



Crime Prevention Advisory Group

Terms of Reference

1. Name

The group will be known as the “Crime Prevention Advisory Group” (‘group’)

2. Purpose

The group will address issues by developing strategies aimed at raising community awareness and crime prevention.

3. Aims and Objectives

The intention and purpose of the group is to:-

- Discuss community safety issues, suggesting appropriate strategies;
- Be aware of existing and potential community safety issues; and
- Address issues by developing, implementing and evaluating appropriate strategies.

The group will endeavour to achieve its aims through the following:-

- Provide a means of participation and communication between City officers and Council on matters pertaining to crime prevention and safety within the community.
- Raise community awareness of community safety issues and initiatives for local communities.
- Facilitate community planning, development and implementation of community safety programs and promotions.
- Develop programs and initiatives that target specific groups and community safety issues in the community.
- Identify community safety issues and develop crime prevention strategies that can be adopted by the City that address incidences of crime and antisocial behaviour.
- Maintain a close working relationship with the WA Police (and other relevant agencies), seeking feedback on criminal trends and activities, crime prevention programs and services provided.
- Identify hot spot projects and locations and to develop strategies to address these.
- Provide feedback on relevant issues to organisations such as the WA Police (including the Crime Prevention Community Liaison Unit) and the Western Australian Local Government Association (WALGA).
- Identify and seek funding to implement community safety projects.



Crime Prevention Advisory Group

Terms of Reference

4. Membership

Members appointed to the group shall comprise of the following:-

- Councillors.
- Director Community Development.
- Manager Community Safety.
- Other City officers to be invited as required.
- Agency and community group representation to be invited as required.

A minimum of four Councillors are to be members of the group for a two year term, to be appointed in line with local government elections. A nominated proxy member may attend in place of the endorsed representative member.

Members of the group, with the exception of the Chairperson in liaison with the Mayor, cannot make public statements on behalf of the group; standard Council media protocol is applicable to the group.

5. Meetings

The meetings will be held at the City of Stirling Administration Centre and the group shall meet every three months. Additional meetings may be convened by the City as and when required. The group may call general meetings of interested persons or organisations in its area.

The Director of Community Development (or his proxy) shall manage the affairs of the group.

With the permission of the chairperson, members are able to submit items for inclusion within the Agenda.

6. Minutes

Notification of the meeting and an agenda shall be provided one week prior to the meeting to all group members, relevant Councillors and City officers. The Community Safety Business Unit will be responsible for taking minutes of each meeting and circulating, within 14 business days, to group members, relevant Councillors and City officers, following the meeting.

Minutes of the meeting may be used by the City for further action. Recommendations from the meetings shall be agreed upon collectively by group members and may form part of a report to Council.

The decisions, recommendations and opinions of the group shall not be binding on the City (or Council), or any association, organisation, group or individual, if such decision is in conflict in any way with the constitution, local laws or general rules of that body or the delegated powers of the Council of the City of Stirling.

7. Delegation

The group performs an advisory function and does not have any delegated authority.

Crime Prevention Advisory Group Terms of Reference as at 31 October 2019