

Whitehorse Community Safety Committee Terms of Reference

PURPOSE	The purpose of the Whitehorse Council Community Safety Committee is to provide strategic guidance and stakeholder perspectives to promote community safety and wellbeing across Whitehorse.
OBJECTIVES	This committee will be separate from the established Whitehorse Local Safety Operational Committee, which is chaired by Victoria Police but will complement its work through aligned objectives and collaboration. Key themes may include: • Reducing substance abuse and related harm • Safety in homes and public spaces • Strengthening community connection and inclusion • Youth participation and engagement
AUTHORITY	The Committee operates in an advisory capacity only and has no delegated decision-making powers. Any recommendations made by the Committee will be submitted to the Council for consideration.
MEMBERSHIP	The membership of the Council Committee will comprise of: • 1 Councillor (to act as Chairperson) for a 1 year term • 1 Councillor (to act as Substitute) for a 1 year term • A maximum of four (4) community members for a 2 year term • A maximum of four (4) industry members (including any relevant government agency or not for profit representatives) for a 2 year term
ROLES	The Committee will: • Provide honest, considered, constructive and impartial advice to Council that will improve Council decision making; • Provide advice on strategic and other planning work to help set short and longer-term direction and action; • Review and assess policies, projects or proposals as requested by the Council. All Committee Members will: • Act with integrity. • Impartially exercise their responsibilities in the interests of the local community. • Not improperly seek to confer an advantage or disadvantage. • Avoid conflicts between their Committee role and their personal and/ or professional interests and obligations.

	No individual member, including the Chairperson, has authority to make decisions or act on behalf of the Committee or express unauthorised views in a public setting. Chairperson • Remain impartial at all times. • Guide the meeting according to the agenda and time available. • Facilitate an inclusive environment where all members are encouraged to participate in robust and productive discussions. • Acknowledge and value the diverse views of members. • Be an advocate on behalf of the Committee for matters considered and brought before the Council. Substitute In the absence of the Chairperson, the Substitute Councillor will take up the role of Chairperson for that meeting. Support Council officer representatives provide administrative and technical support to the operation and facilitation of the Committee. Guest Council officers may be invited to present and/or participate in committee meetings depending on the agenda.
RECRUITMENT	A formal expression of interest and selection process is required. The outcome of a formal expression of interest process and assessment of applicants by officers will be presented to Council for determination. Applicants will be assessed based on the criteria set out in the Terms of Reference. Officers will undertake an initial assessment of the applicants to determine whether they comply with the membership criteria and provide a recommendation to Council on the appointments.
MEMBERSHIP CRITERIA	Membership criteria for the Whitehorse Council Community Safety Committee: Applications will be assessed based upon their interest, knowledge and expertise relating to: 1. Community safety and crime prevention 2. Community capacity building, particularly the importance of volunteerism 3. Community and social group networks 4. Understanding of various risk factors which lead to crime

MEETINGS	The Community Safety Council Committee will meet four times a year for 1.5 hours. Quorum A meeting can only take place with a minimum quorum consisting of: • At least one (1) Councillor and • 4 attendees are required for a quorum If a quorum cannot be met, then the meeting must be rescheduled for a more suitable time and day.
REPORTING	A Record of Informal Councillor Meeting form must be completed during the Committee meeting for inclusion in the next Council Meeting Agenda. Advisory Committees are required to report to Council periodically on its work, in order to ensure accountability for its conduct and should directly reflect the Terms of Reference and be in line with their stated objectives.
REVIEW	The Terms of Reference should be reviewed within six (6) months of a Council election and thereafter every two (2) years unless required sooner.

Responsible Department	Community Safety
Reference	
Version	
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Next Review	