



KINGBOROUGH COMMUNITY SAFETY COMMITTEE

TERMS OF REFERENCE

1. The Committee

The name of the committee shall be the Kingborough Community Safety Committee (hereinafter referred to as the 'Committee') appointed as an advisory committee to the Kingborough Council under Section 24 of the *Local Government Act 1993*.

2. Definitions

"Council" means the Kingborough Council.

"Committee" means the Kingborough Community Safety Committee

"Community" means residents of the Kingborough municipal district

3. District

The Committee shall operate within the local government boundaries of the Kingborough municipal district.

4. Aims

The intention and purpose of the Committee is:

- (a) To represent the interests of the community in all matters relating to road and community safety
- (b) To be aware of existing and potential road and community safety issues and to address these by developing, implementing and evaluating appropriate strategies to mitigate issues.
- (c) To engage and foster community involvement in road and community safety matters
- (d) Build a safe, inclusive and equitable community where all feel socially connected, respected and valued

5. Objectives

The Committee will endeavour to achieve its aims through the following:

- (a) Facilitate community planning, development and implementation of safety programs and promotions.
- (b) Develop programs and initiatives that target specific groups and safety issues in the community.

- (c) Identify safety issues, pursue and review safety strategies that can be adopted by the Council and recommended to relevant organisations.
- (d) Provide feedback on relevant issues to organisations such as the Department of State Growth, the Road Safety Task Force and Tasmania Police as approved by Council.
- (e) Identify and seek grant funding opportunities to implement road and community safety projects.

6. Membership

Members are appointed as an advisory committee to Council and shall comprise of the following:

- (a) Councillor representative from the Kingborough Council appointed by Council as Chairperson
- (b) Kingston Police representative (1)
- (c) Kingborough Access Advisory Committee representative (1)
- (d) Kingborough Bicycle Advisory Committee representative (1)
- (e) Community representatives (7)

7. Support

The General Manager shall appoint a Council staff member to the Committee who shall act as the Executive Officer to the Committee.

8. Tenure of Appointment

- (a) Terms of office for Councillors shall be in accordance with the *Local Government Act 1993*.
- (b) Community members shall hold office for a period of two (2) years expiring 31 December from the year of their appointment.

In the event of the resignation of a community member during their term of office, Council may appoint a community representative to complete the term of office.

A member may re-nominate for consecutive terms of office.

- (c) If a member fails to attend three (3) consecutive meetings of the Committee, his/her appointment shall be automatically terminated unless leave of absence has been granted.

9. Management

- (a) The Committee has the authority to establish sub-working committees as required to address specific priority objectives of the Committee.
- (b) The Committee has authority to invite individuals from outside of the Committee to participate on a voluntary basis and contribute expert advice.
- (c) The Chairperson is responsible for the proper conduct of the Committee.
- (d) The Committee has no delegated powers and has no authority to implement its recommendations without approval of Council.

10. Meetings

- (a) The Committee will meet on a bi-monthly basis as approved by Council.
- (b) In the event of the Chairperson's absence, an Acting Chairperson will be appointed by the absent Chairperson or relevant Council representative.
- (c) The quorum at any meeting shall be fifty percent (50%) plus 1 of the Committee membership in accordance with the *Local Government (Meeting Procedures) Regulations 2005*.
- (d) A meeting may only transact business if a quorum is present. If a quorum is not present within 30 minutes, the meeting is to be rescheduled for the following week.
- (e) Agenda to be circulated at least 4 days prior to each meeting.
- (f) The Minutes shall as a minimum address each of the sections of the agenda, and record all formal decisions of the Committee.
- (g) Committee Minutes will be provided to Council following each meeting.
- (h) Matters requiring Council consideration will form a recommendation to Council within the Minutes.