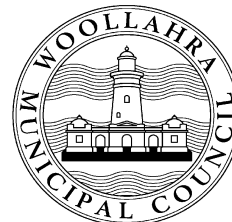


Woollahra Community Safety Committee
Terms of Reference
Revised November 2017



1. Role

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

- maintain a partnership between Woollahra Council, Eastern Suburbs Police Area Command and community members representing resident groups.
- receive Police reports on local crime trends and crime prevention initiatives.
- to raise and refer on to relevant departments within Woollahra Council general trends or emerging issues in the community concerning local crime prevention, public safety and well-being.
- input into strategies to increase safety and well-being and reduce crime and fear of crime in line with Woollahra Council's Delivery Program and Operational Plan.
- undertake specific projects as decided by the Committee and in accordance with Council's Delivery Program and Operation Plan with working parties drawn from the Committee membership to steer projects.
- guest speakers with expertise in identified priority areas may be invited to attend.

2. Scope

The scope of the Committee's activities is set by Woollahra Council's Delivery Program and Operational Plan. The Woollahra Community Safety Committee aims to improve and protect the perception of and actual safety and wellbeing, including mental health, of all Woollahra residents.

3. Exclusions

Specific issues of road infrastructure, traffic management, parking compliance, maintenance of footpaths, lighting, graffiti, 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 then be referred to the appropriate Department for action.

4. Meetings

Meetings of the Community Safety Committee will be held on the third Thursday of every second month, so that generic traffic safety issues can be raised at the Traffic Committee meeting held the following week. Dates of meetings for the following calendar year will be fixed in December.

5. Membership

Membership of the Committee shall be open to interested residents who are members of resident groups, preferably from each Ward, and be arranged in accordance with the following process:

- following the Mayoral election, standing Committee members are invited to renew their membership.
- the Committee may directly approach individuals representing residents' groups to invite their membership of the Committee.

- residents nominating for membership to make a written nomination indicating their interest in becoming/continuing members of the Committee.
- Committee members to nominate an alternate attendee for occasions where they are unable to attend.

6. Councillor Representation

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

7. Agenda/Minutes

- An agenda will be circulated by email to all members of the Committee at least one week prior to the Community Safety Committee meeting.
- A Community Development staff member will attend meetings of the Community Safety Committee and be responsible for taking minutes, preparation and circulation of agendas and minutes.
- The Minutes of the Community Safety Committee will be posted on Council's website.

8. Reporting

Items that require a Council report will be facilitated by Council's Community Services Department.

9. Next review date

These Terms of Reference will next be reviewed June 2021.