

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 includes:

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

The Safer Melville Advisory Committee 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
- Road Safety and Travel Smart Committee
- Community (up to four representatives)

City of Melville representation from:

- Up to two Elected Members
- Director Community Development or his/her nominee
- Manager Neighbourhood Amenity
- Coordinator Community Safety Service
- Safer Melville Coordinator (secretary)

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

Recruitment of Community Representatives

When a vacancy arises for a community representative the Stakeholder Engagement Team will provide advice to Neighbourhood Amenity on an appropriate expression of interest (EOI) process to fill the vacancy. This may be through direct email invitations to a demographically representative random sample of City residents, or publicly advertising to the wider community.

Note:

1. The EOI will ask respondents for some demographics as well as one or two sentences on why they would like to be a part of the SMAC. Respondents will have the option to select “prefer not to say” to any of the demographic questions
2. If more EOI’s are received than vacancies, the Manager Neighbourhood Amenity, Safer Melville Coordinator and Coordinator CSS will meet to discuss and select a representative. Where possible the four community members on the SMAC should be representative of the City’s diverse community.

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 particular 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.
- 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 Safer Melville Coordinator.
- Agenda and relevant documentation will be circulated by the secretary (Safer Melville Coordinator at City of Melville) to the committee by email at least one week prior to the meeting. A link will be provided to those who RSVP for online attendance.
- 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 September 2022.