



City Of Ryde

RYDE SAFE COMMUNITIES STEERING COMMITTEE

TERMS OF REFERENCE

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1. ROLE

The primary role of the Ryde Safe Communities Steering Committee is:

- To establish effective partnerships with key stakeholders engaged in improving the safety and well being of individuals and groups in the City of Ryde.
- To provide specialist advice and support to Ryde Safe Communities' partners relating to safety issues.
- To educate and provide information to individuals, organisations and the community on safety issues.
- To inform, lobby and influence relevant organisations to improve levels of safety in the City of Ryde.
- To prioritise safety issues for the City of Ryde and develop policies, safety promotion programs and projects in response to local safety needs and issues.

2. RESPONSIBILITIES

The Ryde Safe Communities Steering Committee is responsible for:

- Acting as a consultative body on issues relating to safety
- Collecting and collating data
- Providing advice and monitoring the implementation of relevant programs, policies and projects
- Advising and making recommendations to Ryde Safe Communities' partners on matters relating to safety as defined below.

Some examples of safety issues relevant to the City of Ryde include;

- Intentional (eg domestic violence,) and unintentional injuries (eg pedestrian safety, falls prevention, sports safety, child safety)
- Road safety
- Fire safety
- Community Well-being
- Risk Management

3. MEMBERSHIP, CHAIRPERSON AND VOTING

Membership of the Ryde Safe Communities Steering Committee comprises:

- Mayor
- No less than one (1) Councillor appointed annually
- One (1) alternate Councillor delegate
- Representatives from partner organisations eg. Northern Sydney Central Coast Area Health (including Northern Sydney Health Promotion and Ryde Hospital), NSW Police Service, Department of Education, Roads and Traffic Authority, Youthsafe
- Representative or chairperson of current working groups/committees
- Individuals with specialist skills and professional interest in safety and injury.
- Community Groups/organisations representing people with safety concerns.

The following City of Ryde staff ordinarily attend the Committee meetings but are not members of the Committee:

- Group Manager – Community Life
- Manager Community Services
- Social Policy & Planning Coordinator
- Road & Community Safety Projects Officer
- Community Project Officer – Children & Families

Term of Membership to Committee

Members appointed to the Committee shall be appointed for the 4-year (or remainder thereof) term of the current Council although membership can be altered at any time by resolution of Council. Each September, the current membership of the Committee will be submitted to Council for confirmation.

Membership of the Committee can be withdrawn by resolution of Council only. Council staff will be appointed and removed by the General Manager.

The Chairperson of the Committee is:

- Mayor

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set by the agenda. All remarks by members of the Committee and others present shall be made through the Chairperson. In the absence of the Chairperson, another Councillor Member of the Committee or the Committee Facilitator shall chair the meeting.

Council's Code of Meeting Practice shall be used as the reference guide for any matters pertaining to the Committee meetings which are not otherwise outlined in these Terms of Reference.

Committee Facilitator

A Committee Facilitator shall be appointed by the General Manager. The Facilitator shall be a staff member of Council and is responsible for co-ordinating the preparation of agendas, invitations and minutes of the Committee. The Facilitator shall also be responsible for co-ordinating any presentations from guest speakers and for considering requests from members of the public to address the Committee. The Facilitator has the right to refuse a request from a member of the public to address the Committee if it deemed more appropriate for that person to address a formal Council or Committee meeting.

Voting

No formal voting rules apply. As the Committee has an advisory role, its recommendations are made by consensus and no recommendation is deemed to be a decision of Council unless the matter is referred to Council for determination. If consensus is not achieved, and if required, the matter shall be referred to Council for determination.

Proxy

No voting by proxy is permitted. Only members in attendance at the meeting shall be entitled to participate in the decision making process of the Committee. If a member is unable to attend the meeting but wishes to be in attendance for discussion of a particular matter, he/she can notify the Chairperson prior to the meeting to request deferral of the item to a subsequent meeting or to request that the Chairperson formally indicate the member's view to the Committee during the discussion on the matter. The Committee shall decide if a matter is to be deferred to a subsequent meeting based on the representations made to the Chairperson by the absent member.

Quorum

As the Committee is advisory only no quorum is required, however, the Chairperson shall use his/her discretion to determine if any item on the agenda should be deferred to a future meeting if it is considered there are insufficient people at the meeting to consider the item.

4. MEETINGS

Meeting Schedule and Procedures

Meetings are to be held on the 1st Monday of March, June, September and December from 3pm-5pm at the Community Services Section, Argyle Centre, 35-41 Blaxland Road, Ryde. The Chairperson has the authority to call meetings.

The Agenda & meeting papers shall be circulated to members at least 3 days prior to meeting.

Each meeting shall be properly recorded by the taking of minutes.

Public Participation

All meetings of the Committee are public meetings. Members of the public and media can attend meetings as observers, however, they cannot speak at a meeting unless prior arrangements are made through the Committee Facilitator. Presentations shall be limited to a maximum of 5 minutes.

5. COMMUNICATIONS & REPORTING

The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.

All agendas and minutes shall be published on Council's website.

Minutes shall be submitted to Council by way of the Councillors Information Bulletin.

If a staff member does not have the delegation to proceed with an action arising from the Committee, a report shall be prepared for Council seeking approval to proceed with an action.

Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

6. CODE OF CONDUCT AND OTHER COUNCIL POLICIES

Each Committee member who is not otherwise a Councillor or staff member shall be provided with a copy of Council's Code of Conduct and other related policies that may be applicable to the operation of the Committee.

The conduct of each Committee member is expected to be consistent with the principles outlined in these Council publications.