



northern
beaches
council

Community Safety Committee

Terms of Reference

February 2018

1 NAME

Community Safety Committee

2 PURPOSE

The purpose of the Community Safety Committee (the Committee) is to collaborate, consider and advise Council on ways to maintain, improve, resolve and progress issues that impact on community safety and crime prevention across the Northern Beaches.

The Committee provides input on:

- Safety issues, including security of open spaces & public areas, lighting, transport and event safety advice
- Collaborative approaches to community safety and crime reduction, prevention and detection initiatives
- Alcohol-related crime and anti-social behaviour issues
- Investigation of local crime hot spots and areas of community concern
- Official crime statistics
- Relevant grant funding applications
- Development and implementation of a Community Safety and Crime Prevention Plan

The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

3 COMMITTEE CHARTER

The Community Safety Committee operates according to these Terms of Reference and to their relevant Charter. Terms of Reference and Charters are adopted by resolution of Council and may also be amended by Council from time to time. The scope of the Committee is detailed in the respective Charter (refer Attachment 1).

4 MEMBERSHIP

- Membership of the Committee comprises of up to 24 members representing a range of community and stakeholder groups who wish to contribute to the Community Safety Committee. The membership composition is detailed in the Charter (refer Attachment 1).
- All members of this Committee have an obligation to:
 - Review relevant documents and provide feedback to the Committee where necessary
 - Objectively consider and actively participate in group deliberations by attending all meetings and facilitated workshops scheduled for the Committee

5 ELIGIBILITY

- All Councillors are eligible to nominate for membership on the Committee. Appointments will be determined and endorsed by Council.
- Community representatives and other members of groups / associations must possess such skills, expertise, experience or special affiliation as detailed in the objectives.
- Council will advertise nominations for community representation on the Committee.
- The selection of members will be undertaken in accordance with Council's Policy for Appointment of Community and Stakeholder Representatives on Committees.
- Should a representative vacancy occur during the terms of appointment, a new representative will be selected from eligible applications received from the original call for Expressions of Interest.
- Membership to be reviewed every quarter and if necessary, will be adjusted in accordance with the recommendation from the Committee.
- If no suitable alternative representatives can be found from the original Expressions of Interest, vacancies would be filled via a further call for Expressions of Interest.

6 TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the Committee the terms of Councillors and community members have been staggered. The aim is for established members to provide assistance to incoming Councillors after the council election and 12 months later, reciprocally from Councillors to incoming community members.

- a) The term for Councillors on the Committee is two (2) years or 12 months following the election of new Council.
- b) The term for other members on the Committee is four (4) years commencing within 12 months after the election of Council.
- c) All Councillor memberships will cease during the election care taker period. New Councillors should be appointed to Committees at the earliest opportunity following the election.
- d) The terms above are subject to the conclusion of the Committee, when all memberships cease.

7 SUPPORT PROVIDED

- a) Council will provide necessary resources to the groups. This will include the venue and administrative support such as facilitating and running the meeting, preparation and distribution of the notice of meeting, agenda and the recording of the minutes.
- b) The Community, Arts & Culture Business Unit is responsible for managing the committee and will be the main point of contact for members on committee related matters. Specialist staff in the areas of Community Services and Environmental Compliance will be available to provide expertise. The role of these representatives is to provide advice on:
 - Status of current issues
 - Broad policy objectives
 - Local Government regulations and relevant legislation.

8 TIMETABLE FOR MEETINGS

- a) The Committee is to meet bi-monthly (six (6) times) throughout the year.
- b) A meeting will be limited to a maximum of two (2) hours duration unless the Group resolves to extend the meeting to a particular time or until the completion of business.
- c) The schedule of meeting dates and venues will be provided to the members in advance and an agenda will be provided at least 7 days prior to meeting.

9 ATTENDANCE AT MEETINGS

- a) All members are expected to attend the meetings, or otherwise tender their apologies to either the Chair or Committee liaison person.
- b) If members are unable to attend - members may delegate their position to another member of their organisation, with the approval of the Chairperson.
- c) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted leave by the Chair. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- d) While other Councillors may attend Group meetings as observers, the meetings will not be open to other members of the public.

10 MEETING PRACTICES AND PROCEDURES

- a) The Council will ensure that each meeting is properly recorded with the use of minutes, which will be reported to Council.
- b) The quorum for each meeting will be one half plus the Mayor or another Councillor. If a quorum is not present within 30 minutes within the commencement time of the meeting, it will become an informal meeting with no recommendations or decisions made.
- a) The Mayor is the Chair of the Committee or their nominated representative.
- b) The Chair directs the progress of the Committee meeting. Subject to any determination by the Chair, each item is to be dealt with in the order in which it appears on the agenda.
- c) The Chair role is to facilitate the conduct of the meetings and ensure the Committee focuses on its primary goal and objectives.
- c) This committee is advisory in purpose and should have the intention of reaching consensus when endorsing items and recommendations. It has no authority to make decisions on behalf of Council.
- d) It will be at the discretion of the Chair when a matter is to be put to the vote. In such circumstances voting is to be by way of a show of hands. For a vote to be carried the matter must be supported by a majority of members present, with the Chair having a casting vote in the event the vote is tied.

11 MODEL CODE OF CONDUCT FOR COMMITTEES

- a) All members of the Committee are required to observe the adopted Model Code of Conduct and any other policy or requirement applicable to the proper functioning of the committee.
- b) Members shall act in a professional and responsible manner with the information they obtain.
- c) Members must respect each other (often despite differences) and work together to create an open and trusting atmosphere. The group requires openness and honesty in order to function well and members should feel free to express their opinions and views without fear of recrimination.
- d) A breach of the Terms of Reference may lead to the member being removed from the Committee by the Chair.
- e) Members of Committee do not have the authority to make representations to the media on Council or the Committee's' behalf. In accordance with Council's Media Policy, the Mayor is the only person permitted to speak to the media on behalf of the Council and the Committee.
- f) Conflicts of Interest: Council recognises that community representatives join such Groups and Committees because of special interests they may have, and Council welcomes their expertise. Nevertheless, it is important that Council understands the basis of advice it receives from the Groups, so members will be requested to declare any organisation they may represent. Disclosures of Conflicts of Interest, particularly pecuniary interests need to be made by members of the Group and recorded in the minutes in accordance with section 442 and 443 Local Government Act 1993.
- g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, unless the member is authorised to do so.

12 COUNCIL VALUES

All members of the Committee and all meeting attendees are expected to observe Northern Beaches Council Values outlined below:

- **Trust:** Because being open brings out our best.
- **Integrity:** Because we are proud to doing what we say.
- **Teamwork:** Because working together delivers.
- **Service:** Because we care as custodians for the community.
- **Respect:** Because valuing everyone is how we make

13 NEXT REVIEW DATE:

- This Terms of Reference will be reviewed prior to the establishment of a new Committee.
- Amendments to this Terms of Reference may only be determined by Council.

CHARTER: Community Safety Committee

<p>Established: February 2018</p>	<p>Function: To act in an advisory role to Northern Beaches Council to collaborate, consider and advise Council on ways to maintain, improve, resolve and progress issues that impact on community safety, crime prevention across the Northern Beaches.</p>
<p>Stakeholder Representative Term:</p> <ul style="list-style-type: none"> • Councillors: Appointment for 2 Years or until election care taker period. • Community and Stakeholder Representatives: Appointment for 4 years including one year following council election 	
<p>Quorum and Voting</p> <ul style="list-style-type: none"> • The quorum for each meeting will be one half. • If a quorum is not present within 30 minutes within the commencement time of the meeting, the meeting shall become an informal meeting with no recommendations or decisions made. • The Committee should have the intention of reaching consensus when endorsing items and recommendations. 	<p>Composition/Membership</p> <p>Membership of the Committee comprises of up to 24 representatives of organisations, groups and community members.</p> <p>The Chairperson is the Mayor or his nominated delegate on this group and Deputy Chair as elected by the Mayor. The following Council members will be appointed:</p> <ul style="list-style-type: none"> • Mayor (Chair) and 4 appointed Councillors (1 per Ward) <p>The group will consist of up to 14 members of the following Northern Beaches organisations:</p> <ul style="list-style-type: none"> • Northern Beaches Police Local Area Commander and/or a delegate • Northern Sydney Area Health Service • Corrections NSW • 2 x Community Service Providers • NSW Family and Community Services • Northern Beaches Liquor Accord • Transport NSW • Drug and Alcohol Service • 2 x Chamber of Commerce • 1 Surf Life Saving Sydney Northern Beaches representative • Youth agency representative • 1 State Member (representing all 4 State MP's) <p>5 Community members or groups interested in representing a broad range of strategic views in this topic across the Northern Beaches (* Ideally one member per ward).</p>
<p>Reporting Procedures:</p> <p>Minutes of meetings to be reported to Council.</p>	
<p>Meetings:</p> <ul style="list-style-type: none"> • The Committee are to meet bi-monthly (six (6) times) throughout the year. • The schedule of meeting dates will be distributed at the formation of the Committee. • Agenda items, time and venue will be provided to the members in an agenda at least 7 days prior to the meeting. 	
<p>Ex Officio Advisors: Officers of Government and Statutory Corporations or other advisors as required.</p> <ul style="list-style-type: none"> • Lead Council Officer: Community Safety Coordinator, Executive Manager Community, Arts and Culture • Business Unit: Community, Arts and Culture 	<p>Council Members Appointed:</p>