



**George Town Council
Community Safety Committee
Section 24 Committee**

Terms of Reference

Introduction

The George Town Community Safety Committee (the Committee) is established as a Special Committee of Council in accordance with Section 24 of the Local Government Act 1993.

The adoption of these Terms of Reference by the George Town Council establishes the Safety Committee, its composition, functions and governance requirements.

Aim

To enhance the safety of the George Town municipal area by providing a forum for:

- a) Information sharing and data collection,
- b) Discussion of safety issues within the municipal area to formulate the provision of advice to the Council,
- c) Foster collaboration between community stakeholders to improve community safety,
- d) Foster a culture of safe and responsible community behaviour.

Objectives

The George Town Community Safety Committee will:

- a) Develop long and short term strategies to address local safety issues, focusing on prevention, education, and early intervention,
- b) Actively engage the community and other key stakeholders on local community safety issues of concern,
- c) Improve dialogue and partnerships with non-government organisations, community organisations, and other key stakeholders,
- d) Identify new initiatives and capacity to source grant money to fund community safety initiatives,
- e) Develop and disseminate community safety material among the local and business community as approved by Council,
- f) Work collaboratively as a group and be actively involved in projects/activities identified by the committee.

Responsibilities and Delegations

The Committee is an advisory group that will make recommendations to Council on matters relating to community safety throughout the municipality in accordance with the Committee's Aim and Objectives.

The Committee does not have any delegated powers of authority.

The Committee does not have delegated financial authority.

Official communications of The Committee will be through the Council.

The Committee will not engage with the media without the approval of the General Manager.

The Committee may not appoint any sub-committee/s.

Membership

The Committee will comprise:

- a) One (1) Councillor appointed by the Council who will act in the capacity of Chair of the Committee (Chairperson),
- b) Representation from (but not limited to) the following organisations in the community,
 - i. George Town Council,
 - ii. Tasmania Police,
 - iii. Department of State Growth,
 - iv. Department of Health,
 - v. Department of Human Services,
 - vi. Department of Education,
 - vii. Department of Justice,
 - viii. State Emergency Service,
 - ix. Service Provider Networks,
 - x. Community Liaison Groups,
 - xi. Tasmanian Fire Service.

Appointment to the Committee is by the Chairperson on advice from the Committee members. The Chairperson is to advise Council of appointments. Membership should not exceed 20 persons without the approval of Council.

Members shall be required to undergo a police check. Serious convictions will preclude membership on the committee.

Vacancies may be filled by the Chairperson on advice from the committee. The Chairperson is to advise Council when a vacancy is filled.

Appointments to the Committee are for the term of the Council.

A member of the committee may resign by providing written notice to the Chairperson.

A person may be excused from a meeting with the consent of the Chairperson. A position on the Committee will be declared vacant if that position has three consecutive absences without having been excused.

The duties of members are as follows:

- a) Attend and participate in meetings,
- b) Work co-operatively with other members in achieving the objectives of the Committee,
- c) Contribute advice, ideas, and information relating to items on the agenda,
- d) Understand the confidentiality of information which may arise as a result of the Committee's deliberations and maintain the strictest confidence in relation to the information.

Meeting Procedures

Meetings are to be held monthly or more frequently as determined by the Chairperson.

The Chairperson is the Chair of the meeting.

Meetings are to be held in the George Town Council Chambers with a suitable time and day to be set by the Committee at its first meeting, and ongoing time and days to be confirmed at the conclusion of each Committee meeting.

A quorum shall be required for the Committee to sit. A quorum shall be 50% of the membership of the Committee plus one.

An agenda shall be used for the meeting. The Agenda will be circulated to Committee members no later than 3/4 of the time between meetings. Items for the Agenda may be submitted by Committee members to the Chair for approval and inclusion on the agenda. Items for inclusion on the Agenda should be submitted to the Chairperson no later than 2/3 of the time between meetings. The Chairperson may approve the hearing of items not on the agenda by the committee in exceptional circumstances.

Minutes are to be taken at each meeting and submitted for confirmation to the Committee.

Confirmed minutes are to be submitted to Council for endorsement (meaning endorsement that the minutes are correct and received, not endorsement of recommendations).

Recommendations of the Committee to Council are to be submitted by the Chairperson to the General Manager for incorporation in the next available ordinary Council meeting agenda.

In the event of the absence of the Chairperson, the Chairperson may delegate a member of the Committee to act as Chairperson for the duration of that meeting. The Mayor and the Committee members are to be notified of the temporary appointment. The acting Chair shall not exercise any powers of the Chairperson relating to the appointment of persons to the committee, or in the making of recommendations for the removal of people from the Committee.

The Chair may request a person to leave the meeting in the event of disturbance non-conducive to the conduct of the meeting. Such actions should be reported to the Council.

The Chair may request a person be removed from the Committee on the following grounds:

- a) Violent, abusive or disruptive behaviour,
- b) A person has been convicted of a serious crime,
- c) Not in the interest of the Council.

Such request should be made to the Council for decision.

Administrative Support

The General Manager or their nominated representative will attend meetings.

A Council Officer will be appointed to assist with the distribution of Committee meeting agendas, attendance at Committee Meetings, and the taking and circulation of Minutes.

Review Period

The Committee shall exist for the Term of the Council.

The Committees Terms of Reference, membership and responsibilities shall be reviewed annually by Council in accordance with the Requirements of the George Town Establishment of Committees Policy No. 7.