



Terms of Reference - August 2016

1. Why do we meet?

- To make Victoria Street a safe, peaceful and prosperous Street
- To build relationships, between the VSWG members, and between the VSWG and the wider community
- To identify and prioritise actions to deal with issues in the street
- To share information, ideas, time and expertise on Victoria Street
- To develop a VSWG work plan
- To optimize the value and use of resources already available in the community

2. Guiding Values and Principles

- All members are equal
- We will be action oriented
- Our actions will be based on Courage, Optimism, Integrity, Compassion and Respect

3. Who can attend?

- Currently, the NJC and YDHF chairs the VSWG, which has membership from:
 - NJC
 - YDHF
 - Victoria Street Business Association
 - YSAS
 - North Richmond Community Health
 - Victoria Police – Collingwood and Richmond
 - City of Yarra
 - Burnet Institute
 - YSAS
 - Salvation Army
 - Cohealth
 - Metropolitan Fire Brigade
 - Ambulance Victoria

- Richmond Community members
- Richmond Public Housing Estate – DHHS

Other organisations will be invited to participate as necessary.

- Agencies, service providers, community organisations and community members
- Anyone with an interest in, and commitment to, the Victoria Street community

4. What is the VSWG Plan?

Aims of the Group:

- To make Victoria Street a safer, more prosperous and welcoming environment for everyone that lives, works or is connected to that area.
- To understand issues that arises in Victoria Street
- To provide leadership, strategies and action to deal with these issues that impact on the whole of Victoria Street
- To approach work in Victoria Street more positively – focussing on building relationships of trust, confidence and positive action

Issues:

We recognise that often Victoria Street presents with a complex mix of issues including:

- Alcohol and other drugs
- Harm Reduction
- Safety
- Anti-Social Behaviour
- Law, Order and Crime
- Economic Development
- Amenities

The VSWG will seek to clarify:

- issues currently impacting the area
- Which agencies are responsible for addressing these issues
- How the VSWG members can work collaboratively – with a shared vision and mutually agreeable outcomes
- How success is determined

- The VSWG will develop a work plan that will evolve from year to year as priorities change. The plan touches on the themes of relationships, safety, community engagement, a sense of community, harm minimisation, systemic changes and a safe place to live and the natural and built environment
- The plan is developed and agreed to once a year

5. How often do we meet?

- Once per month from 3.00 -4.30 pm on every 1st Monday of the month
- Smaller groups working on specific activities may meet more often than this

6. How do we make decisions?

- We try to make decisions with everyone's agreement
- If everyone doesn't agree we will vote and go with the majority decision
- In some cases decisions are the responsibility of individual organisations and therefore the role of this group may be to request more information, help explore options or make suggestions

7. How are the meetings organised?

- The meetings are chaired by the representative of the Crime Prevention Team of the Neighbourhood Justice Centre or by the Executive Officer of the Yarra Drug and Health Forum – this may be changed by majority vote
- An agenda is set and minutes are taken
- Meeting invitations, agendas and minutes are sent out by the Chairs
- Everyone can request items to be placed on the agenda

8. How are members expected to behave?

- Everyone attending is expected to:
 - Be respectful of each other
 - Listen to what others have to say
 - Talk about issues on the agenda unless agreed to by everyone
 - Focus on how to positively solve problems and help build the Victoria Street Community

8. When are these Terms of Reference looked at again?

- It will be sent out with each agenda
- It will be reviewed every 12 months

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