



Safer Melville Advisory Committee Terms of Reference

Vision

To promote safety and injury reduction for people living, working, and visiting the City of Melville by applying the *Safe Communities* framework.

Scope

The *Safe Community* framework promotes a model where all sectors of the community work together in a coordinated and collaborative way, forming partnerships to promote safety, manage risk, increase the overall safety of all its members and reduce the fear of harm.

The scope of safety adopted by the Safer Melville Advisory Committee (SMAC) includes:

- Intentional (e.g., domestic violence) and unintentional injury (e.g., road safety, falls prevention, child safety)
- Community Safety (crime prevention, CPTED, perceptions of safety, community violence)
- Community Health (e.g., mental health, drugs, and alcohol)

The SMAC supports the right of all individuals living, working, or visiting the City of Melville to carry out their daily life without fear or risk of harm or injury; and the shared responsibility of organisations, businesses, government agencies and all other people in the community to ensure this is possible.

Objectives

1. Provide leadership and consultation in the identification, development and evaluation of activities and programs aligned with the *Safe Communities* framework in the City of Melville.
2. Facilitate formation of *Safe Communities* Partnerships amongst key stakeholders within the district of the City of Melville to reduce injury and improve safety for individuals and the wider community.
3. Provide education and information to individuals, businesses and the wider community on injury prevention and safety.
4. Promote and support opportunities for the community to feedback issues and concerns relating to injury and safety in the City of Melville through the community members represented on the committee.
5. Prioritise and facilitate sustainable community-based programs and links to improve safety and prevent injury in the City of Melville.
6. Periodically review the progress of the City of Melville Safer Melville Plan.



Membership

Where possible external representation from:

- Palmyra Police Station
- Murdoch Police Station
- Community Engagement Division – WA Police
- Department of Education
- Department of Premier and Cabinet - Aboriginal Affairs portfolio
- Department of Health - South Metro Health Service
- Department of Community Services – Housing, and Child Protection and Family Support portfolios
- Department of Justice – Corrective Services portfolio, Wandoo Prison
- Fiona Stanley Hospital
- Injury Matters
- Melville Cockburn Chamber of Commerce
- Community (up to four representatives that must either be a ratepayer, live, study, work, or own/operate a business in the City of Melville)

City of Melville representation from:

- Up to two Elected Members
- Director Community Development or their nominee
- Manager Community Safety
- Coordinator Community Safety Service (CSS)
- Safer Melville Coordinator
- Project Officer (Community Safety and Rangers) (secretary)

Additional members may be invited to participate on the committee on a permanent or temporary basis if required.

Community Representatives

Appointment

- Community Representatives will be appointed to the SMAC through a public expression of interest process
- The term of each members appointment will be two years
- Vacancies will be filled from a rolling nomination process

Responsibility

- Community Representatives are expected to attend a minimum of three bi-monthly meetings in a calendar year. Failure to meet this expectation will result in termination of appointment

Remuneration


- Community Representatives will be remunerated \$25 per person for each formal SMAC meeting attended in person and/or online, and in full duration.
- Remuneration will be paid into a bank account of choice via electronic funds transfer by the City of Melville after each meeting

Rolling nominations

- Rolling nominations will be accepted through the City of Melville website, and promoted quarterly through traditional and digital communication channels
- When there is a vacancy, nominations will be reviewed, and Community Representatives will be selected by the Manager Community Safety, Safer Melville Coordinator and Coordinator CSS. Selection will be based on availability, demographic, and geographic profile.
- The two-year tenure will commence from date of next scheduled SMAC meeting.

Meetings

- The chair and deputy chair are appointed by the City of Melville council when elected members are nominated to the committee. If neither the chair nor deputy chair is present at a meeting, a member of the committee can be appointed to chair that meeting, and this will be noted in the minutes.
- Occur bi-monthly on the third Wednesday of the month from 5.30 – 6.30pm. Attendance can be in person, or online. There are five bi-monthly meetings in a calendar year as there is no meeting hosted in January.
- A quorum of 5 representatives confirming attendance will be required for meetings to go ahead. If less than 5 representatives confirm attendance the meeting will not go ahead. Summary notes with relevant updates from the City will be circulated by the Project Officer (Community Safety and Rangers).
- Agenda and relevant documentation will be circulated by the secretary to the committee by email at least one week prior to the meeting. A link will be provided for those who wish to attend online.
- Decisions will be made through an informal approach based on discussion and agreement at meetings. If a decision is not able to be made through this informal



approach, then the decision will be put to a vote and a quorum of 5 will be required to endorse that decision. Note: tasks will not be allocated to stakeholders without their agreement.

Review date

The terms of reference will be reviewed on an annual basis. Next review due July 2024.