

Terms of Reference

City of South Perth Community Safety and Crime Prevention Group

Updated August 2023

“A diverse, connected, safe and engaged community”

1. NAME

1.1 The name of the group is the City of South Perth Community Safety and Crime Prevention Group.

2. AIM AND OBJECTIVE

2.1 Aim

To provide the strategic focus to the City on Community Safety and Crime Prevention matters. Aligning with the City’s Community Safety and Crime Prevention Plan in partnership with key government agencies and the local community.

2.2 Objective

The purpose of the group is to focus on building and strengthening the capacity and resilience of the local community, through community safety initiatives.

3. MEMBERSHIP

3.1 Membership of the group shall be as follows:

- Elected Members - up to two
- Local Member – or representative
- WA Police – up to two representatives
- Department of Communities (Housing) - one representative
- WA Local Government Association – RoadWise – one representative
- Community Members – up to two representatives from local community groups
- Curtin University - up to two representatives
- Business - up to three representatives from local businesses
- Youth Organisation - up to one

- 3.2 As this is a City of South Perth group, prospective members will be required to complete a membership application form, which will be assessed by the City and must be formally approved/endorsed by the City's CEO. Approved representatives will subsequently be invited to attend the first meeting of the group following the local government elections.
- 3.3 The term of office shall be for a period of two years and will expire on the subsequent date of the next local government elections.
- 3.4 The City's CEO reserves the right to terminate the group membership of any representative for non-compliance to the City's Code of Conduct.
- 3.5 The City of South Perth will provide admin and coordination support to the group.
- 3.6 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.

4. ELECTION OF OFFICE BEARERS

Chairperson and Vice Chairperson

- 4.1 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.
- 4.2 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.
- 4.3 The role of Chairperson shall be undertaken by a member from the group. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.
- 4.4 The role of Vice Chairperson shall be undertaken by a member from the group. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.
- 4.5 In the event that the Chairperson is absent, the Vice Chairperson shall facilitate the meeting. In the event that the Chairperson and Vice Chairperson are absent, one of the members from the group present at the meeting shall be appointed to facilitate the meeting.

4.6 For any matter put to a vote the decision will be decided by a simple majority of votes of the members present, including the person presiding as chair who has a deliberative vote and a casting vote.

5. MEETINGS

5.1 The quorum shall be a minimum of 50% members present at the meeting.

5.2 The group shall meet quarterly unless otherwise required in a calendar year.

5.3 The Chairperson shall conduct the meeting in accordance with accepted meeting procedures.

5.4 The City's staff will be responsible for the preparation of the agenda, taking notes at each meeting and circulating them to all members.

6. OPERATING PROCEDURES

6.1 Recommendations of the group shall be made by a simple majority by the members present.

6.2 Advice provided by the group is to relate to the items covered under the Terms of Reference for this group.

6.3 Members of the group are required to adhere to the City's Code of Conduct. Particular attention shall be paid by group members to conflict of interest requirements, whereby members are required to disclose any interest (financial or non-financial) prior to discussing a matter in which they have an interest.

6.4 Members are not authorised to speak on behalf of the City and shall not provide comment to any external party (including but not limited to the media, members of the public etc.) without the written approval of the City.

6.5 The group has no delegated power and has no authority to implement its recommendations.

7. ALTERATIONS

7.1 The City reserves the right to alter the Terms of Reference if required, subject to CEO approval.

