

# Hedland Community Safety Advisory Forum TERMS OF REFERENCE

## NAME

The name of the committee shall be the Hedland Community Safety Advisory Forum (HCSAF).

## PURPOSE

The Hedland Community Safety Advisory Forum is a peak body of executive leaders selected to advise Council on current and emerging community safety issues through collective impact approach.



\*Collective Impact Approach (Collaboration for Impact, 2017)

## SCOPE AND OBJECTIVES

The Hedland Community Safety Advisory Forum will identify and advise Council on current and emerging community safety concerns within the Hedland community. The HCSAF has an interest in collaboration and partnerships, promoting community safety and creating a voice for the Hedland community on a State and Federal spectrum. The aims and objectives of the forum are:

- To monitor and review the implementation of the Hedland Community Safety Plan.
- To report on the Forum's activities annually, for inclusion in the Town of Port Hedland's Annual Report.
- To consider matters relating to community safety, raised by Council and Hedland Community Safety Action Group (HCSAG).
- To support, when applicable, programmes and activities related to community safety and crime prevention within the Hedland region.
- To promote and enhance awareness of community safety and crime prevention issues and new projects in the Town through media such as newspaper articles, internet and other appropriate means.
- Support and strengthen the link between community safety groups/organisations and Town of Port Hedland.
- Provide a process for input and feedback regarding the planning and provision of services, facilities and programs relating to community safety;

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- 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 albeit not targeted at a specific group of people, which encompasses all demographics in the community.
- Identify a data review and analysis framework for community safety initiatives to provide evidences based practice which encompasses informed decision making for sustainable change.

Promote the awareness of community safety in the community through the communication process to support and monitoring the development of community safety.



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## AUTHORITY AND DELEGATION

It is recognised that the Forum is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Forum shall be free to plan and promote the aforementioned aims and objectives as best as it sees fit and is an *autonomous decision making* body from Council.

## ROLES AND RESPONSIBILITIES

The responsibilities of the Hedland Community Safety Advisory Forum are to:

- Through identified key representatives, serve as an advisory forum on best practice in regards to community safety planning and policy by providing a communication link between community members/groups, businesses, private sectors, Government agencies and Town of Port Hedland.
- 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.
- To promote the community benefits of community safety through actions and information sharing.
- Advocate for Hedland Community Safety issues on a State and Federal level, in conjunction with the resource sector.

The Role of the Hedland Community Safety Advisory Forum is to:

- Provide comment and information regarding the planning, funding and provision of community services.
- Advocate for identified needs of the Hedland 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/ opportunism.

The role of the Community Safety Advisor:

- Be the key contact for the HCSAF and HCSAG members.
- Work with the Chairperson to ensure outcomes and actions from HCSAF and HCSAG are completed and reported back to Council.
- Support the Chairperson in the delivery of the HCSAF and meeting protocols.
- Update and monitor the HCSAF action register.
- Support the Meeting Facilitator in responding to and actioning identified items form the HCSAF action register.

The role of Council is to:

- Utilise the HCSAF as a community engagement body.
- Advocate and promote the HCSAF and Community Safety Plan.

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## MEMBERSHIP

The maximum voting membership of the HCSAF will be sixteen (16) persons.

Membership of the HCSAF is voluntary.

Membership include one (1) elected member being the Chairperson with fifteen (15) executive leaders, as identified by the Town of Port Hedland and funding partners.

The Community Safety Advisor is not considered a member of the forum and only supports the meeting in a non-voting capacity.

Town of Port Hedland elected members can observe and participate in a HCSAF meeting in a non-voting capacity. Participation will need to be arranged in advance in accordance with the HCSAF procedure.

With endorsement of the HCSAF Chairperson and Community Safety Advisor, invitations can be made to include non-HCSAF (either organisation, groups and/or individuals) to actively participate in HCSAF discussions as a subject matter expert.

The HCSAF will select relevant stakeholders for the sub working group Hedland Community Safety Action Group, led by the Chief Executive Officer or delegated officer of the Town of Port Hedland. These memberships will be reviewed and assessed by the Community Safety Advisor.

## APPOINTMENT OF CHAIRPERSON

The Chairperson of the Forum shall be the Mayor as spokesperson for the Town of Port Hedland.

## ROLE OF CHAIRPERSON

The Chairperson becomes the spokesperson on behalf of council in discussing matters relating to the HCSAF; provides leadership at HCSAF meetings; and represents HCSAF at state and federal forums.

The Chairperson will preside at meetings and conduct the meetings as they see fit. If there is a dispute about meeting procedures reference will be made to the Town of Port Hedland's Standing Orders.

## ROLE OF FORUM MEMBERS

The forum will apply a collective actions 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 appropriate act as enablers for community led leadership and action.

## TERMS OF MEMBERSHIP

### a) Representation

Membership of the HCSAF will consist of representatives in executive positions responsible for the funding of community organisations and initiatives within the Hedland community who can provide strategic leadership on cost effective initiatives and best practice advice on Community Safety and Crime Prevention needs for a safer Hedland community.

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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 HCSAF with members who have skills or a knowledge base relevant to the roles, aims and responsibilities of the forum.

The process of selection of Forum members will be undertaken by a panel consisting of the Chairperson of the HCSAF and Community Safety Advisor.

Invitations will be sent to key stakeholders from a variety of organisations/groups or individuals whose core purpose is in line with the intended focus areas of HCSAF; and promoted through various media options as considered appropriate by the HCSAF Chairperson, Town of Port Hedland Chief Executive Officer and Community Safety Advisor.

## **c) Term of Membership**

Members of the HCSAF will be appointed for twelve (12) months, after implementation of the selection process.

There is no maximum number of terms to be served on the Forum. 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 HCSAF and Council.

Membership will be discontinued if a member organisation, or their delegate, fails to attend three (3) consecutive meetings without notification.

Members of the Forum can apply to the Forum Chairperson in writing for a leave of absence of up to one month from the Forum and request that an alternative delegate attend on their behalf. Notice must be received in writing prior to the relevant meeting to the Community Safety Advisor.

## **d) Replacing Vacating Members**

If a member of the Advisory Forum wishes to relinquish their position on the Forum, the Member should notify the Chairperson of the Forum in writing. The HCSAF Chairperson and Community Safety Advisor will determine replacement of the vacating member in accordance with the 'appointment of members' process.

A member who relinquishes their membership on the Forum may nominate a replacement representative who has skills similar to their own in writing to the HCSAF Chairperson and Community Safety Advisor for consideration.

## **MEETINGS**

### **a) QUORUM**

A quorum must be half the numbers of the members of the Forum plus one.

Decision making of the HCSAF will be by majority vote.

The HCSAF Chairperson has a casting vote.

### **b) FREQUENCY AND LOCATION**

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Meetings of the forum will be held quarterly unless otherwise advised, at a location to be confirmed.

Meetings will be held during the following months, unless otherwise advised- March, June, September, and December.

The meeting will be chaired by the appointed Councillor, if the Mayor is unavailable; role of Chairperson is delegated to the next appropriate Councillor nominated by the Chairperson.

Additional/ Extraordinary meetings of the HCSAF may be called, at the discretion of the HCSAF Chairperson, as required and arranged through the Community Safety Advisor.

## **c) MEETING AGENDA**

Agenda topics will be open to HCSAF members as well as the elected members and the sub working group HSCAG.

Agenda items are to be submitted to the Community Safety Advisor at [adeane@porthedland.wa.gov.au](mailto:adeane@porthedland.wa.gov.au) no later than twenty-one (21) days prior to the next forum.

## **d) CONDUCT**

If there is a dispute regarding the conduct of an individual the Chairperson must refer to the Town of Port Hedland Code of Conduct.

## REPORTING GUIDELINES

The HCSAF will report to Council on a quarterly basis.

## REVIEW AND PERFORMANCE EVALUATION

### **a) TERMS OF REFERENCE**

The forum shall review these Terms of References at the first HCSAF Meeting of each calendar year and will provide the recommended changes to Council for determination.

### **b) PERFORMANCE EVALUATION**

At the first HCSAF Meeting of each calendar year the forum shall undergo a self-assessment process to ensure all the functions and business of the forum 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.

## TOWN STAFF

The HCSAF will be resourced by officers of the Directorate of Regulatory Services.

Attendance by relevant staff from other Divisions of the Town may be requested by the forum through the HCSAF Chairperson and appropriate internal channels.

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Town of Port Hedland officers (as required and approved) will also attend meetings in an observation/ non-voting capacity to provide and/or seek information from the forum.

Relevant Legislation, Policy, Guideline	Insert any Legislation, Policy or Guideline and ensure that a hyperlink is used.
Date approved by Council	15 February 2021
Date of Last Review	15 February 2021
Version Control <i>Enter version number</i>	<i>Version 1 - 22 November 2017</i> <i>Version 2 - 21 August 2018</i> <i>Version 3 - 04 November 2019</i> <i>Version 4 - 15 February 2021</i>
Review Frequency	Annually