

Safer Casey Community Reference Group

Terms of Reference

Approval Body:	Safer Casey Community Reference Group
Endorsement Date:	21 June 2021
Council Plan Reference:	1.1.1 An inclusive, safe and connected community 1.1.2 A Council whose services and facilities are driven by community needs
Current Version:	1.0
Compulsory Review Cycle:	4 Years
Review Date:	01 January 2025 <i>It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.</i> <i>Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.</i>
Responsible Department:	Safer Communities
Relevant Legislation:	N/A
Relevant Council Documents:	City of Casey Council Plan 2021--2025 Health and Wellbeing Strategy 2021-2025 Community Safety Strategy

Breaches:	Breaches will be dealt with under the provisions of the following: <ul style="list-style-type: none"> • Code of Conduct for Volunteers
ECM ID:	15275116

- 1. Purpose** The Community Safety Community Reference Group will provide input into:
- New and emerging community safety issues within the community
 - Identifying municipal-wide issues and opportunities and advising Council officers about effective policy and service provision regarding community safety issues within the City of Casey
 - Issues and opportunities that are relevant across the entire municipality; to guide, engage and promote strategic responses and actions.

2. Objectives

The objectives of the Group are to:

- Advise Council officers, as required, on issues relating to the provision and development of Council strategies and programs aimed at enhancing and improving community safety.
- Provide a strategic forum for discussion and community input on community safety initiatives and issues.
- Strengthen collaborative relationships and communications between Council community organisations and residents in order to achieve improve community safety outcomes.
- Assist in identifying new and emerging community safety priorities and strategies for action in the Casey community.
- Assist Council in the development of policy, planning and advocacy initiatives related to community safety issues that impact on community safety, health and amenity.
- Share information and identify relevant issues that may impact or influence community safety, health, and amenity in the City of Casey.
- 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 anti-social behaviour in the community.
- Respond to national, state, and other relevant inquiries, policies, and legislation in relation to community safety.

Council will ultimately determine the matters having regard to the advice of the Group.

3. Definitions

Key term	Definition
Council	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020

Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Group	Means the Safer Casey Community Reference Group

4. Membership and Term of Appointment

Membership shall be as follows:

- Council Officers
- Up to 15 Community Representative/s from the Local Casey Community with a representative from the following sectors:
 - Emergency Services
 - Government Departments
 - Community Service Organisations
 - Incorporated Bodies
 - Faith Organisations
 - Sporting & Cultural Groups
 - Community Groups
 - Commercial & Trader Organisations
 - Education Providers
- Other groups may be admitted at the agreement of the committee.
- Individual community members are eligible if they can demonstrate they have significant experience and expertise in community safety and crime prevention issues

Group members will be appointed for a term of 2 years. Any Group member may resign at any time by advising his or her resignation to the Group in writing to the chairperson. Council will be responsible for appointing any person to fill such a casual vacancy for the remainder of term for the Group.

Council's will make efforts to ensure Group members can access, understand, and contribute feedback in a way that is appropriate, productive, and respectful.

Reasonable support such as translators, childcare or transportation will be considered when needed to enable participation. Consideration will also be given to time and location of engagement activities to ensure accessibility.

5. Community Member Selection Process

Community representatives shall be selected through an expression of interest process that is advertised on Council's website, Council's social media and other relevant electronic forums as deemed appropriate, and through networks relating to the Groups areas of interest.

An assessment panel of Council officers will select community representatives to determine membership of the Group.

Community membership on the Group will be based on the following criteria. Members must:

- Current involvement in service provision, policy or program development in the field of Community Safety, Public Health, Social Planning, Community Development, Crime Prevention, Emergency Services or similar; and endorsement of your organisation to be its representative on the Group;
- Strong community networks and linkages and an interest in creating a safer community in Casey;
- An ability to constructively participate in a community reference group;
- 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 the 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 the City of Casey;
- An ability and willingness to encourage participation from and provide feedback to the community regarding community safety;
- A capacity to commit to the Group for the required duration;
- An ability to participate in quarterly meetings and provide a short, written update for every meeting;
- A willingness to celebrate the success and achievements of community safety in the City of Casey;
- Representatives from the emergency services and organisations involved in public policy, community safety, social planning and crime prevention will be invited to nominate to be members of Group;
- Committee can also directly appoint members if it chooses, and the member accepts the nomination;
- be able to work as part of a team.

6. Membership Voting Rights and Decision Making

For voting purposes, the Chairperson shall accept motions duly moved and seconded by members of the Group, with the vote taken by a show of hands or via electronic means if meeting held remotely. Council officers and guests do not have voting rights.

A quorum of members is not less than fifty percent of the number of members of the Group who are entitled to vote. If a quorum is not present within half an hour after the scheduled commencement time of the Group meeting, the meeting is to be abandoned.

Consensus decision making is preferred. However, all members are entitled to vote and a matter may be voted upon at the discretion of the Chairperson, who shall have casting vote in the event of an equal number of votes.

Where there is more than one member from the same organisation, each organisation will be entitled to one vote.

7. Chairperson

The position of Chairperson shall be filled by a Council Officer.

8. Meetings

Unless otherwise determined the Group shall meet on a Quarterly basis with meetings of up to two hours duration. In the circumstance that Council Officers are required to call an extraordinary meeting, all members of the Group will where possible be given two weeks' notice of the meeting.

Meetings of the Group are restricted to members chosen through the selection process, unless otherwise determined by the Group for an appropriate reason.

For voting purposes, the Chairperson shall accept motions duly moved and seconded from members of the Committee and the vote taken by a show of hands or via electronic means if meeting held remotely. Council officers and other non member attendees do not have voting rights.

9. Sub-committees and Working Groups

Membership of sub-committees and working groups are limited to members of the Group. Subcommittee and working group meetings are not minuted, but a report must be presented to the next group meeting.

10. Administration. Agendas and Minutes

All secretariat tasks for the Group will be undertaken by Council Officers appointed by the relevant department manager.

Minutes of the previous meeting will be provided 2 weeks after the meeting. Agendas shall be forwarded to members at least five working days before the meeting.

11. Volunteers

Committee members other than Council staff are defined as volunteers within the meaning of this reference group.

Following appointment committee members, must sign a declaration that they will abide by any guidelines approved by the Chief Executive Officer to cover the conduct of volunteers, including the avoidance of conflicts of interest; and undertake training and skills development as required. Council's

Code of Conduct for volunteers must also be complied with and a copy of the Code must be provided to all new members.

12. Conflicts of Interest

If a member has a General or Material conflict of interest (i.e. interest by close association, financial interest, conflicting duty, personal gain or loss, or future interest as stated in Section 127 and 128 of the Local Government Act 2020) regarding an item to be considered or discussed by the Group, the member must disclose this to the Chairperson if they are attending the meeting.

Once a declaration of either a direct or indirect conflict of interest has been made, the member must leave the room (or exit the meeting if held remotely) and remain outside the meeting until the conclusion of the relevant discussion. The time the member leaves the room/ remote meeting and returns to the room must be recorded in the minutes of the meeting.

If a member of the Group nominates themselves for Council elections they must stand down from their Group position from the time of declaring the nomination until the result of the election is announced.

13. Limitations of Authority

The Group has no authority to:

- Expend moneys on behalf of Council
- Commit Council officers to any arrangement
- Consider any matter outside these terms of reference
- Direct Council officers in the performance of their duties.

14. Publicity

Members of the Safer Casey Community Reference Group who are approached to provide comment on the items discussed by the Reference Group must make clear their response is a personal view, rather than the collective view of the Reference Group.

All media enquiries seeking a formal position of Council should be referred to Council's Communications and Marketing Department for response at media@casey.vic.gov.au

15. Responsibilities

Who	What
Manager Safer Communities	Providing administrative support as required

16. Code of Conduct

All members and guests of the Group are expected to act with integrity, objectivity, openness and honesty. In addition, members are requested to:

- agree to work within the CRG's Terms of Reference

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- arrive on time and stay for the duration of meetings.
- commit to attend all meetings or provide advance notice of non-attendance
- respect the rights of other members to express their views, even if they are different from their own
- respect the confidentiality of items of business which the group may determine are confidential in nature
- agree to have their details published in materials relating to the CRG
- abide by the CRG's media and public speaking protocol; and
- abide by Council's OH&S Policy, Child Safe Policy & Covid Safe Plans if attending a Council site.

Council may terminate the membership of members who do not respect the format, scope or conduct of the Group meetings or renounce their membership and nominate an alternative.

17. Breaches

Any breaches of these terms of reference will be handled in accordance with the, Code of Conduct for Volunteers and Staff Code of Conduct

18. Relevant Forms

Title	Link
Community Reference Group – Member Declaration	ECM Set ID 15275179
Community Reference Group – EOI	ECM Set ID 15275178

19. Document History

Date approved	Change Type	Version	Next Review Date
21 June 2021	Adopted	1.0	1 January 2025