

# Central Coast Community Safety Partnership Committee

## TERMS OF REFERENCE

March 2024

## **BACKGROUND**

The Central Coast Community Safety Partnership Committee is a Special Committee of the Central Coast Council, established under the *Local Government Act 1993*.

## **PURPOSE**

The purpose of the Central Coast Community Safety Partnership Committee (the Committee) is to collaborate, consider and advise Council on ways to maintain, improve, resolve and progress issues that impact on community safety and crime prevention across the Central Coast.

The Committee provides input on:

- Safety issues, including security of open spaces and public areas, lighting, and transport
- Collaborative approaches to community safety and crime reduction and prevention initiatives
- Alcohol-related crime and anti-social behaviour issues
- Investigation of local crime hot spots and areas of community concern
- Local crime data
- Relevant grant funding applications

The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Central Coast Council's Strategic Plan and does not deal with operational matters. It should be noted that employees of the Council are not subject to the direction of the Committee or any of its members.

## **MEMBERSHIP**

Membership of the Committee comprises of 14 members representing a range of community and stakeholder groups.

Membership of the Committee is as follows:

- One representative from Tasmania Police
- One representative from Housing Choices
- One representative from the Department for Education, Children and Young People
- One representative from the Department of Health
- One representative from the Central Coast Chamber of Commerce and Industry
- One representative from the Ulverstone Neighbourhood House
- Three Community Representatives

Council representatives on the committee are:

- Mayor (Chair)
- One other Councillor
- Director Community, Growth and Development
- Community Wellbeing Officer
- Public Safety Officer

## **TERMS OF OFFICE**

Members are appointed for a four-year term to coincide with Local Government elections. If a casual vacancy occurs, any new person appointed will be appointed only until the next Local Government election, regardless of when their appointment occurs.

Council appointments will be made according to position. Community Representative appointments will be made through a public process, with consideration given to achieving diversity of age, gender, geographic representation, and other factors as determined by the Council. Organisational representatives will be appointed by the Council seeking a nomination from the organisation.

The terms of members are subject to the conclusion of the Committee when all membership will cease.

## **MEETING SCHEDULE**

Meetings will be held quarterly, with a schedule for the year ahead to be determined at the first meeting of each calendar year.

A meeting will be limited to a maximum of 90 minutes duration unless the Committee resolves to extend the meeting to a particular time or until the completion of business.

## **MEETING PROCEDURES**

Meetings will be conducted in accordance with Local Government (Meeting Procedures) Regulations 2015.

The Council will ensure that each meeting is recorded with the minutes being reported to the next Council meeting.

A quorum is required for a meeting to proceed and will be half the membership plus one. If a quorum is not present within 30 minutes of the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.

The Mayor chairs the Committee meetings and in their absence, that responsibility is undertaken by the Director Community, Growth and Development.

The Chair directs the progress of the Committee meeting. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda.

The Chair's role is to facilitate the conduct of the meetings and ensure the Committee focuses on its primary goal and objectives.

This Committee is advisory and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of the Council.

It will be at the discretion of the Chair when a matter is to be put to the vote. In such circumstances, voting is to be by way of a show of hands. For a vote to be carried the matter

must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied.

### **NEXT REVIEW DATE**

These Terms of Reference will be reviewed at the first meeting after Local Government elections.

Amendments to these Terms of Reference may only be determined by the Council.