

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Community Safety Reference Group, established by Council.

## 1. Name

The name of this Group is 'Town of Cottesloe Community Safety Reference Group'. All references to 'Group' in this charter mean 'Town of Cottesloe Community Safety Reference Group'.

## 2. Establishment

This Group is not a committee formed under the provisions of section 5.8 of the Local Government Act.

## 3. Purpose

The Group is formed to put forward issues and ideas, with a view to improving the community's safety within the Town of Cottesloe.

## 4. Terms of Reference

To put forward issues and ideas with a view to improving community safety within the Town.

## 5. Membership

Membership of this Group will generally comprise of:

- One Town of Cottesloe Elected Member (who will chair the meetings)
- One Cottesloe Police representative
- One Western Australia Local Government Association – Roadwise representative
- Up to four appointed Community representatives

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Group is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of

representation on the Group, the Group is disbanded or Council resolves to amend the representation on the Group.

### **6. Meetings**

#### **6.1 Annual General Meeting**

Nil

#### **6.2 Group Meetings**

Meetings shall be held not more frequently than every two months, unless a special meeting of the Group is called for a specified purpose.

#### **6.3 Quorum**

The quorum for any meeting of this Group shall be 50 percent of members (voting) as endorsed by Council at the time of the meeting.

#### **6.4 Voting**

As this Group has no Delegated Authority, any comment provided to Council will generally be supported by 50% of the people present at the meeting.

#### **6.5 Minutes**

The Town's Administration will provide a record of each meeting to the next ordinary meeting of the Group. These records may be used by Council when considering any advice or comment forwarded by the Group for consideration.

#### **6.6 Who acts if the presiding member is unavailable**

In the event the presiding member (and deputy presiding member) of the Group is unable to attend a meeting, a simple ballot shall be called by the most senior staff member present for a chair for that meeting.

#### **6.7 Meetings**

Meetings will generally be open to the public and the chair, at their discretion, may invite members of the public in attendance to participate in the meeting.

#### **6.8 Public Question Time**

As the Group has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

#### **6.9 Members' Conduct**

Council Members of the Group shall be bound by the following

- The provisions of section 5.65 of the Act;
  - Town of Cottesloe *Standing Orders Local Law 2012*;
  - Town of Cottesloe Code of Conduct;
  - *Local Government (Rules of Conduct) Regulations 2007*; and
  - Regulation 34C of the *Local Government (Administration) Regulations 1996*,
- with respect to their conduct at meetings and their duty of disclosure.

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Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Group, at all times.

### **6.10 Secretary**

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Attend and note the issues and ideas put forward.
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

### **6.11 Presiding Member**

The presiding member shall be appointed by Council.

### **6.12 Meeting attendance fees**

Nil

## **7. Delegated Authority**

This group has no delegated authority.

## **8. Endorsement**

This Charter was endorsed by the Town of Cottesloe Council at its meeting on 29 October 2019.