



Waverley Council  
Community Safety Advisory Committee  
Committee Charter

DEPARTMENT: <b>Recreation and Community Planning</b>
DATE CREATED: <b>May 2013</b>
DATE ENDORSED BY COUNCIL: <b>18 June 2013</b>
NEXT REVIEW DATE: <b>February 2016</b>
TRIM REF: <b>(A03/0544-03)</b>

# Charter for the Community Safety Advisory Committee

## The Committee

### Aim of the Committee

To facilitate an informed, pro-active, coordinated approach to the development of community safety and crime prevention strategies in the Waverley LGA, and to promote co-operation between Council, the community, Government and non-government agencies in relation to community safety issues.

### Purpose Statement

The role of the Community Safety Advisory Committee will be to:

- Share information and keep members up to date with developments in law, policy and best practice approaches to community safety
- Help keep the broad community informed and up to date, and promote community engagement with community safety
- Monitor the development and implementation of strategies, policies, plans and guidelines that relate to community safety, and evaluate their effectiveness
- Contribute to the development of coordinated, integrated strategies to address community safety issues
- Contribute to the identification of community safety issues, and provide responses on matters referred to the Committee
- Undertake advocacy by way of representations or the submission of proposals and recommendations for action to Federal and State members of parliament and relevant agencies and authorities on matters relating to community safety.

### Membership

Committee membership will comprise:

- The Mayor (or Mayor's nominee) and two Councillors
- A representative of the Eastern Suburbs Local Area Police Command
- A representative of the Rose Bay Local Area Police Command
- Two representatives from the Combined Precincts Committee
- Two community representatives
- A representative from the Chamber of Commerce
- A representative from a relevant youth organisation

The committee may invite representation of other organisations, or individuals, as the need arises.

A Councillor who is not a member of the Committee is entitled to attend, and to speak at a meeting of the Committee. However, the Councillor is not entitled to:

- Give notice of business for inclusion on the agenda of the meeting;
- Move or second a motion at the meeting ; or
- Vote at the meeting.

Combined Precincts Representatives will be selected via election at a Combined Precincts meeting. Standing representatives and Council's Community Consultation Coordinator will be advised of the need for an election at least one month prior. Members of the Combined Precincts Committee (ie Precinct Executives) may nominate. Following the election, the Community Consultation Coordinator will advise the convenor of the Community Safety Advisory Committee of the representatives elected to the two positions available.

Community Committee members will be selected via a formal selection process, arbitrated by a panel of the Councillor Committee members, and facilitated by the Director of Recreation, Customer and Community Services. Invitations to join the Committee will be issued following Council endorsement of the Panel's recommendations.

Expressions of interest will be sought by advertising in the local paper and through specialist networks, and an information pack will be made available for prospective candidates.

Expressions of interest will be evaluated according to the following selection criteria:

1. Must be a resident within the Waverley LGA
2. Must reflect the diversity of the Waverley community and be experienced in working actively within the community
3. Ability to take a broad approach to crime prevention and safety matters
4. Must be available to attend evening meetings
5. Must be willing to make an active contribution to the delivery of community safety and crime prevention strategies in the Waverley LGA.

Council Officers will conduct an orientation session for new Committee members at the beginning of each Committee term.

Volunteers, including Combined Precinct and Community Representatives will be required to read Council's Code of Conduct for Staff, Delegates and Volunteers and to sign an agreement to abide by it for the period of their term.

Information about the composition of the Committee will be published to Council's web site.

A member will cease to be a member of the Committee if the member has been absent from three consecutive meetings without having given reasons acceptable to the Chair for their absence.

### **Term of Office**

Members of the Committee shall hold office:

- In the case of Councillors, as determined by Council each year at the time of the Mayoral election when Council elects Committee members
- In the case of Council officers, professional members, and representatives from Government authorities, while such persons continue to hold their position
- In the case of Representatives of the Combined Precincts, and community representatives, for a two year period or when reviewed by Council.

### **Principal Responsibilities of Members**

- Attend and contribute to meetings
- Abide by Council's Code of conduct for Staff, Delegates and Volunteers
- Be informed, and help to keep the broader community informed and up to date with best practice in community safety
- To share with the Committee information and advice about community safety concerns, issues and possible solutions
- Any other duties that may reasonably be determined from time to time, and agreed by Committee members.

### **Council Support for the Committee**

Council's Community Safety Development Officer will provide support for the Committee, including administrative support for the meetings.

Council's Place Management and Compliance Divisions will also make regular contributions. Other Council divisions will be invited to participate as appropriate.

### **Meeting Guidelines for the Committee**

The Chair person of the Committee will be the Mayor or Mayor's nominee.

The Committee will operate as an advisory committee of Council. It will make recommendations to relevant Council Committees.

Committee meetings will be closed meetings. Members may nominate a proxy with the approval of the Chair.

Committee meetings will normally be held outside business hours every two months, or otherwise as determined by Council or the Chair.

Council Officers may attend meetings to provide reports, information and expert advice to the Committee.

External specialist advisors may be invited to attend meetings where required, at the discretion of the Chair.

Members of the public may be invited to speak at a meeting on an issue being considered by the Committee at the discretion of the Chair.

Special or extraordinary meetings to discuss specific matters may be called by the Chair as required.

### **Quorum**

A quorum for a meeting of the Committee will be a majority of Committee members at least one of whom must be a Councillor.

### **Attendance**

A Committee member ceases to be a member of the Committee if they have been absent for more than two consecutive meetings in any 12 month period without giving acceptable reasons for their absence.

The Committee will assess the member's response and determine if the member should continue to hold office or whether the position should become vacant and re-advertised.

### **Minutes**

The minutes of each Committee meeting, associated papers and recommendations will be forwarded within 10 days to Committee members. A summary of the minutes will generally be published to Council's web site following endorsement.

### **Establishment of Working Groups**

Working groups may be established at the direction of the Chair to address specific issues, or work out the detail of specific initiatives. The Committee may develop briefs for working groups, and co-opt people with the necessary knowledge and skills to contribute as needed. Members of working groups will be required to abide by Council's Code of Conduct, the same as Committee members.

Working groups will report back to the Committee about action taken, progress made, and recommendations to Council where relevant.

## **How business will be conducted at Committee meetings**

Council officers will supply reports and proposals at least 7 days before the meeting to enable Committee members to make considered recommendations.

Members may raise other matters within the terms of reference for the Committee for consideration, discussion and comment. Where practicable, members should notify the Community Safety Development Officer of an item at least 14 days prior to a scheduled meeting to enable its inclusion in the agenda.

In general, meetings of the Committee will take place without strict adherence to the rules of debate and other procedural requirements at the discretion of the Chair. In relation to any procedural matter the ruling of the Chair shall be final. However, the provisions in these Terms of Reference in relation to acts of disorder and disorderly conduct would normally still apply.

### **Confidentiality**

The Committee may consider matters in confidence. Members will be advised when a matter is confidential and a note that a confidential discussion took place will be recorded in the minutes. Members must not disclose or use confidential information without approval, and should ensure the security of that information whether in paper or electronic format.

### **Acts of Disorder**

- a) A Committee member or member of the public commits disorderly conduct at a meeting if he or she conducts conversations with other Committee members or otherwise interrupts whilst another Committee member is speaking on a matter before the Committee or, whilst a member of the public is addressing the meeting, does not remain silent and interrupts the speaker or disrupts or attempts to disrupt the proper conduct of the meeting.
- b) The Chairperson may require a Committee member to retract and apologise without reservation for such an act of disorderly conduct.

- c) A member of the public may, as provided by Council's Code of Meeting Practice, be expelled from a meeting of the Committee for engaging in or having engaged in disorderly conduct at the meeting.
- d) If disorder occurs at a meeting of the Committee, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair. The Committee on reassembling must, on a question put from the Chairperson, decide without debate whether the business is to be proceeded with or not.

## **Variation of the Terms of Reference**

These Terms of Reference may be added to, repealed or amended by resolution of the Council in consultation with, or upon the recommendation of the Committee or just as it sees fit.

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