



Community Safety and Crime Prevention Committee

TERMS OF REFERENCE

1. Purpose

The Community Safety and Crime Prevention Committee is an advisory body to Cumberland Council.

The purpose of the Committee is:

- To participate in regular community safety audits to identify community safety concerns with Council and the Police and to discuss potential solutions to address the issues, including through environmental changes.
- To provide input into the development and implementation of the *Cumberland Community Safety and Crime Prevention Plan*.
- To assist Council to consult and respond to emerging community safety issues that impact on communities within the Cumberland Council area.

2. Membership

Membership of the Cumberland Community Safety and Crime Prevention Committee will consist of:

- Up to fourteen (14) community members or representatives. Ideally, the community members will be representative from across the geographical area of Council.
- Two Councillors.
Councillor members are to be elected by Council (Ordinary Meeting of Council) at the start of each Council term. Membership can be altered at any time by Council resolution.

All nominations for appointment to the Committee are to be formally submitted in writing to Council. Nominees must complete an Expression of Interest and declare formally, in writing to Council any potential conflicts of interest (such as being a member of other committees or other community affiliations) directly relating to the purpose of the Committee.

All nominations will be assessed by an internal panel of Council staff and recommendations made to Council.

Committee membership will be formalised by resolution of Council.

Membership of the Committee shall be for the two years with the exception of staff representatives.

Council staff will provide administrative support to the Community Safety and Crime Prevention Committee and be in attendance at meetings.

3. Selection Criteria

To be eligible as a community representative, members must live, work, study or have connections to the Cumberland Local Government Area (LGA) and meet the following criteria:

- Be a resident or representative of local business, community organisation (s), peak body, school, relevant industry group or government agency with demonstrated knowledge or experience and interest in community safety and crime prevention.

4. Meeting Attendance

Committee Members are expected to attend all committee meetings where possible. If a member is unable to attend, an apology is to be provided to the meeting convener prior to the meeting. A member who fails to attend two (2) consecutive meetings without submitting a satisfactory explanation will forfeit his/her place on the Committee.

Where a Councillor cannot attend a meeting of the Committee, another person delegated by the Councillor may act as a Member of the Committee for that meeting. All other Councillors are able to attend Committee meetings.

5. Times and Places for Meetings

The Committee will meet quarterly. An extraordinary meeting may be called where circumstances warrant. Meetings may include face to face meetings or via online platform(s).

6. Quorum

A quorum will be reached if more than 50% of the Advisory Committee members are in attendance.

If a quorum is not reached within 15 minutes of the set starting time, the meeting will be adjourned to a date, time and place set by the Chairperson.

7. Chairperson

The Chairperson will be nominated by the Committee. In his/her absence the Committee may elect another Chairperson.

8. Conflict of Interest & Pecuniary Interest

Committee members must tell the Committee Convenor of any conflicts of interest or pecuniary interest at the start of each meeting, or before discussion of a relevant agenda item or topic. Details of any conflicts of interest or pecuniary interest will be included in the meeting minutes.

If members or those invited to Committee meetings find they do have a real or perceived conflict of interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue.

9. Administration of the Committee

The Committee will be convened (organised) by Council's Crime Prevention Officer. Other Council staff will attend meetings and provide advice to the Committee as required.

Council staff will provide the following administrative support to the Community Safety and Crime Prevention Committee, as required:

- All correspondence to members of the Committee.
- Notification of times of meetings, meeting agenda and meeting venue.
- Preparation and distribution of minutes.
- Background reports and other information as required.
- Reports to Council.

10. Meeting Notifications, Agenda and Minutes

Council will notify members of the time and place of each meeting at least one week in advance, together with a copy of the agenda and any reports. Minutes will be sent out after each meeting.

A report on the Committee will be submitted every six (6) months to the next Ordinary Committee of Council.

11. Expenses of Committee Members

Cumberland Council will not generally authorise payment or provide remuneration to Committee members. Where special circumstances do exist, Council may pay remuneration, reimburse expenses and/or provide facilities to Committee members.

12. Insurance

Committee members are covered by Council's public liability and professional indemnity insurance.

13. Media Contact

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council's Media and Communications Team.

14. Induction

Advisory Committees operate under Council's corporate governance framework, including Code of Conduct. New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

15. Standard Operating Procedures

All other procedures are to be in accordance with Council's Manual for Standard Operating Procedures and Code of Meeting Practice.