



Kingborough

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 municipality.

3. District

The Committee shall operate within the boundaries of the Kingborough municipality.

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 as approved by Council.
- (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 representatives from the Kingborough Council appointed by Council as Committee Chairperson and Deputy Chairperson (2)
- (b) Kingston Police representative (1)
- (c) Kingborough Disability Inclusion & Access Advisory Committee representative (1)
- (d) Kingborough Bicycle Advisory Committee representative (1)
- (e) Community representatives – up to eight (8) as appointed by Council.

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 until the next Councillor election for Kingborough.
- (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.
- (e) The Mayor, unless delegated to the Chairperson, shall be the spokesperson for any matters for which the Committee may wish to publicise.

10. Meetings

- (a) The Committee will meet on a bi-monthly basis or as approved by Council.
- (b) In the absence of the appointed Chairperson, the Deputy Chairperson shall chair the meeting.
- (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.
- (e) The Agenda shall 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 and must be formally passed by the Committee.

Voting

- (a) Committee members are entitled to vote at a Committee meeting. Meeting observers, and Council staff, will not have voting rights.
- (b) Where decisions are required by the Committee, the Chairperson will seek to bring Committee members to a consensus decision. Where a consensus cannot be reached, the issue will be put to the vote.
- (c) The Chairperson will rule on the vote.
- (d) A majority vote will determine in favour of the matter and will be considered the opinion of the Committee.
- (e) A tied vote will result in the proposed decision being defeated.
- (f) A Committee member present may request that their dissent be recorded within the Minutes.
- (g) If any member of the Committee calls for a division, then the votes of all members will be recorded.
- (h) Members must be present to be able to vote on an issue.
- (i) Councillors appointed to the Committee will be considered to be advising Council on the views of the Committee only when those views are the views expressed by the majority of Committee members.

Approved by Council: 17 October 2022

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