

# Terms of reference

## Mount Alexander Shire Safety Committee

### Purpose

The Mount Alexander Shire Safety Committee (MASSC) has been established to provide advice to Mount Alexander Shire Council in relation to community safety issues.

The establishment of the MASSC provides an important forum for identifying shire wide issues and opportunities, and advising Council on effective policy and service provision regarding community safety issues.

The committee will provide specialist advice to Council as an input into decisions that impact shire wide Council Policy. The MASSC has no delegated decision making power from Council.

### Council Plan Objectives

To provide advice to Council on:

- The ongoing review and implementation of relevant Strategic Objectives within the Council Plan 2017-2021
- Planning for the prevention of community safety issues
- A coordinated response to arising community safety concerns
- Responses to State, Federal and other relevant inquiries, policies and legislation in relation to community safety.

MASSC will seek advice from subject matter experts as required to ensure outcomes are best practice, evidence based, inclusive and accessible.

### Guiding Principles

Members of the MASSC will:

- Plan for a safer community (prevention)
- Respond to safety concerns using evidence-based practice
- Consult key community stakeholders on proposed initiatives prior to their implementation and utilise Council's Community Engagement Framework in planning consultations
- Plan for the evaluation of initiatives implemented to prevent safety harm or respond to safety concerns
- Endeavour to minimise harm to the whole community
- Develop strong partnerships to deliver better outcomes for the community

# Terms of reference

- Aim to deliver outcomes that are inclusive and accessible to everyone and seek advice accordingly
- Be inclusive, open minded and respectful of everyone's perspective
- Represent and commit to the values of the Committee
- Actively participate and engage in the work of the Committee

## Membership

### Criteria for membership includes:

- Current involvement in service provision, policy or program development in the fields of Community Safety, Public Health, Social Planning, Community Development, Crime Prevention, Emergency Services (or similar), and endorsement of your organisation to be its representative in the MASSC; or
- Strong community networks and linkages and an interest in creating safer communities across Mount Alexander Shire. This includes two community members and two business owners; and
- An ability to constructively participate in an advisory capacity;
- An ability to represent a broad range of views that reflect the diversity of the community;
- A strong understanding of the local community and its social, environmental and economic influences;
- Good knowledge and understanding of local issues that are relevant to community safety;
- A willingness to contribute positively to meetings in a fair and unbiased manner;
- An ability to look beyond personal interests for the benefit of the community and residents of Mount Alexander Shire;
- An ability and willingness to encourage participation from and provide feedback to the community regarding community safety;
- A capacity to commit to the MASSC for the required duration;
- A willingness to celebrate the success and achievement of community safety in Mount Alexander Shire.

### Selection of members

A panel consisting of Mount Alexander Shire Council Officers and representatives of VicPOL will be responsible for the selection of members.

Appointment will be for a period of two years.

# Terms of reference

## Chairpersons

The MASSC will be co-chaired by a Council officer and a VicPol representative (Station Commander).

The Co-chairs are responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the MASSC.

## Responsibilities of the Co-Chairs include:

- Facilitate meetings so that all opinions are heard and respected
- Schedule meetings and notify members
- Invite guests to attend meetings when required
- Guide the meeting in accordance with the agenda, ensuring decisions result in an action
- Review draft meeting minutes and ensuring circulation to all members

## Membership Structure

- VicPol (Station Commander)
- Mount Alexander Shire Council Chief Executive Officer
- Community members (2)
- Castlemaine Health representative
- Ambulance Victoria representative
- Castlemaine District Community Health
- Local business owners (2)
- Castlemaine Secondary College representative

Service providers/agencies or organisations who have expertise and experience in the provision of community safety, public policy, social planning and crime prevention in Mount Alexander Shire will be invited to participate in the committee as required. Administrative support for MASSC will be provided by Mount Alexander Shire Council.

# Terms of reference

## Reporting and Circulation

### Agenda

The agenda and associated documents will be distributed at least five (5) working days prior to the next scheduled meeting via email

### Minutes

Minutes from each meeting will be circulated to all invitees within two (2) weeks following each meeting.

### Annual Summary to Council

Submission of an annual summary to Council in alignment with the Council Plan 2017-2021 Strategic Objective; *Socially connected, safe and inclusive communities*.

## Meetings

Meetings will be held quarterly, with the location to be agreed upon by committee members.

## Quorum

A quorum will constitute the presence of at least 50% of all members. If a quorum cannot be reached, the meeting will be adjourned. However, the Co-chairs reserve the right to begin (noting the meeting as 'discussion' only) or to adjourn the meeting.

It is preferable that decisions of the MASSC are made by consensus, however there may be circumstances where a matter is decided by a vote. Each member is entitled to one vote with the exception of the Co-Chairs who may exercise a casting vote if deemed necessary.

## Review Period

The Terms of Reference will be reviewed in consultation with forum members in the first 12 months and future reviews will be determined.

## Conflict of Interest and Confidentiality

The Local Government Act (the Act) identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the MASSC must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the MASSC.

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Co-chairs either prior to a meeting or before a specific item is discussed and dealt with in accordance with the Act and any relevant Council policies or guidelines.