

TERMS OF REFERENCE

Community Safety Working Group

March 2010; October 2009; May 2011, 4 May 2015 (Directorate restructure)

Name:	Community Safety Working Group
Role/Purpose:	To work in partnership with the community and the WA Police to develop a strategic approach to ensure the safety and well being of the wider community of the City of Wanneroo. This will be achieved through the development of planned actions and ongoing direction of the Community Safety program in consultation with the local communities and relevant government instrumentalities.
Aims & Functions:	<ol style="list-style-type: none"> 1.1 To develop community safety policy and crime prevention initiatives consistent with the City's strategic goals, that will position the City at a regional level as a leader in the provision of a safe community. 1.2 To manage the strategic direction of the Community Safety Program. 1.3 To assess the performance of the various components of the Community Safety Program. 1.4 To consult and communicate with statutory and voluntary sectors of the community. 1.5 To consider the Rangers and Community Safety Patrol Officers Performance Reports on a quarterly basis. 1.6 To review the strategic direction of the Community Safety Program. 1.7 To report recommended improvements/changes to the various components of the Community Safety program to Council for consideration. 1.8 To ensure that enhanced working links between the City of Wanneroo and the community and the statutory and voluntary sectors are maintained or expanded to support the work undertaken by the Community Safety Working Group.
Membership:	<ol style="list-style-type: none"> 2.1 The Working Group shall consist of the following representation: <ul style="list-style-type: none"> • Mayor and one delegate from each Ward, plus one deputy delegate from each Ward; • Director Community & Place or nominee; • Manager Community Safety and Emergency Management or nominee; • A maximum of five representatives from the community; and • A representative of the District Police Superintendent. 2.2 Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections, with retiring members eligible to apply. 2.3 Members must comply with the City's Code of Conduct. 2.4 The Working Group has authority to second individuals from outside of the committee, on a voluntary basis, for their expert advice. 2.5 Consideration will not be given to any nomination received from a person who is currently serving as an elected member of a neighbouring council.
Operating procedures:	<ol style="list-style-type: none"> 3.1 Chairperson: <ol style="list-style-type: none"> a) The members of a Working Group are to elect a Chairperson and Deputy Chairperson from amongst themselves at the first meeting of the Group. (For transparency and accountability Council officers should not be appointed to the position of Chairperson and Deputy Chairperson.) b) The Chairperson will preside at all meetings. c) In the absence of the Chairperson, the Deputy Chairperson will assume

	<p>the chair, and in their absence, a person is to be elected by the Working Group members present to assume the Chair.</p> <p>d) The Chairperson is responsible for the proper conduct of the Working Group.</p> <p>3.2 Meetings:</p> <p>a) The Working Group shall meet on a regular basis as determined by the nominated Group members.</p> <p>b) All meeting dates are to be provided in Elected Members Clipboard and in the City of Wanneroo diary.</p> <p>c) A Notice of Meetings including an agenda will be circulated to the Working Group members (including deputy delegates) at least 72 hours prior to each meeting where possible.</p> <p>d) The Chairperson shall ensure that minutes of all meetings are kept and that copies are made available to all Working Group members (including deputy delegates) as soon as is practicable after the meeting. The minutes are to be available for public inspection.</p> <p>e) Copies of all minutes are to be forwarded electronically through TRIM the City's electronic record keeping system to Governance for filing in the Elected Members' Reading Room.</p> <p>f) All agenda and minute documentation is to be generated through Council's Infocouncil software reporting system.</p> <p>g) A Working Group outcome or recommendation will have effect if it is supported by general consensus of the meeting, or through a vote made by simple majority. A simple majority is the agreement of not less than half of the votes present at the meeting.</p> <p>h) In the event that a vote is taken, all endorsed members of the committee will have one vote. The Chairperson will have the casting vote and simple majority will prevail.</p> <p>3.3 Quorum: A meeting can be conducted without a quorum if necessary. However, every endeavour should be made to achieve a quorum or at least to ensure a reasonable spread of representation, particularly in circumstances where recommendations will be made for Council's consideration.</p> <p>3.4 Administration: 3.4.1 Administration Support Administration support for the Working Group will be provided by the City of Wanneroo. That support person will be the Manager Community Safety.</p> <p>3.4.2 Motions on Notice A Working Group member may raise at a meeting any business that the member considers appropriate and which is relevant to the purpose of the Working Group in the form of a motion of which 7 days notice has been given in writing to the Administration Officer prior to the compilation of the Agenda for that meeting. An Administration Comment is to be added at the end of Motions on Notice and signed off by the appropriate Director.</p>
Delegated Authority:	<p>4.1 The Working Group has no delegated power and has no authority to implement its recommendations without approval of Council.</p> <p>4.2 The Working Group has no delegated authority to commit Council to the expenditure of monies.</p> <p>4.3 Matters requiring Council consideration will be subject to separate specific reports to Council.</p>