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## **COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE**

### **Terms of Reference**

TERM NOVEMBER 2019 TO OCTOBER 2021

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#### **1. Name**

The name of the Committee shall be the ***Community Safety and Crime Prevention Advisory Committee (CSCPAC)***.

#### **2. Purpose**

To provide advice to Council on strategic and/or policy development to guide initiatives to enhance community safety and reduce antisocial behaviour within the City.

#### **3. Objectives**

To:

- a) Consider issues relevant to the implementation of the Community Safety and Crime Prevention (CSCP) Plan.
- b) provide advice and recommendations to Council, based on local community safety and crime prevention needs.
- c) Liaise and consult with relevant agencies, individuals and community groups that will assist in the implementation of the CSCP Plan.
- d) Monitor and review the strategies and actions adopted as part of the CSCP Plan.

#### **4. Councils Strategic Alignment**

*Kalamunda Advancing Strategic Community Plan to 2027*

OBJECTIVE 1.2 - To provide safe and healthy environments for community to enjoy.

#### **5. Membership**

##### **5.1 Qualification to be a Member**

Appropriate skills, knowledge and interest in community safety and crime prevention.

##### **5.2 No. of Members**

A total membership of up to 9 full members comprising: -

- i. One member of WA Police Service (Forrestfield).
- ii. Four community representatives, one from each ward where possible.
- iii. Four Councillors, one from each ward where possible.

Council may appoint proxy Councillors to the Committee.

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### **5.3 Deputy Members**

All Council delegates are required to have a deputy appointed and all other members may have an appointed Deputy who is to attend meetings in the absence of a member.

### **5.4 Term of Appointment**

Appointment is for up to two years and reviewed and members are eligible for reappointment, following each council ordinary election.

Members may be eligible for reappointment at the end of their tenure

### **5.5 Resignation or Termination of Membership**

- i. Membership will be reviewed should a member miss three consecutive meetings without approved leave of absence and the Committee may choose to recommend to Council that the member is removed.
- ii. A committee member may resign from membership of the committee by giving the Chief Executive Officer or the committee's presiding member written notice of the resignation.

## **6. Election of Presiding Member and Deputy Presiding Member**

The election of the Presiding Member and Deputy Presiding Member will be conducted in accordance with the provisions of the *Local Government Act 1995*.

## **7. Meetings**

### **a) Conduct of Meetings**

All meetings will be conducted in accordance with the provisions of the *Local Government Act 1995* and the City's Standing Orders Local Law and the City of Kalamunda Code of Conduct.

### **b) Inductions**

All Members will be required to attend an induction which will be held prior to the first meeting of a committee following a Council election.

### **c) Scheduling of Ordinary Meetings**

The Committee shall meet at least quarterly and can increase the frequency of meetings if required and in consultation with the city to ensure resources are available. Meetings should be held on a regular date and time to be determined by the committee.

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**d) Special or Extra Meetings and Working Groups**

A Special or extra meeting can be called by: -

- i. A majority decision of the Committee
- ii. The presiding member of the Committee
- iii. By at least 1/3<sup>rd</sup> of the members of the committee

A Committee may also choose to form working groups from its membership or to second others with specific skills for undertaking specific tasks required by the Committee.

**e) Quorum**

A quorum shall consist of at least one half of the appointed members.

**f) Disclosure of Interests**

All Committee Members are required to disclose any financial, proximity or impartiality interests they may have in any matter to be discussed at the meeting.

**g) Voting**

Each appointed member present shall have one (1) vote. In the event of a tied vote, the Presiding Member is to cast a second vote.

City of Kalamunda Officers supporting the Committee do not have voting rights.

**h) Agendas and Minutes**

- i. Agendas and Minutes will be administered by the Chief Executive Officer or their delegate.
- ii. A City of Kalamunda Officer will be appointed by the Chief Executive Officer as the Secretary to the Committee.
- iii. A call for agenda items and notices of meetings will be distributed electronically by the Secretary 10 working days prior to each meeting. Members are to submit any agenda items within 2 working days.
- iv. A draft Agenda will be sent electronically to the Presiding Member 8 working days prior to committee meeting for sign off.
- v. The City and the Presiding Member may choose to meet to discuss agenda items prior to finalising an agenda.
- vi. Agenda items along with any supporting papers are to be sent to the committee members no later than 5 days prior to meeting. This allows time for members to consider the item and make an informed decision.
- vii. Late or urgent agenda/business items may be accepted for consideration by the Committee by the Presiding Member.
- viii. If there are no agenda items the City's administration in consultation with the Presiding Member, will advise all members the scheduled meeting is cancelled.

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- ix. The City's administration shall prepare draft minutes for all meetings within 5 business days. A copy of the minutes shall be forwarded to Presiding Member for sign off within 10 working days of each meeting.
  - x. All recommendations made by the Committee will be reported to Council for consideration.
  - xi. All minutes will be tabled at the next Ordinary Council Meeting.

#### **8. City of Kalamunda Administrative Support**

The City will provide resources by way of technical officer support and secretarial support to ensure the effective functioning of the Committee. All resources are selected and designated by the Chief Executive Officer to ensure there is no impact upon operations of the City.