



LIVERPOOL COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE CHARTER

Adopted: 25 November 2015

TRIM: 289981.2015



**LIVERPOOL COMMUNITY SAFETY AND CRIME PREVENTION ADVISORY COMMITTEE
CHARTER**

1. NAME

Liverpool Community Safety and Crime Prevention Advisory Committee

2. INTERPRETATION

For the purpose of these charter guidelines:

- a) "Act" means the Local Government Act 1993.
- b) "CEO" means the Chief Executive Officer.
- c) "Council" means the Liverpool City Council.
- d) "Member" means a member of the Committee.
- e) "LCSCPAC" means the Liverpool Community Safety and Crime Prevention Advisory Committee.
- f) "Committee" means the Liverpool Community Safety and Crime Prevention Advisory Committee.
- g) "Observer" means the person attends the meeting but has no voting rights.

3. STATUS OF COMMITTEE

Advisory Committee of Council

4. PURPOSE

This Committee has been established:

- a) To make relevant advice and recommendations to Council staff which relate to community safety and crime prevention matters in the Liverpool Local Government Area (LGA) including the Liverpool City Centre. The crime and safety issues include the improvement of perceptions of safety, drug and alcohol issues, injury prevention implementation of recommendations through safety audits and hotspots improvement through delivery of various projects/programs.
- b) To improve the perception of crime and safety in the area that will have a positive impact on economic and social development.
- c) To promote an integrated strategic approach to deal with local crime and safety issues.
- d) To maximise the skills and expertise that exist in the community to complement the role of Council in planning and policy-making.

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- e) To improve community engagement outcomes for crime and safety issues.

5. FUNCTION

The main functions of the Advisory Committee are to:

- a) Provide specialist advice to Council on community safety and crime issues and concerns including policy issues.
- b) Act as a consultative mechanism for Council on issues that affect a diverse range of community.
- c) Provide a forum for agencies to take leading role in initiating collaborating approaches to address crime and safety issues including injury prevention, drug and alcohol related and other injuries; domestic and family violence; road safety; public spaces safety; small business safety; and safety in recreation areas such as open space and play facilities.
- d) Initiate and deliver an education and training program to assist the local community to develop capacity and leadership to enhance community pride.
- e) Foster and deliver safe environments that grow businesses confidence.
- f) Deliver projects and programs according to Pan Pacific Safe Community Network objectives with the aim of becoming an accredited Pan Pacific Safe Community by 2018.
- g) Promote White Ribbon Accredited Workplace program to local government and non-government agencies and businesses to address and reduce domestic violence in the community

6. OUTCOMES

The Committee aims to achieve the following outcomes:

- a) Improve perception of safety and reduce crime in Liverpool LGA.
- b) Improve community and business confidence.
- c) Increase partnerships between local government, government and non-government agencies including NSW Police, emergency service

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departments, NSW Health, NSW Department of Family and Community Service, local businesses and community.

- d) Provide community input into Council decision-making processes in relation to local crime and safety issues and concerns.
- e) Deliver projects and programs according to Pan Pacific Safe Communities Network objectives to become an accredited Pan Pacific Safe Community by 2018.
- f) Encourage local government and non-government agencies and businesses such as hotels, pubs and clubs to join the White Ribbon Accredited Workplace program to reduce violence in the community.

7. COMMITTEE DELEGATIONS

- a) The Committee is an advisory Committee of Council.
- b) The Committee can make recommendations to the Council on all relevant business presented before it. Recommendations of the Committee will generally be presented to the Council in written form, accompanied by a report from relevant Council officers. Recommendations made by the Committee may or may not be adopted by Council.
- c) Recommendations made by the Committee which are determined by the CEO to be substantially operational in nature will be dealt with by the relevant Director, and any action or decision not to act will be reported to the committee on a regular basis.

8. MEMBERSHIP

8.1 Councillor representation

- a) The Mayor (or their delegate) and any interested Councillors are members of this Committee
- b) Councillor representatives are encouraged to attend meeting of the committee and contribute to discussions.

8.2 Council staff representation

- 8.2.1 The following staff (or their delegated representatives) are assigned to this committee:

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- a) Chief Executive Officer;
- b) Director Community and Culture;
- c) Director Economic Development;
- d) Manager Community Development and Planning.

8.2.2 Staff required to attend the committee will participate equally with others in terms of discussion and debate but will not have any voting rights.

8.3 Community representation

8.3.1 Membership of the Community Safety and Crime Prevention Advisory Committee is determined by an application process every two years. Selection is based on the following criteria:

- a) Representation will be sought from government and non-government agencies to include:
 - a. Liverpool and Green Valley Local Area Commands
 - b. NSW Health including Drug Health and Injury prevention
 - c. NSW Department of Family and Community Services
 - d. NSW Fire and Rescue
 - e. NSW State Emergency Services (SES)
 - f. Liverpool Chamber of Commerce
 - g. Community Drug Action Team
 - h. Liverpool City Liquor Accord
 - i. Liverpool Domestic Violence Liaison Committee
 - j. Relevant providers and agencies such as Liverpool Migrant Resource Centre and Liverpool Neighbourhood Connections and other community organisations providing services to local community
 - k. Other peak bodies and user groups
- b) Community representative should be available to attend meetings (usually occur in the afternoon), actively participate and commit to the full term of the Advisory Committee, being two years.
- c) Informal interview / meeting will be conducted with all nominees by the, Manager Community Development and Planning (or delegate) and the Community Development Worker (Community Safety). Following an assessment by Council staff, applicants will be nominated against selection/eligibility criteria and recommendations for appointments will be submitted to Council for endorsement.

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8.4 Support Staff

8.4.1 The Community Development Worker (Community Safety) will attend meetings to provide administrative and other support to the committee. Administrative support is provided for the preparation of the agenda, recording of the minutes and distribution of the agenda and business papers.

8.5 Chairperson and Deputy Chairperson

8.5.1 The Mayor (or delegate) will be the chairperson of this Advisory Committee.

8.5.2 The committee may elect the position of Deputy Chairperson.

8.5.3 If an election is required for the Deputy Chairperson, this should occur at the first meeting of the new committee.

8.5.4 The role of the Chairperson is to preside at meetings of the Committee. The Chairperson requires the skills to be able to facilitate the effective functioning of the committee. In the absence of the Chairperson, the Deputy Chairperson shall preside at the meeting.

8.5.5 If the Chairperson (or the Deputy Chairperson) is not able or willing to preside at a meeting, the committee will elect a member of the committee to be Acting Chairperson for that meeting.

8.5.6 If the Chairperson (or the Deputy Chairperson) of the Committee is not present at the time designated for the commencement of a meeting, the first business of the meeting must be election of an Acting Chairperson to preside at the meeting.

8.5.7 The election of a Chairperson, Deputy Chairperson or Acting Chairperson must be conducted:

- a) By the CEO or, in his or her absence, an employee of Council designated by the CEO to conduct such an election; or
- b) If neither of them is present at the meeting – by the person who called the meeting or a person acting on his or her behalf.

8.6 Other Office Bearers

There are no other office bearers on this committee.

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9. TERM OF OFFICE

9.1 Advisory Committee members serve a two year term. At the commencement of a new term, previous members may reapply.

9.2 A community representative appointed to the Advisory Committee will continue as a member until the Advisory Committee is reviewed at the end of the two year term, or following Council elections, whichever is sooner.

9.3 Casual Vacancy

9.3.1 Following the confirmation of each new Advisory Committee, an eligibility list will be developed that will list unsuccessful applicants in order of merit. If a vacancy occurs during the term of appointment it will be filled by an applicant on the eligibility list. The eligibility list will contain names of applicants who have been previously interviewed and have met the stipulated criteria. Appointments made via the eligibility list will be endorsed by Council through its usual process.

9.4 Non-Attendance at Meetings

9.4.1 Reasonable apologies. A committee member should notify the committee Chairperson of their planned absence from a meeting.

9.4.2 Any committee member knowing that they will be absent from three or more consecutive meetings should notify the committee Chairperson in writing of the planned absence.

9.4.3 In the event of a member being absent for three or more consecutive meetings without apology and without the approval of the committee, the committee can vote on whether to declare the member's position vacant, inform the member of the outcome and fill the position as a casual vacancy.

9.5 Resignation from Advisory Committee

9.5.1 Any Committee Members wishing to resign from the Committee shall do so in writing to the committee Chairperson.

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10. QUORUM AND DECISION MAKING

- 10.1 The quorum required to enable business to be transacted at meetings is half plus one, and must include a delegated Councillor.
- 10.2 Observers or visitors at the meeting do not form part of the quorum.
- 10.3 In the absence of a quorum 15 minutes after the advertised start of the meeting, the committee members present may discuss the agenda items although any recommendations made will not become formalised until they have been ratified at the next committee meeting with a quorum present.
- 10.4 Wherever possible, recommendations of the committee will be made on the basis of consensus, i.e. where all present agree. At the discretion of the Chairperson, a vote may be called to resolve a matter. This may occur when consensus cannot be reached or in relation to a matter that is more significant in nature. In such cases, the matter will be resolved by a simple majority of those at the meeting, provided that there is a quorum present. In the event of a tied vote, the Chairperson will exercise the deciding vote.
- 10.5 Committee recommendations are not binding on Council. To obtain Council endorsement a committee recommendation must be reported to the Council for their decision.

11. MEETINGS AND MEMBERS OF THE PUBLIC

- 11.1 The committee will usually not be open to members of the general public. However, the committee can decide to open the meeting to the public, subject to the agreement of the Chairperson in consultation with the CEO (or delegate).
- 11.2 Representatives of organisations or the general community may be invited to address the committee on matters on the agenda.

12. TIMETABLE FOR MEETINGS

- 12.1 The Community Safety and Crime Prevention Advisory Committee will meet quarterly on the first Thursday of the month, from 1:00pm to 3:00pm.
- 12.2 A meeting will be limited to a maximum of two hours duration unless the Advisory Committee resolves to extend the length of the meeting to a particular time or the completion of business.

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- 12.3 Extraordinary meetings may be called by the Chairperson of the committee in consultation with the CEO (or his / her delegate).
- 12.4 The location, date and starting time for meetings will be advised on the agenda.
- 12.5 Committee meetings can only be held if five working days' notice has been given to all members.

13. MEETING PRACTICE AND PROCEDURES

- 13.1 Unless otherwise specified in this Charter, Community Safety and Crime Prevention Advisory Committee meetings must be conducted in accordance with Council's Code of Meeting Practice.
- 13.2 The Advisory Committee must observe the provisions of any other relevant Council policies and procedures.
- 13.3 Minutes of the meetings must be kept in accordance with the procedures set out in Council's Code of Meeting Practice.
- 13.4 The minutes of each Advisory Committee meeting will be submitted to the next available meeting of Council.

14. INSURANCE COVER

- 14.1 Committee members are covered by Council's personal accident insurance only for attendance at meetings and other activities formally endorsed by the committee.

15. OBSERVING THE CODE OF CONDUCT AND RELEVANT COUNCIL POLICIES

- 15.1 All members of Community Safety and Crime Prevention Advisory Committee are required to observe the provisions of Council's Code of Conduct and any other policy applicable to the proper functioning of the Advisory Committee.
- 15.2 Should a member of the Advisory Committee breach Council's Code of Conduct or any other relevant Council Policy, the matter will be referred to the CEO to be dealt with in accordance with Council's Code of Conduct Procedures.

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- 15.3 A breach of the Code of Conduct may result in the particular Advisory Committee member concerned being excluded from membership of the Advisory Committee.
- 15.4 If an Advisory Committee member has a pecuniary interest in any matter with which the Advisory Committee is concerned, and is present at a meeting of the Advisory Committee at which the matter is being considered, they must disclose the interest to the meeting and must not be present during any discussion or decision making relating to that matter. Leaving the room is necessary because to remain in the presence of the meeting but refrain from voting is taken to be vote against the motion.
- 15.5 A member of the Advisory Committee who has a non-pecuniary conflict of interest in any matter with the which the Advisory Committee is concerned and is present at a meeting of the Advisory Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable. If a member of the Advisory Committee has declared a non-pecuniary conflict of interest, there exists a range of options for managing the conflict of interest. The option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with.
- 15.6 An Advisory Committee member will deal with a non-pecuniary conflict of interest in a least one of these ways:
- 15.6.1 Where the potential for conflict is deemed minimal, take no action. However, the Councillor or Advisory Committee member should consider providing an explanation as to why it is considered that only a minimal or non-existent conflict exists.
- 15.6.2 Where the potential for conflict is more significant, take no part in the matter by leaving the room in which the meeting is taking place and take part in any debate or vote on the issue, as if the provisions in section 451(2) of the Act applied.
- 15.7 Advisory Committee members declaring a conflict of interest, whether pecuniary or no-pecuniary, should complete a Declaration of Interest Form which is to be signed by the CEO and retained by Council in accordance with Council's Code of Conduct and its Ethical Governance: Conflicts of Interest Policy.

16. CONFIDENTIALITY AND MANAGING PRIVACY

- 16.1 Community Safety and Crime Prevention Advisory Committee members through their involvement on the Advisory Committee may come in contact with confidential or personal information retained by Council. Advisory

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Committee members are required to maintain the security and confidentiality of any such information and not access, use or remove that information, unless authorised to do so.

- 16.2 The *Privacy and Personal Information Protection Act* 1998 and Council's Privacy Management Plan deal with the collection, holding, use, correction, disclosure and transfer of personal information.

17. MEDIA PROTOCOL

- 17.1 The committee Chairperson is the only person permitted to speak to the media on behalf of the committee, subject to obtaining the appropriate approval in accordance with Council's Media Representation Policy.
- 17.2 No other member of the committee is permitted to speak to the media in his or her capacity as a committee member.

18. REVIEW OF THIS COMMITTEE AND THIS CHARTER

- 18.1 Council will review the work of the Advisory Committee and this charter every two years.

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AUTHORISED BY

Council Resolution

EFFECTIVE FROM

25 November 2015

DEPARTMENT RESPONSIBLE

Community and Culture (Community Development)

THIS CHARTER HAS BEEN DEVELOPED AFTER CONSULTATION WITH

Corporate Services (Governance and Legal Services)

REVIEW DATE

25 November 2017

VERSION

Version	Amended by	Date	TRIM Number
1	Council Resolution	25 November 2015	289981.2015

REFERENCES

Liverpool City Council: Code of Conduct

Liverpool City Council: Code of Conduct Procedures

Liverpool City Council: Code of Meeting Practice

Liverpool City Council: Councillor Access to Information and Interaction with Staff Policy

Liverpool City Council: Ethical Governance: Conflicts of Interest Policy

Liverpool City Council: Privacy Management Plan