



## LOGAN CITY COUNCIL

### *TERMS OF REFERENCE* *SAFE CITY ADVISORY COMMITTEE*

#### **PURPOSE**

The Safe City Advisory Committee provides direction and leadership on the functions and responsibilities listed below.

#### **SCOPE AND LIMITATIONS**

This Committee deals with "Safe City" initiatives and all matters associated with promoting Logan as a safe city. The Safe City Advisory Committee makes recommendations to the Health, Sport & Community Services Committee meeting. The Safe City Advisory Committee has no delegated authority.

#### **RESPONSIBILITIES**

Council at its Special meeting of 18 May 2009 resolved that, in accordance with Sections 452 and 453 of the *Local Government Act 1993*, a Safe City Advisory Committee be appointed to consider safety and crime prevention matters for the City.

The main functions of the Safe City Advisory Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers from Part A of the membership.
2. Receive reports from appropriately delegated officers from Part B of the membership.
3. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers from Part A and Part B of the membership.
4. Formulate recommendations to the Community, Sport and Customer Services Committee.

#### **PERFORMANCE EVALUATION**

- (A) The Safe City Advisory Committee will report to the Health, Sport & Community Services Committee on an annual basis on the outcomes of the Safe City Advisory Committee and whether it is meeting the purposes for which it exists.
- (B) The Safe City Advisory Committee will report to the Health, Sport & Community Services Committee on any Safe City initiatives to be supported and provide an evaluation of any such initiatives in an annual report to Council.

## MEMBERSHIP

The membership of the Safe City Advisory Committee be appointed as follows:-

- Chairperson: Councillor R B Lutton  
Members: Councillor P W Pidgeon  
Part A: Logan City Council, comprising:  
(Councillor representation to be determined)  
Deputy Chief Executive Officer - Community & Customer Services  
City Safe Planner  
Crime Prevention Co-ordinator  
Part B: Queensland Police Service - Logan District Superintendent  
Three (3) Commissioned Police Officers  
Officer in Charge - Logan Central  
Officer in Charge - Browns Plains  
Officer in Charge - Slacks Creek  
Officer in Charge - Loganholme  
Officer in Charge - Community Policing  
Officer in Charge - Beenleigh  
Officer in Charge - Jimboomba  
Part C: Community Services Manager  
Animal & Pest Services Manager  
Park Ranger  
Officer in Charge - Traffic  
District Intel Officer  
Officer in Charge - Logan District Police Communication Centre  
Senior Sergeant - Tactician  
A representative from the Safety Camera Monitoring Room  
Senior representatives of other government agencies who may be invited by the Deputy Chief Executive Officer - Community & Customer Services on an as-required basis.

Part A and Part B of the membership are voting members. Changes to the membership can be made from time to time by the Safe City Advisory Committee recommending same to the Community, Sport and Customer Services Committee and subsequent resolution by Council.

Temporary membership (Part C) are non-voting members and their attendance will be at the discretion of the Advisory Committee or the Deputy Chief Executive Officer - Community & Customer Services.

## QUORUM

The quorum for this advisory committee be fixed as follows:

'That the quorum of the Safe City Advisory Committee be four (4) members, subject to their being at least one (1) member from each of Part A and Part B of the membership.'

## **FREQUENCY**

The frequency of these meetings is quarterly on Wednesday in the week of the Ordinary Council meeting, commencing at 10.30am, unless otherwise determined by the Deputy Chief Executive Officer - Community & Customer Services in consultation with the Chairperson.

## **CONFIDENTIAL MATTERS**

When matters of a confidential nature are discussed or tabled at the meeting, the meeting will be closed to the public in accordance with section 463 of the *Local Government Act 1993*.

Discussion regarding statistics provided by the Queensland Police Service will be considered under caveat and will be tabled for the Advisory Committee's information in good faith.

## **AGENDA DISTRIBUTION TIME**

The agenda for this committee will be distributed in accordance with s450 (Notice of meetings) of the *Local Government Act 1993*.

## **CONDUCT OF MEETINGS**

The Safe City Advisory Committee operates in accordance with s457 (Committee meetings) of the *Local Government Act 1993* and Part 3 of Local Law No. 1 (Meetings) 1997.

## **RECORDING OF MINUTES**

Council at its Special meeting of 18 May 2009 (Minute No. 160/2009) resolved as follows:

'That Advisory Committees be exempt from the keeping of minutes in accordance with Section 459(3) of the *Local Government Act 1993* and only report to the Health, Sport & Customer Services Committee on its recommendations in accordance with Section 459(4) of the Act.'

## **VOTING PROCEDURES**

Recommendations are decided by a majority of voting members present. If the votes are equal, the Chairperson has a casting vote. Voting must be undertaken in an open meeting.

## **MEDIA LIAISON**

All media releases are to be approved by the Chairperson and the Superintendent of the Logan District Police prior to their release.

### **CONFLICT OF INTEREST**

In accordance with s229(3)(Councillor's role) and s244 (Exclusion from meeting of councillor with material personal interest) of the *Local Government Act 1993*, advisory committee members must declare their interest, whether Material or Personal, and vacate the committee room when debate or discussions are held.

### **SUPPORTING LEGISLATION**

This document should be read in conjunction with:

- Chapter 6 (General operation of local governments) of the *Local Government Act 1993*; and
- Local Law No. 1 (Meetings) 1997.

This document should be read in conjunction with the following Council policies:

- Appointment of Local Government Committees at Post-Election Meetings;
- Days and Times for Local Government Committee Meetings;
- Open Local Government Committee Meetings; and
- Order of Business for Local Government Committee Meetings.

**Adopted by Council on 2 June 2009.**

- END -