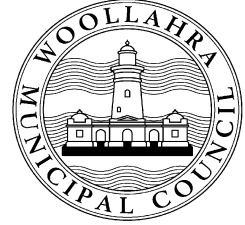


**Woollahra Community Safety Committee  
Terms of Reference  
Revised November 2013**



**1. Role**

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

- maintain a partnership between Woollahra Council, Rose Bay Police LAC and community members in addressing local crime prevention, community safety and well-being issues.
- advise Woollahra Council on general trends in the community concerning 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 2013 – 2017.
- 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.
- receive Police reports on local crime trends and crime prevention initiatives.

**2. Scope**

The scope of the Committee's activities is set by Woollahra Council's Delivery Program and Operational Plan 2013 - 2017. 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 last Wednesday of the month, 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. Guest speakers with expertise in identified priority areas may be invited to attend.

**5. Membership**

Membership of the Committee shall be open to interested residents and local 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.
- new Committee members may be appointed through information in the Wentworth Courier and on Council's website seeking nominations for membership.
- residents nominating for membership to make a written nomination indicating their interest in becoming/continuing members of the 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.
- 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 mounted 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 2017.