



northern  
beaches  
council

# **Community Safety Advisory Committee**

## **Terms of Reference**

## **1 NAME**

Community Safety Advisory Committee

## **2 PURPOSE AND OBJECTIVES**

The purpose of the Community Safety Advisory Committee (the Committee) is to provide guidance to Council on community safety issues impacting the Northern Beaches.

The Committee will have the following objectives:

- Monitor crime trends.
- Advise Council on emerging crime prevention and community safety issues impacting the Northern Beaches.
- Monitor implementation of the [Community Safety Plan](#).
- Inform the future development of the Community Safety Plan.
- Provide guidance to Council, as required, on issues relating to the development of Council strategies and services aimed at enhancing and improving community safety.

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 Committee or any of its members.

## **3 COMMITTEE CHARTER**

The Community Safety Advisory Committee operates according to these Terms of Reference and 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**

- a) Membership of the Committee is comprised of up to 26 representatives of a range of stakeholder groups relevant to community safety and the delivery of the Community Safety Plan.
- b) The Mayor and 4 Councillors (up to 1 per Ward) will be appointed.
- c) In addition to Councillors, membership of the Committee is comprised of up to 21 representatives of a range of stakeholder groups relevant to community safety. The membership composition is detailed in the Charter (refer Attachment 1).
- d) All members of this Committee have an obligation to:
  - Attend all meetings scheduled for the Committee.
  - Objectively consider and actively participate in group deliberations.
  - Review relevant documents and provide feedback to the Committee where necessary, including occasional out-of-session consideration of time-bound matters that may fall outside the meeting schedule.
  - Endeavour to convey the views of the broader community, network or peak agency they are representing.
  - Maintain and respect the confidential nature of the meeting and other members.

## 5 ELIGIBILITY

- a) All Councillors are eligible to nominate for membership on the Committee. Appointments will be determined and endorsed by Council.
- b) Council will invite representation from the stakeholder groups outlined in the Charter.
- c) Representatives of networks /peak agencies must possess such skills, expertise, experience or special affiliation to be able to contribute to the Committee purpose and objectives.
- d) The selection of members will be undertaken in accordance with Council's Policy for [Appointment of Committee Members](#).
- e) A person appointed to the Committee shall continue as a member of the Committee for the period outlined in Term of Office.
- f) Should a representative vacancy occur during the terms of appointment, a new representative will be sought from the stakeholder group.
- g) Membership will be reviewed annually and if necessary, adjusted in accordance with the recommendation from the Committee.

## 6 TERM OF OFFICE

To assist with maintaining effectiveness and the continuity of knowledge within the Committee the terms of Councillors and other Committee 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 four (4) years following the election of a 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 caretaker period. New Councillors should be appointed to the Committee 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 Committee. 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.
- c) Council staff in the areas of Community Development, Environmental Compliance and Parks and Open Space will be available to provide guidance and assistance where appropriate. The role of these representatives is to provide guidance on:
  - Status of current issues
  - Broad policy objectives
  - Local Government regulations and relevant legislation.

## **8 TIMETABLE FOR MEETINGS**

- a) The Committee is to meet quarterly (four (4) 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 Lead Council Officer.
- b) If unable to attend, members may delegate their position to another member of their organisation, in consultation with the Chair or Lead Council Officer to ensure appropriate representation of stakeholders:
  - Members representing an Interagency or organisation may delegate to another member of that Interagency or organisation only.
  - Members of Parliament may delegate to a member of their electoral office only.
- c) No member should be absent for more than two (2) consecutive meetings without first seeking, and being granted, leave by the Chair or Lead Council Officer. Without being granted such leave in these circumstances, the person's membership will be re-evaluated.
- d) While other Councillors may attend Committee meetings as observers, the meetings will not be open to other members of the public.
- e) On the invitation of the Chair or Lead Council Officer, individuals or organisational representatives may be invited to attend a meeting in a one off guest capacity for the purposes of giving presentations or providing specific advice or expertise.

## **10 MEETING PRACTICES AND PROCEDURES**

- a) The Council will ensure that each meeting is properly recorded with the use of minutes.
- b) Meeting minutes will be reported to Councillors by a method as determined by the Chief Executive Officer.
- c) 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.
- d) The Mayor is the Chair of the Committee or their nominated representative.
- e) 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.
- f) The Chair role is to facilitate the conduct of the meetings and ensure the Committee focuses on its primary purpose and objectives.
- g) 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.
- h) 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 (or Deputy in the absence of the Chair).

## **11 CODE OF CONDUCT**

- a) All members of the Committee are required to observe Council's 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 the Committee do not have the authority to act or speak on behalf of Council including 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 Parts 4 and 5 of the Code of Conduct..
- g) Confidentiality and Privacy: Members may have contact with confidential or personal information retained by Council or other agencies. 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
- Teamwork: because working together delivers
- Respect: because valuing everyone is how we make a difference
- Integrity: because we are proud of doing what we say
- Service: because we care as custodians for the community
- Leadership: because everyone has a leading role

## **13 NEXT REVIEW DATE**

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

**CHARTER: Community Safety Advisory Committee**

<p><b>Established:</b> March 2022</p>	<p><b>Function:</b> To provide guidance to Council on community safety issues impacting the Northern Beaches.</p>
<p><b>Stakeholder Representative Term</b></p> <ul style="list-style-type: none"> <li>• <b>Councillors:</b> Appointment for 4 years or until election caretaker period.</li> <li>• <b>Stakeholder Representatives:</b> Appointment for 4 years including one year following council election.</li> </ul>	<p><b>Composition/Membership</b></p> <p>The Committee comprises of up to 26 members representing a range of stakeholder groups relevant to the Community Safety Plan.</p>
<p><b>Quorum and Voting</b></p> <ul style="list-style-type: none"> <li>• The quorum for each meeting will be one half plus the Mayor or another Councillor.</li> <li>• 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.</li> <li>• The Committee should have the intention of reaching consensus when endorsing items and recommendations.</li> </ul>	<p>The Chair is the Mayor or their nominated delegate on this group and Deputy Chair as elected by the Mayor.</p> <p>The following Council members will be appointed:</p> <ul style="list-style-type: none"> <li>• Mayor (Chair) and 4 appointed Councillors (up to 1 per Ward)</li> </ul>
<p><b>Reporting Procedures</b></p> <p>Meeting minutes will be reported to Councillors by a method as determined by the Chief Executive Officer.</p>	<p>In addition to Councillors, the group is to consist of up to 21 members as follows:</p>
<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• The Committee are to meet quarterly (four (4) times) throughout the year.</li> <li>• The schedule of meeting dates will be distributed annually.</li> <li>• Agenda items, time and venue will be provided to the members in an agenda at least 7 days prior to the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Northern Beaches Police Local Area Commander or a delegate</li> <li>• Domestic Violence Interagency Chair</li> <li>• Mental Health Interagency Chair</li> <li>• Youth Interagency Chair</li> <li>• Northern Beaches Liquor Accord Chair</li> <li>• Housing and Homelessness Interagency Chair</li> <li>• Primary Health Network representative</li> <li>• Local Health District Network representative</li> <li>• Community Drug Action Team (CDAT) Chair</li> <li>• Northern Sydney Community Network Chair (Seniors sector representative)</li> <li>• 4 local State Members of Parliament or delegate</li> <li>• 2 local Federal Members of Parliament or delegate.</li> </ul>
<p><b>Ex Officio Advisors:</b></p> <ul style="list-style-type: none"> <li>• <b>Lead Council Officers:</b> Community Safety Coordinator, Executive Manager Community, Arts and Culture, Manager Community Development</li> <li>• <b>Business Unit:</b> Community, Arts and Culture</li> <li>• <b>Additional Council Officers:</b> Executive Manager Environmental Compliance, Executive Manager Parks and Open Space</li> <li>• <b>Council Executive:</b> Chief Executive Officer, Director Community and Recreation.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Community members representing a broad range of strategic views on community safety across the Northern Beaches (up to 1 member per ward).</li> </ul>

## Revision History

Revision	Date	Status	TRIM Ref
1	8/5/2018	Terms of Reference (TOR) and Charter	2018/281599
2	23/3/2021	076/21 RESOLVED Notice of Motion 20/2021 – Community Safety Committee Membership	2021/196893
3	22/03/2022	065/22 RESOLVED Revision of Terms of Reference and Charter following election of Council	2022/089392
4	27/09/2022	288/22 RESOLVED Revision of Terms of Reference to include seniors sector representative	2022/526897
5	18/04/2023	106/23 RESOLVED Revision of Terms of Reference to include local State and Federal Members of Parliament	2022/822717
6	08/10/2024	236/24 RESOLVED Revision of Terms of Reference and Charter following election of Council	2024/614230