

- conducting the business of the meeting in an orderly and efficient manner including opening and closing meetings, and confirming a quorum
- utilising the knowledge and experience of members to enhance discussions and produce the best outcomes for the Committee
- promoting the work of the Committee to the community.

3.3.2 Term of Office

The Chairperson will be appointed annually.

3.4 Secretariat support

3.4.1 Duties

The Road and Community Safety Officer will provide secretariat support and is responsible for:

- setting meeting dates and venues
- setting the agenda
- taking and circulating minutes.

4. OPERATING PROCEDURES

4.1. Quorum

- A quorum for the Committee will require attendance of one (1) Councillor, one (1) Council Officer, and at least four (4) persons from the community representatives and external agency stakeholder members.

- The Committee will operate by consensus. Where there are issues to be resolved, the Chair will defer the issue to the next meeting. Where issues remain unresolved and a 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 an agreement.

4.2. Meetings

- The Committee will meet quarterly for a maximum of two (2) hours
- meeting dates and times will be determined by members' availability where possible
- where practicable, the agenda and supporting documents will be forwarded to members at least five (5) working days prior to meetings to enable adequate consideration
- accurate minutes will be kept of each meeting of the committee
- the minutes of each meeting will be sent to Committee members for confirmation for a period of one week, following the meeting
- minutes will be received at the next subsequent Council meeting, and any recommendations considered for adoption
- standing agenda items for Committee meetings will be prescribed by Council
- Council shall provide meeting facilities and administration support to the Committee as required
- meetings may be hosted by participating organisations
- when possible, a face-to-face or hybrid meeting will be held bi-annually in June and December.

4.3. Reports

Committee meeting minutes will be reported quarterly to Council. Members from regional and local networks and organisations will have the opportunity to deliver updates to the Committee at each meeting if relevant.

4.4. Expectations/Requirements of Members

Members are expected to:

- declare any conflict of interest
- keep informed of current developments, issues, and concerns in the local community
- have an awareness of and/or experience in the principles of community development, and be willing to further develop their understanding
- prepare for and actively participate in meetings
- act in a courteous manner, respecting other's views and opinions and the decision of the consensus view as settled by the Chair
- treat information with sensitivity.

4.5. Evaluation and Review

- the Terms of Reference will be reviewed in November 2024, and then every four (4)

years to coincide with Councillor elections

- committee priorities and annual action plans will be determined by members and developed on an annual basis (if required)
- Council Officers will review the role, function, and membership of the Committee annually.

5. RELATED MATERIAL

Safe City, Proud Communities Plan 2020 - 2024	https://www.melton.vic.gov.au/Services/Health-safety-and-wellbeing/Road-and-Community-Safety/Safe-City-Proud-Communities-Plan-2020-2024	Strategy
Council and Wellbeing Plan, 2021 - 2025	https://www.melton.vic.gov.au/Council/About-Council/Council-Plans-and-Budget	Strategy