



**Woollahra Council's Community Safety Committee  
Terms of Reference  
Endorsed by Council 28 June 2010**

**1. Role**

The role of the Woollahra Community Safety Committee shall be to:

- Maintain partnership between Woollahra Council, Rose Bay Police LAC and community members in addressing local crime prevention and community safety issues.
- Advise Woollahra Council on local issues concerning personal and public safety for residents and visitors.
- Input into strategies to increase safety and reduce crime and fear of crime.
- Receive quarterly briefings on community safety actions in the Woollahra Council Delivery Program and Operational Plan.
- Receive Police reports on local crime statistics and crime prevention initiatives.
- Undertake specific projects as decided by the Committee with working parties drawn from the Committee membership to steer projects.

**2. Scope**

The scope of the Committee's activities is set by Woollahra Council's Delivery Program and Operational Plan.

The community safety actions within the Delivery Program and Operational Plan aim to ensure that residents of all ages are as safe as possible from accidents and from crime victimisation in the domains in which they live i.e. in the home, in public spaces, on public transport, on roads.

**3. Exclusions**

Except where these issues have an impact on public safety, issues of road infrastructure, traffic management, parking compliance, maintenance of footpaths, lighting, tree lopping or other hazard issues for which Woollahra Council is responsible should be notified via Woollahra Council's Customer Services in the first instance and be referred to the appropriate Department for action.

Issues of road infrastructure and traffic management are to be referred to Technical Services' Traffic staff.

**4. Meetings**

Meetings of the Community Safety Committee will be held every six weeks. Dates of meetings for the following calendar year will be fixed in December.

Focus groups to include interested residents will be established from time to time to address identified community safety issues.

## **5. Membership**

Membership of the Committee shall be open to interested residents and local resident groups and be arranged in accordance with the following process:

- Information in the Mayoral column seeking nominations for membership.
- Organisations to be invited to advise Council of their representative to the Committee.
- The Committee to include residents, preferably from each Ward
- Residents nominating for membership to make a written nomination indicating their interest in becoming members of the Committee.
- Formal invitations to membership shall be by letter signed by the Chairperson of the Community Safety Committee.

## **6. Councillor Representation.**

The Chairperson of the Community Safety Committee shall be a Councillor nominated by the Mayor. There shall be up to two Councillors nominated to the Committee.

## **7. Agenda/Minutes**

An Agenda will be circulated by post or email to all members of the Committee at least one week prior to the Community Safety Committee meeting. The Agenda will be structured to monitor progress in the implementation of projects identified as priorities in Woollahra Council's Delivery Program and Operational Plan.

The Community Development Officer will attend meetings of the Community Safety Committee and be responsible for the taking minutes, preparation and circulation of agendas and minutes.

The Minutes of the Community Safety Committee will be mounted on Council's website.

## **8. Reporting**

Items that are deemed a Council report will be facilitated by Council's Community Services Department. The minutes of the Community Safety Committee will be reported to Council's Community and Environment Committee. The schedule of meetings will be placed on Council's website.