

Police Liaison Committee

Terms of Reference

September 2014

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Introduction and Background

The Community Strategic Plan 'One Community' identifies we are healthy and active and our community is a great place to live.

The Delivery Program identifies 'Liveable Communities' as a key priority and the need to provide community services, programs and advocacy activities that strengthen community life.

The Operational Plan 2013-2014 further identifies the need to partner with State and Federal Governments, service providers and the community to deliver a range of programs and activities that foster resilience, skills and opportunities for positive interaction in the community. This committee will establish, maintain and participate in network partnerships and links with Council and across relevant sectors.

TERMS OF REFERENCE

Purpose of the Police Liaison Committee

Improve the level of community safety and security as identified in the Eurobodalla Shire Council Social Plan and work within the NSW Police Crime Prevention Framework.

Title

The committee shall be referred to as the Police Liaison Committee.

Objectives

- To work through and align any issues that cross boundaries of jurisdiction between Council and the Police.
- Work with local and regional crime agencies in programs designed to reduce accident and crime rates.
- To provide an additional communication link between Council, Police and the Eurobodalla Liquor Accord to assist with the reduction of alcohol-related harm within the community.
- Implement programs to effectively manage safety at night and at peak holiday periods.
- Foster a sense of community wellbeing and safety for the high number of people living alone
- Develop indicators that promote the high level of community safety within the Community.
- To organise and progress key responses identified by the Committee.
- Work with other Government agencies through the Healthy Community Group where a whole of Government approach is needed.
- To work within the framework of the relevant Legislations and Acts.

Membership of the Committee

The quorum of this committee is 5 (including Police representatives).

Tenure to the Committee

- Representatives to participate on the Police Liaison Committee will be given formal notification by Council in writing.
- Representatives must be willing to abide by the terms of reference for the committee.

Composition

- Police representatives nominated by the Local Area Command.
- One Councillor representative.
- Director, Community, Arts and Recreation Services or nominee (Chair).
- Director, Infrastructure Services or nominee.
- Director, Planning and Sustainability Services or nominee.
- Director, Finance and Business Development or nominee.

Delegations of Committee

To advise Council.

Reporting Hierarchy

To Council on recommendation through the General Manager.

Contact Officer

Contact officer is Executive Assistant, Community, Arts and Recreation Services.

Responsibilities of Committee Members

- To advise and make recommendations to Council on matters relating to community safety and security.
- To give advice to the best of their knowledge and ability that will help achieve the objectives of the committee.
- To provide general advice to the Director, Community, Arts and Recreation Services.
- Facilitate in a timely way any tasks allocated to and accepted by them.
- Behave in a manner that respects the interests and viewpoints of other members.
- To declare any potential or actual conflicts of interests on matters that are brought before the committee.
- All committee members will abide by Council's Policy for Code of Meeting Practice and Division of Local Government Model Code of Conduct for Local Councils in NSW.

Responsibilities of the Chairperson

- To chair the meeting and exercise functions, as determined by the committee.
- To be the spokesperson for the committee, as directed by the committee.
- To advocate for the committee and represent its decisions.
- To sign off minutes endorsed by the committee.
- Extraordinary meetings may be called by the Chairperson.

Responsibilities of Council

Council will provide secretarial support, including minute taking, and professional officer support, as appropriate.

The ongoing role of the committee will be reviewed annually. Relevant matters will be referred to the committee for consideration. Committee recommendations will be referred to Council for action.

Council at its discretion may review the role or structure of the committee.

General meetings

- The committee is to meet a minimum 4 times per annum.
- Replacement of members between terms will be nominated by the representing organisation/group.
- Other interested individuals may be invited to attend meetings as observers, or be invited to present to the meeting, however they will only be recognised by consent of the Chairperson.

Distribution of Information

Recommendations of the committee are to be reported to Council and minutes distributed to Councillors through the Councillor newsletter.

Media releases are approved by the Chairperson of the committee and distributed by Council according to Council's Media Policy.

The Chairperson is the spokesperson for the committee.

Individual committee members may not issue a media release on behalf of the committee.

Variation to the Terms of Reference

The *Terms of Reference* may be added to, repealed or amended by resolution of the Council, in consultation with or upon the recommendation of the committee.

APPENDIX 1 - WEBSITES

Eurobodalla Shire Council

<http://www.esc.nsw.gov.au/>

Eurobodalla Shire Council's Code of Meeting Practice

<http://www.esc.nsw.gov.au/inside-council/council/council-policies>

Division of Local Government Model Code of Conduct for Local Councils in NSW

<http://www.esc.nsw.gov.au/inside-council/council/council-policies>

Strategies

<http://www.esc.nsw.gov.au/inside-council/community-and-future-planning/strategies>