COMMUNITY SAFETY ADVISORY COMMITTEE (CSAC)

TERMS OF REFERENCE - 2016-2020

GLOSSARY OF TERMS

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<td>Community Safety Advisory Committee</td>
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<td>Community and Cultural Development Committee</td>
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1. PURPOSE >>

The Community Safety Advisory Committee has been established as an Advisory Committee in accordance with section 264 of the Local Government Regulation 2012 ("the Regulation").

The Community Safety Advisory Committee (CSAC) is a peak body of community representatives selected to advise Council on current and emerging community safety and crime prevention issues through a ‘collective impact’ approach.

2. SCOPE AND OBJECTIVES >>

The Community Safety Advisory Committee will identify and advise to Council on current and emerging community safety and crime prevention issues within the Townsville community.

The Community Safety Advisory Committee (CSAC) has an interest in collaboration and partnership, promoting community safety and creating a voice for the Townsville Community.

The information that the Committee provides will assist Council in the strategic planning and development of initiatives related to community safety and crime prevention.

The objectives of the Committee are to:

- Support and strengthen the link between community safety and crime prevention groups/organisations and Townsville City Council;
- Provide a process for input and feedback regarding the planning and provision of services, facilities and programs relating to community safety and crime prevention;
- Inform council on matters of community safety and crime prevention concerns which may require Council support or Council response;
- To determine a unified and co-ordinated approach to specific issues in the achievement of a safer community;
- Promote the awareness of community safety in the community through the support and monitoring of the development of a culture of community safety and crime prevention.
3. **AUTHORITY / DELEGATION >>**

The CSAC has the power only to recommend a course of action for consideration by the Community and Cultural Development Standing Committee of Council.

4. **ROLES AND RESPONSIBILITIES >>**

The responsibilities of the Community Safety Advisory Committee are to:

- Through identified key representatives, serve as an information link between community members/groups, businesses, Government agencies and Townsville City Council;
- Work together to identify, raise awareness and determine approaches that will strengthen the community and/or councils ability to address community safety;
- Develop projects or programs to assist in resolving and/or promoting community safety and crime prevention;
- To promote the community benefits of community safety through actions and information sharing.

The Role of the Community Safety Advisory Committee is to:

- Provide comment and information regarding the planning and provision of community services.
- Advocate for identified needs of the Townsville community at Local, State and Commonwealth levels.
- Provide advice to Council with regards to current and emerging community safety needs/opportunities and policy matters.
- Identify, and where possible enable, community led action to address current and emerging community safety needs/opportunities.

Role of the Community Safety Advisory Committee Meeting Facilitator is to:

- Be the key contact for CSAC members.
- Work with the Chairperson to ensure outcomes and actions from CSAC are completed and reported back to CSAC.
- Support the Chairperson in the delivery of CSAC and meeting protocols.
- Update and monitor the **CSAC Action register**.

Role of Councils, Community Engagement Section is to:

- Utilise the CSAC as a community engagement body.
- Support the Meeting Facilitator in responding to and actioning identified items from the **CSAC Action register**.
- Advocate and promote the CSAC.
Role of the Councils, Governance Support Officer/s is to:

- Send (via email) notices, agendas and minutes relating to the CSAC meetings to the committee members.
- Minute take, prepare and distribute CSAC meeting minutes.

5. **MEMBERSHIP >>**

The maximum voting membership of the CSAC will be twenty six (26) persons.

Membership of the CSAC is voluntary.

Membership may include a maximum of three (3) Councillors, one (1) being the Chairperson, each with voting capacity.

The CSAC Meeting Facilitator and Governance Support Officer are not considered a member of the committee and only support the meeting in a non-voting capacity.

Townsville City Council Officer/s and community members can observe and participate in a Community Safety Advisory Committee meeting in a non-voting capacity. Participation will need to be arranged in advance in accordance with the CSAC Committee Procedure.

With endorsement by the CSAC Chairperson and CSAC Meeting Facilitator, invitations can be made to include non-CSAC members (either organisations, groups and/or individuals) to actively participate in CSAC discussions as a subject matter expert.

Working groups of the CSAC can be formed, as required and endorsed by the CSAC Chairperson and CSAC Meeting Facilitator, led by an Community Safety Advisory Committee member with individuals and/or organisations within the community.

5.1 **APPOINTMENT OF CHAIRPERSON**

The Chairperson of the Committee shall be appointed by council.

5.2 **ROLE OF CHAIRPERSON**

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the CSAC; provides leadership at CSAC meetings; and represents CSAC at the Community and Cultural Development Committee (CCDC).

The Chairperson will preside at meetings and conduct the meeting as they see fit. If there is a dispute about meeting procedure reference will be made to the Townsville City Council's Code of Meeting Practice.
5.3 ROLE OF COMMITTEE MEMBERS

The committee will apply a collective action approach. It will advocate and consider ways to strengthen and address community needs/opportunities through information collection and dissemination between council and the community, and where deemed appropriate act as enablers for community led leadership and action.

5.4 TERMS OF MEMBERSHIP

a) Representation

Membership of the CSAC will consist of representatives from existing organisations/groups or individuals within the community who can directly contribute and provide community leadership.

Consideration can be given to additional representation from key organisations/groups or individuals within the community, with approval.

b) Appointment of members

The Council will endeavour to constitute the CSAC with members who have skills or a knowledge base relevant to the roles, aims and responsibilities of the committee.

The process of selection of Committee members will be undertaken by a panel consisting of the Chairperson of the CSAC Councillors and relevant Council Officers in accordance with Council Advisory Committees Policy.

Expressions of interest for membership on the CSAC will be called from a variety of organisations/groups or individuals whose core purpose is in line with the intended focus areas of CSAC; and promoted through various media options as considered appropriate by the CSAC Chairperson, Community Engagement Section.

c) Term of Membership

Members of the CSAC will be appointed for the duration of the local government term, after implementation of the selection process.

Members may re-apply for membership at the end of the term.

There is no maximum number of terms to be served on the Committee. However, the assessment and selection process will take the number of terms served into consideration, and areas of knowledge/connection required to support the current term of CSAC and Council.

Membership will be discontinued if a member organisation, or their delegate, fails to attend three (3) consecutive meetings.
Members of the Committee can apply to the Committee Chairperson in writing for a leave of absence of up to a year from the Committee and request that an alternative delegate attend on their behalf. Notice must be received in writing prior to the relevant meeting.

d) Replacing Vacating Members

If a member of the Advisory Committee wishes to relinquish their position on the Committee, the Member should notify the Chairperson of the Committee in writing. The CSAC Chairperson and CSAC Meeting Facilitator will determine replacement of the vacating member in accordance with the ‘appointment of members’ process.

A member who relinquishes their membership on the Committee may nominate a replacement representative who has skills similar to their own in writing to the CSAC Chairperson and CSAC Meeting Facilitator for consideration.

6. MEETINGS >>

6.1 QUORUM

A quorum must be half the number of members of the Committee plus one.

Decision making of the CSAC will be by majority vote.

The CSAC Chairperson has a casting vote.

6.2 FREQUENCY AND LOCATION

Meetings of the Committee will be held bi-monthly unless otherwise advised, at a location to be confirmed.

Meetings will be held during the following months, unless otherwise advised – February, April, June, August, October, December.

The meeting will be chaired by the appointed Councillor, if the appointed Councillor is unavailable; role of Chairperson is delegated to a Councillor within the CSAC membership.

Additional / Extraordinary meetings of the CSAC may be called, at the discretion of the CSAC Chairperson and/or CSAC Meeting Facilitator, as required, and arranged through negotiation with Councils Corporate Governance Unit.
6.3 MEETING AGENDA

Agenda topics will be open to CSAC members as well as the general community and council staff by deputations.

Agendas are to be submitted through the CSAC webpage at: https://www.townsville.qld.gov.au/about-council/council-meetings/advisory-committees/-community-safety-advisory-committee

6.4 CONDUCT

Meetings must be conducted in accordance with the provisions of the Local Government Act 2009 and Local Government Regulation 2012. If there is a dispute regarding meeting procedure or the conduct of an individual the Chairperson must refer to the Townsville City council Code of Meeting Practice.

7. REPORTING GUIDELINES >>

The CSAC will report to Council through the Community and Cultural Development Committee (CCDC).

8. REVIEW AND PERFORMANCE EVALUATION >>

8.1 TERMS OF REFERENCE

The Committee shall review these Terms of Reference at the first CSAC Meeting of each calendar year.

8.2 PERFORMANCE EVALUATION

At the first CSAC Meeting of each calendar year the Committee shall undergo a self-assessment process to ensure all the functions and business of the Committee is being dealt with in an efficient and effective manner.

The assessment process shall include but not be restricted to time of meetings, length of meetings, attendance at meetings (members and public), location of meetings (suitability), content of meetings, results of recommendations on matters discussed, achievements, satisfaction rating of members and meeting management.
9. **COUNCIL STAFF >>**

The CSAC will be resourced by officers of the Community Engagement Section.

Attendance by relevant staff from other Divisions of Council may be requested by the committee through the CSAC Chairperson and appropriate internal channels.

Townsville City Council Officers (as required) will also attend meetings in an observation/non-voting capacity to provide and/or seek information from the Committee.

**RELATED POLICIES/DOCUMENTS >>**

Council Advisory Committees Policy
Advisory Committee Procedure
Townsville City Council’s Code of Meeting Practice