

3 Presentation of officer reports

3.1 Update to Boroondara Community Safety Advisory Committee Terms of Reference

Abstract

The Community Planning and Development Department convenes three advisory committees including the Boroondara Community Safety Advisory Committee. The advisory committees provide feedback to Council about a range of community and social issues that may influence policy, service and program development. They also assist Council to identify, articulate and respond appropriately to new and emerging issues.

The purpose of this report is to seek Council's endorsement of the proposed changes to the Boroondara Community Safety Advisory Committee Terms of Reference, which are highlighted in track changes in **Attachment 1**. The changes reflect the updated and current committee membership and minor administrative changes. The focus of the Committee, which is reflected by its membership, has been to provide expert advice as well as having an important role in providing opportunities to plan for integrated community safety responses for Boroondara.

Officers' recommendation

That the Services Delegated Committee resolve to endorse the updated Terms of Reference for the Boroondara Community Safety Advisory Committee as annexed to the report in **Attachment 1**.

Responsible director: Carolyn McClean, Director Community Support

1. Purpose

The purpose of this report is to seek the Services Delegated Committee's endorsement of the proposed changes to the Terms of Reference (ToR) for the Boroondara Community Safety Advisory Committee, as highlighted in track changes in **Attachment 1**.

2. Policy implications and relevance to community plan and council plan

The ToR for the Boroondara Community Safety Advisory Committee supports the vision of Council's key strategic document, the Boroondara Community Plan (BCP) 2017-27, for 'A vibrant and inclusive city, meeting the needs and aspirations of its community'.

The BCP is structured around the following seven priority themes:

- Your Community, Services and Facilities
- Your Parks and Green Spaces
- The Environment
- Neighbourhood Character and Heritage
- Getting Around Boroondara
- Your Local Shops and Businesses
- Civic Leadership and Governance

The BCP also incorporates the Municipal Public Health and Wellbeing Plan 2017-21, which identifies the following five health priorities for Council to address in the first four years:

- promoting mental health and social connection
- preventing injury and violence
- reducing harmful alcohol use
- promoting healthier eating
- promoting active living.

The Boroondara Community Safety Advisory Committee assists Council by providing advice in identifying, articulating and responding appropriately to new and emerging community safety issues which occur in the community. It also provides feedback on the action planning process that align with community needs, the BCP strategic objectives and health priorities. The Committee also provides an opportunity for members to be able to plan in partnership and in an integrated manner to enhance community safety.

3. Background

Since 2010, the Community Planning and Development Department has convened the Boroondara Community Safety Advisory Committee. The role of the Committee is to:

- provide feedback on policy, research and projects relating to community safety in Boroondara
- contribute information about local community safety needs, issues, trends and service responses
- advise Council of current and emerging community safety and crime prevention issues in the municipality and relevant statistics

- assist Council to explore innovative approaches to improving the perception of safety and the reality of being safe for people from all areas of Boroondara
- promote collaboration and integration amongst key community safety, crime prevention and social health and wellbeing stakeholders.

The Committee is currently comprised of six members from external organisations that provide services in Boroondara, three Councillors as well as staff from relevant Council departments.

4. Outline of key issues/options

The changes to the ToR for the Boroondara Community Safety Advisory Committee reflect the updated and current committee membership and minor administrative changes as outlined in **Attachment 1**.

The refocus of the ToR membership reflects the continued opportunity for integrated work across agencies and provision of expert advice to Council. As the Committee has not had resident representatives attend for a number of years, the ToR has been updated to reflect this. The current members, which include Access Health and Community, Victoria Police, Swinburne University of Technology, Metro Trains and local resident group Boroondara Neighbourhood Watch, are well placed to represent a diversity of views and interests and ensure the health and safety needs of the community are represented.

5. Consultation/communication

The Community Planning and Development Department consulted the Boroondara Community Safety Advisory Committee members, which includes appointed Councillor representatives on the updated and current membership changes.

6. Financial and resource implications

The Community Planning and Development Department provides executive support to the Boroondara Community Safety Advisory Committee. There are no financial or resource implications associated with the proposed changes to the Terms of Reference for the Committee.

7. Governance issues

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities. The officers responsible for this report have no direct or indirect interests requiring disclosure.

8. Social and environmental issues

The objective of the Boroondara Community Safety Advisory Committee is to provide advice regarding opportunities to support community safety in Boroondara. The Committee provides a platform for partnership opportunities to broaden Council's reach into the community. This has a positive impact on the Boroondara community through the provision of a safer community where all community members can participate.

9. Evaluation and review

The Terms of Reference for the Committee will be reviewed in line with the new term of the Committee.

10. Conclusion

The updated Terms of Reference for the Boroondara Community Safety Advisory Committee will be provided to Committee members following the Services Delegated Committee's approval of the proposed changes.

Manager: **Nicole White, Manager Community Planning and Development**

Report officer: Katherine Wright, Senior Coordinator Social Planning and Research



Boroondara Community Safety Advisory Committee

TERMS OF REFERENCE

Introduction

Advisory committees advise Council about a range of community and social issues that may influence policy, service and program development. They assist Council to identify, articulate and respond appropriately to new and emerging issues and to develop and implement corporate policies and plans that benefit the community. Advisory committees do not have power to make policy decisions and are not legally responsible for the recommendations they make to Council.

The Community Planning and Development Department convenes three complementary advisory committees: ~~that operate with the same Terms of Reference:~~

- The Community Disability Advisory Committee (CDAC)
- The Boroondara Community Safety Advisory Committee (BCSAC)
- The Boroondara Public Health and Wellbeing Advisory Committee (BPHWAC)
- ~~The Social and Affordable Housing Advisory Committee (SAHAC)~~

Defining Community Safety

Community safety includes social indicators of health and wellbeing. A healthy community will experience increased community connection, reduced actual crime and fear of crime and enable optimum community participation during the day and night. This will contribute to the health, safety, wellbeing and independence of all members of the community.

Objectives

- To represent the views and needs of the Boroondara community.
- To provide advice to ~~assist~~ Council ~~Officers~~ in relation to policies, plans, programs and other Council activities.
- To assist Council to communicate, consult and engage more effectively with the broader Boroondara community.
- To strengthen partnerships with relevant essential services in Boroondara.

Role of Committee

- Provide ~~input into and~~ feedback on policy, research and projects relating to community safety in Boroondara.
- ~~Collect-Contribute and disseminate~~ information about local community safety needs, issues, trends and service responses.
- Advise Council of current and emerging community safety and crime prevention issues in the municipality and relevant statistics.
- ~~Assist Council to identify safety issues and progress community safety advocacy strategies.~~
- ~~Assist Council to e~~Explore innovative approaches to improving the perception of safety and the reality of being safe for people from all areas of Boroondara.
- Promote collaboration and integration amongst key community safety, crime prevention and social health and wellbeing stakeholders.

Term of the Committee

The Committee will be convened for a ~~three~~four-year period ~~aligned to each Council term., from 2013—August 2016 (one term).~~

Meetings

Meetings will be held quarterly for about two hours.

Members are expected to attend a minimum of 75% of meetings. If this requirement is not being met, Council Officers will meet with the member to discuss their capacity to continue on the Committee. ~~unless special leave has been provided e.g. illness.~~

Working parties will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. These meetings will be held in between regular quarterly meetings.

A quorum for the Committee will be half ~~of the individual and organisational~~ members.

Membership

The Committee will consist of up to twelve (12) members.

Membership of the Committee is voluntary and will include ~~individual residents and/or~~ representatives of organisations that provide services in Boroondara. ~~A minimum of two (2) individual residents are required on the Committee.~~

Council will appoint ~~a minimum of up to two (2) Councillor Representatives, and at least one (1) Council Officer to the Committee in an ex-officio capacity.~~

~~Individuals will be appointed by Council for one full term of the Committee and may renominate for a further three-year term. Individuals will not be able to serve more than two terms (a maximum of six years). Existing individual members of CDAC, BCSAC or SAHAC who have~~

~~served on the Committee for less than six years are welcome to reapply for membership of the new Advisory Committees.~~

Organisational representatives may continue their membership beyond the ~~three~~four-year term if they are chosen by their organisation to continue in this role.

Officers will co-opt new members as deemed appropriate by the Committee to fill vacancies that occur during the life of the Committee or where it is identified that an additional organisation should be represented on the Committee.

Recruitment

~~Nominations for appointment of individual members shall be invited through public notices in local media and in Council's publications. Invitations will also be circulated through relevant Council Committees and networks~~Representatives from organisations will be recruited directly by Council Officers.

~~Representation that reflects Boroondara's demographic diversity will be encouraged~~

Selection criteria

~~Individuals will be selected on the basis of the following criteria:~~

- ~~● Residency in Boroondara.~~
- ~~● Ability to represent a diversity of views and interests of the community.~~
- ~~● Qualifications, skills and experience the person can bring to the Committee.~~
- ~~● Current working knowledge of issues relevant to the Committee.~~
- ~~● Willingness to commit to a three-year term.~~

Organisations will be selected on the basis of:

- Maintaining involvement of key member agencies that are critical to the effectiveness of each Committee.
- The nature of the service they provide to Boroondara residents.
- Capacity to provide a consistent representative for a ~~three~~four-year term.
- The ~~resources and~~ expertise ~~that~~ the organisation can offer the Committee.

Chairperson

The position of Chairperson shall be agreed by the Councillor representative/s on the Committee.

If a Councillor elects to chair but is unable to attend a meeting, the second Councillor Representative shall be appointed as Chairperson.

In the absence of a second Councillor Representative, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.

Induction and Orientation

An induction and orientation process will occur for all members at the beginning of the term of the Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Committee.
- Providing members with an overview of the advisory structures and decision making processes of Council.
- Introduction to the Boroondara Community Plan, the Council Plan ~~Key Directions and Strategic Objectives~~ and other relevant Council policies, strategies and plans.
- Overview of key issues relating to ~~access and inclusion, community safety, and social and affordable housing.~~
- Establishing clear objectives and priorities for the ~~three~~four-year term of the Committee.

Role of Councillor/s

Councillors will be appointed to the Committee by the Council each year to chair the Committee. The role of the Councillor is also to facilitate communication between the Committee and Council by referring relevant issues to the Committee for advice, with the support of Council officers. ~~and raising issues when relevant during Council meetings.~~

Role of Council Officer/s

Council Officers are responsible for ensuring that Committee members are notified of meetings; minutes and agendas are distributed; and actions are followed up and reported back to the Committee.

Council Officers also advise the Committee on the progress or outcomes of any advice provided by the Committee, any Council report or Council decision relevant to the Committee's work, and the dates of Council meetings discussing matters relevant to the Committee.

Role of Committee members

- Commit to serving for ~~four~~three (43) years, ~~with the option of re-nominating for another three (3) years. Maximum of two terms (6 years).~~
- Prepare for, attend and actively participate in meetings, working parties (if relevant) and planning days of the Committee.
- ~~Take an active role in communicating the views of residents and organisations to Council. Provide expert advice regarding community safety issues within Boroondara~~
- ~~Make recommendations to Council via the Council Officer assigned to convene the Committee.~~
- Keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee.

- Respond to requests for ~~input into and/or~~ feedback on Council activities, policies and reports.
- ~~Seek approval from Council prior to making~~ **Not make** public statements, submissions or announcements or issuing correspondence (including emails) to external stakeholders on behalf of the Committee or Council unless Council approval has been given.

Conduct and Interest provisions

In performing their role, a member must:

- Aim to work in an honest, respectful, collaborative and solution-focused manner.
- Encourage fair and reasonable discussion.
- Respect the confidentiality of documents before the Committee and meeting proceedings.
- Not make improper use of their position for personal or professional gain.

A member with a Conflict of Interest or perceived Conflict of Interest in a matter before the Committee must declare their interest prior to Committee discussion of the item. The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

A member who does not adhere to this code of conduct will be asked to retire.

Minutes, agendas and reports

Minutes of the meetings will be provided to Committee members by the Council Officer within three weeks after the meeting. An Agenda will be circulated not less than 72 hours prior to each meeting and working party reports will be circulated with the meeting agenda.

Minutes will contain details of meeting proceedings and actions arising and will be clear and self-explanatory.

The Minutes will be formally endorsed by the Committee at the subsequent meeting.

~~All Councillors will be issued with an electronic copy of the Agenda and Minutes of each Committee via a Councillor Internal Bulletin.~~

Administrative support

The Community Planning and Development Department will provide administrative support to the Committee.

Evaluation and review

At the end of each year, the Committee will evaluate its performance and review its priorities for the following year.

Towards the conclusion of the ~~three~~**four**-year term, the Committee will evaluate its success in meeting the objectives and priorities established at the beginning of its term, and Council will consider the purpose and role of the committee in the light of emerging trends and issues. The Terms of Reference will also be reviewed at this time.