

# ATTACHMENT 1 — TERMS OF REFERENCE — COMMUNITY SAFETY AND CRIME PREVENTION WORKING GROUP

## 1. NAME

- 1.1 The name of the Working Group shall be the Community Safety and Crime Prevention Working Group.

## 2. AIMS AND OBJECTIVES

The purpose of the Working Group is as follows:

- 2.1 Provide advice to the Council on community safety and crime prevention issues.
- 2.2 Assist the Council in developing a strategic approach to ensure the safety and wellbeing of the wider community of the City of Joondalup.

## 3. MEMBERSHIP

The Working Group will comprise a maximum of 15 members consisting of the following:

### 3.1 Elected Members

- 3.1.1 A maximum of three Elected Members with one Elected Member nominated as Presiding Member.

### 3.2 Community Members

- 3.2.1 At least one community member from each of the 6 wards of the district (to be selected by the Council from nominations received). Criteria for the selection will be based on the individual's interest, experience and/or qualifications in issues pertaining to community safety and crime prevention.
- 3.2.2 Community Member places will be advertised and interested residents/ratepayers will be requested to submit an Expression of Interest addressing specific criteria outlined in the Expression of Interest Form.
- 3.2.3 Information on the Working Group and the call for Expressions of Interest will also be sent to ratepayers groups in each ward.
- 3.2.4 Final selection for serving on the Working Group will be determined by Council.

### 3.3 Experts

- 3.3.1 Up to four places will be available for suitably qualified professionals who can provide expert advice/information as necessary.
- 3.3.2 Expert Advisor places will be advertised and interested professionals will be requested to submit an expression of

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interest addressing specific criteria outlined in the Expression of Interest Form.

3.3.3 Information on the Working Group and the call for expressions of interest will also be sent to relevant professional networks.

3.3.4 Preference will be given to those expressions of interest where the nominee resides, works or owns property in the City of Joondalup or has a direct interest in the district.

3.3.5 Final selection for serving on the Working Group will be determined by Council.

3.3.6 The Working Group has the authority to second individuals from outside of the Working Group on a voluntary basis for their expert advice where required.

### 3.4 Term of Membership

The term of membership will be for two years commencing on 1 December and concluding in October in line with the ordinary Council election cycle.

### 3.5 City Officers

3.5.1 The Director Corporate Services or representative will attend meetings of the Working Group to represent matters of community safety and crime prevention with other officers to be invited as required depending on issues on the agenda and City officers will provide technical advice and support where required and are not members of the Working Group.

## 4. MEETINGS

4.1 The Working Group shall convene no more than four meetings each year.

4.2 A quorum for any meeting of the Working Group shall be no less than two of the three Elected Members and half of the number of community members/expert advisors appointed.

4.2.1 With the exclusion of the City officers (who are ineligible to vote) all other members of the Working Group shall have one vote. The Presiding Member shall also have the right to a casting vote; simple majority will prevail.

4.2.2 The Presiding Members will preside at all meetings and is responsible for the proper conduct of the meetings. In his/her absence the role of Presiding Member will be assumed by any of the other two Elected Members nominated to the Working Group by the Council.

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## 5. AGENDAS

- 5.1 The City will determine the Agenda for each meeting in accordance with the Work Plan for the Community Safety and Crime Prevention Working Group endorsed by the Council.
- 5.2 All meetings shall be confined to the items listed on the annual Work Plan unless they Council determines that additional matters be referred to the Working Group.
- 5.3 There will be no General Business – additional items are to be submitted for the City's further consideration for (a) action administratively or (b) for consideration by the City/Council in development of the next financial period's Work Plan.
- 5.4 The meetings of the Working Group cannot call for reports outside of the Work Plan or terms of reference.
- 5.5 Work Plans will be developed annually by City officers and endorsed by the Council taking account of the City's strategic planning objectives, Community Safety and Crime Prevention Plan, annual priorities as per the Annual Plan, or other City Plans or initiatives.

## 6. MINUTES

- 6.1 City staff will maintain notes of the items discussed at each meeting and the outcomes from the Working Group discussions. The notes may be used as the basis for further action by the City on an item.
- 6.2 Matters requiring action by Council shall be moved and seconded as recommendations to Council and shall be the subject of specific reports to Council.

## 7. INSURANCES

- 7.1 The City shall arrange all insurances affecting the Working Group in discharging the normal course of its duties and for any associated public liability.

## 8. MANAGEMENT

- 8.1 The Working Group have no delegated powers or authority to:
  - 8.1.1 Represent the City of Joondalup.
  - 8.1.2 Implement Working Group recommendations without approval of the Council.
  - 8.1.3 Commit Council to the expenditure of funds.
- 8.2 Working Group minutes and recommendations will be submitted to the Council for approval with officer comment.
- 8.3 Working Group Members must comply with the City's Code of Conduct.

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### **9. TENURE OF APPOINTMENT**

- 9.1 If a member fails to attend three consecutive meetings of the Working Group without lodging an apology his/her appointment shall be automatically terminated unless leave of absence has been granted.

# ATTACHMENT 1 — TERMS OF REFERENCE — STREETSCAPE WORKING GROUP

## 1. NAME

1.1 The name of the Working Group shall be the Streetscape Working Group.

## 2. AIMS AND OBJECTIVES

The purpose of the Working Group is as follows:

2.1 Provide advice to the Council on local streetscape amenity such as street trees, verges, public access ways and medians.

2.2 Assist the Council with the establishment of themed planting on road reserves to bolster the identity of the City's neighbourhoods.

## 3. MEMBERSHIP

The Working Group will comprise a maximum of 15 members consisting of the following:

### 3.1 Elected Members

3.1.1 A maximum of three Elected Members with one Elected Member nominated as Presiding Member.

### 3.2 Community Members

3.2.1 At least one community member from each of the 6 wards of the district (to be selected by the Council from nominations received). Criteria for the selection will be based on the individual's interest, experience and/or qualifications in issues pertaining to streetscape amenity and themed planting.

3.2.2 Community Member places will be advertised and interested residents/ratepayers will be requested to submit an expression of interest addressing specific criteria outlined in the Expression of Interest Form.

3.2.3 Information on the Working Group and the call for Expressions of Interest will also be sent to ratepayers groups in each ward.

3.2.4 Final selection for serving on the Working Group will be determined by Council.

### 3.3 Experts

3.3.1 Up to four places will be available for suitably qualified professionals who can provide expert advice/information as necessary.

3.3.2 Expert Advisor places will be advertised and interested professionals will be requested to submit an Expression of

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Interest addressing specific criteria outlined in the Expression of Interest Form.

3.3.3 Information on the Working Group and the call for Expressions of Interest will also be sent to relevant professional networks.

3.3.4 Preference will be given to those expressions of interest where the nominee resides, works or owns property in the City of Joondalup or has a direct interest in the district.

3.3.5 Final selection for serving on the Working Group will be determined by Council.

3.3.6 The Working Group has the authority to second individuals from outside of the Working Group on a voluntary basis for their expert advice where relevant.

### 3.4 Term of Membership

The term of membership will be for two years commencing on 1 December and concluding in October in line with the ordinary Council election cycle.

### 3.5 City Officers

3.5.1 The Director Infrastructure Services or representative will attend meetings to represent matters of streetscape amenity and themed planting on road reserves, with other officers to be invited as required depending on issues on the Agenda. City Officers are not members of the Streetscape Working Group and provide advice and support where required.

## 4. MEETINGS

4.1 The Working Group shall convene no more than four meetings each year.

4.2 A quorum for any meeting of the Working Group shall be no less than two of the three Elected Members and half of the number of community members/expert advisors appointed.

4.3 With the exclusion of the City officers (who are ineligible to vote) all other members of the Working Group shall have one vote. The Presiding Member shall also have the right to a casting vote; simple majority will prevail.

4.4 The Presiding Member will preside at all meetings. In his/her absence the chair will be assumed by any of the other two Elected Members nominated to the Working Group by the Council.

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## 5. AGENDAS

- 5.1 The City will determine the Agenda for each meeting according to the Work Plan endorsed by the Council for the Streetscape Working Group.
- 5.2 All meetings shall be confined to the items listed on the Annual Work Plan, unless the Council determines that additional matters be referred to the Working Group.
- 5.3 There will be no General Business – additional items are to be submitted for the City’s further consideration for (a) action administratively or (b) for consideration by the City/Council in development of the next financial year’s Work Plan.
- 5.4 The meetings of the Working Group cannot call for reports outside of the Work Plan or terms of reference.
- 5.5 Work Plans will be developed annually by City officers and endorsed by the Council taking account of the City’s strategic planning objectives, Annual Priorities as per the Annual Plan, or other City Plans or initiatives.

## 6. MINUTES

- 6.1 City staff will maintain notes of the items discussed at each meeting and the outcomes from the Working Group discussions. The notes may be used as the basis for further action by the City on an item.
- 6.2 Matters requiring action by Council shall be moved and seconded as recommendations to Council and shall be the subject of specific reports to Council.

## 7. INSURANCES

- 7.1 The City shall arrange all insurances affecting the Working Group in discharging the normal course of its duties and for any associated public liability.

## 8. MANAGEMENT

- 8.1 The Working Group have no delegated powers or authority to:
  - 8.1.1 Represent the City of Joondalup.
  - 8.1.2 Implement Working Group recommendations without approval of the Council.
  - 8.1.3 Commit Council to the expenditure of funds.
- 8.2 Working Group minutes and recommendations will be submitted to the Council for approval with officer comment.
- 8.3 Working Group Members must comply with the City’s Code of Conduct.

**9. TENURE OF APPOINTMENT**

- 9.1 If a member fails to attend three consecutive meetings of the Working Group without lodging an apology his/her appointment shall be automatically terminated unless leave of absence has been granted.