

SOUTH WAIRARAPA DISTRICT COUNCIL

11 MARCH 2015

AGENDA ITEM C2

ADOPTION OF COMMUNITY SAFETY WORKING PARTY TERMS OF REFERENCE

Purpose of Report

To present the Community Safety Working Party Terms of Reference to Council for consideration and adoption.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Note that the former Graffiti Working Party wish to be known as the 'Community Safety and Resilience Working Party'.*
3. *Note that the former Graffiti Working Party has added Connecting Communities and Neighbourhood Support to the list of stakeholders.*
4. *Adopt the amended Community Safety and Resilience Working Party Terms of Reference.*
5. *Reconfirm Cr Julie Riddell and Cr Dean Davies as councillor representatives on the Working Party and reconfirm Cr Riddell as chair.*

1. Executive Summary

The Policy and Finance Committee have recommend Council adopt the Community Safety Working Party Terms of Reference as presented at the 4 February 2015 meeting. As requested the corrections to the Terms of Reference have been made and are shown as tracked changes in the Appendix.

The former Graffiti Working Party has requested a slight modification to the group name and wish to be known as the Community Safety and Resilience Working Party. The Working Party has also added Connecting Communities and Neighbourhood Support to the list of stakeholders.

2. Policies for Adoption

2.1 Community Safety Working Party

P&F RESOLVED (P&F2015/04):

1. To receive the information.
2. To approve changing the name of the Graffiti Working Party to the Community Safety Working Party.
3. To approve the Terms of Reference for the Community Safety Working Party with changes as discussed.

(Moved Cr Riddell/Seconded Cr Napier)

Carried

3. Appendix

Appendix 1 – Community Safety and Resilience Working Party Terms of Reference

Contact Officer: Suzanne Clark, Committee Secretary

Reviewed By: Paul Crimp, Chief Executive

Appendix 1 – Community Safety and Resilience Working Party Terms of Reference



COMMUNITY SAFETY AND RESILIENCE WORKING PARTY TERMS OF REFERENCE

1. Purpose

1. To provide a forum for Council representatives and community groups to monitor, coordinate and develop initiatives aimed at increasing community safety in south Wairarapa.
2. To ensure the implementation of the South Wairarapa District Council Graffiti Management and Prevention Policy, and the development of a strategy to support this and other community safety initiatives.
3. To consult with the community including businesses, schools and police about community safety and crime prevention.
4. To lead community-based initiatives, monitor progress and report back to Council and the community.
5. To monitor use of SWDC funds targeted at community safety by the contracted agencies and to report to Council on this.

~~5.~~

2. Membership

- Two c~~Councillors~~ appointed by Council Julie Riddell (Chair) (names deleted to keep TOR generic)
- ~~• Councillor Dean Davies~~
- ~~• Karl Nesbitt, City Care~~
- Representatives of Featherston, Greytown and Martinborough Community Board
- Representatives of Community Patrols
- Representatives of Neighbourhood Support
- Representatives of local youth groups
- ~~• Amenities Manager~~
- NZ Police representative
- Business representative(s)
- ~~• Youth representative(s) / Kuranui College or other school~~
- ~~• Representative from the Maori Standing Committee~~

Adopted: 11 March 2015
Review: October 2016

City Care and Council's Amenities Manager may attend as required for the purposes of advice and secretarial services.

Chair to be appointed by Council at the beginning of each triennium. (inserted under Membership rather than Purpose)

3. Stakeholders

- South Wairarapa District Council
- Featherston Community Board
- Greytown Community Board
- Martinborough Community Board
- Wairarapa Safer Community Trust
- Connecting Communities
- Neighbourhood Support
- Residents and ratepayers of South Wairarapa

Other members to be co-opted as agreed by the Working Party.

4. Deliverables

1. South Wairarapa graffiti, vandalism and crime prevention strategy
2. Investigation, action and reporting on significant issues of public safety as required

5. Accountability and reporting

1. The SWDC Grffiti-Community Safety and Resilience Working Party is accountable to Council.
2. Written progress reports will be submitted to each Council and Community Board meeting during the life of the Working Party, by the Working Party Chair and through the regular officers' report for I&S.

6. Review

The need for the Working Party will be reviewed annually by Council.

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7. Operating Model

7.1 Meetings

7.1.1. Timing and Frequency

3pm on the Wednesday before Council meeting, on a 6-weekly cycle.

7.1.2. Meeting Procedure

As for Council and Community Boards (NZ Standard Model Standing Orders for Meetings of Local Authorities and Community Boards NZS 9202:2003).

7.1.3. Location

Council Chambers, Martinborough.

7.1.4. Quorum

Six members, of whom at least ~~three~~two must be elected representatives, will constitute a quorum.

7.1.5. Secretariat

Secretariat services to be provided by the SWDC Amenities team.

7.1.6. Agenda and Paper Circulation

By email, at least 5 working days before the meeting. Large items to be posted out.

7.2 Sharing of Information and Resources

7.2.1. Confidentiality

Information and resources will remain confidential to the Working Party. Sharing and/or publication of resources more widely will be determined by the Working Party on a case-by-case basis.

7.2.2. Use of Internet Tools

The primary working tool of the Working Party will be a private Yammer group set up within the SWDC Yammer environment. Copies of all papers and documents will be held on this website.