



## **Safer Communities Partnership Steering Group Terms of Reference**

### **1. Establishment**

The Safer Communities Partnership is an initiative, first established in 2010 (as the Cleansweep Taskforce) by the City of Karratha and the Western Australia Police in response to community concerns regarding safety and crime prevention within the City.

The Partnership is comprised of representatives from local government, state government and industry.

### **2. Purpose**

The Safer Communities Partnership has been established to develop and implement a range of preventative and responsive actions aimed at making the City of Karratha a safer place to live.

It does this by carrying out actions in 5 key target areas:

- Crime prevention and anti-social behaviour management
- Graffiti management
- Litter management
- Alcohol and Drug management
- Road/vehicle safety

### **3. Functions**

The Safer Communities Partnership will implement actions focussing on the 5 key target areas specified above. This includes:

**Assessment of needs** – gathering information to identify potential issues and associated actions.

**Obtaining funding** – preparing funding applications to various providers to support actions.

**Implementation, monitoring and evaluation** – ensuring actions are implemented and are carried out to the required standards.

**Promotion of Partnership projects** – ensuring the community is aware of and engaged in creating a safe environment within the City.

### **4. Membership**

The following positions form the Steering Group of the Safer Communities Partnership:

- Councillor representatives as determined by Council
- Chief Executive Officer, City of Karratha
- Director Development Services, City of Karratha
- Manager Regulatory Services, City of Karratha
- Community Safety Coordinator, City of Karratha
- Ranger Coordinator, City of Karratha
- Area Manager, Housing Authority

- Rio Tinto member representing eastern corridor (Roebourne, Wickham, Point Samson)
- Rio Tinto member representing western corridor (Karratha, Dampier)
- Woodside – operated North West Shelf Project representatives
- Assistant District Officer, Pilbara District Police Office, WA Police
- Officer in Charge, Roebourne Police, WA Police
- Officer in Charge Karratha Police, WA Police
- Officer in Charge Dampier Police, WA Police

The Safer Communities Partnership may call upon community groups, government agencies or other people to attend meetings as required and to assist with development and/or implementation of actions. These groups/agencies/people will not be members of the Steering Group, but part of the Partnership Working Group.

Members of the working group will be appointed by invitation from the Community Safety Coordinator, confirmed by consensus vote of the Steering Group.

## 5. Meetings

### a) Frequency

The Safer communities Partnership will meet monthly.

### b) Quorum

A quorum consists of 3 members.

### c) Chairperson

Meetings will be chaired by the Mayor of the City of Karratha. In the Mayor's absence, meetings will be chaired by the Director Development Services, City of Karratha, or the Manager Regulatory Services, City of Karratha

### d) Proxies

Members may appoint a proxy to attend meetings on their behalf if unable to attend themselves.

### e) Reporting structure and process

The Community Safety Coordinator will report on Partnership activities each quarter and will submit reports to Council as an information item.

The Partnership is bound by any State and Federal legislation regarding the management of information.

### f) Recording of proceedings

Where practicable, the agenda together with reports and documents that relate to the Safer Communities Partnership, will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate Minutes will be kept of each meeting of the Safer Communities Partnership. The Minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Partnership. When confirmed, the Minutes shall be signed by the Chairperson.

### g) Decision-making

Any decisions of the Partnership will be made by simple majority vote. All decisions will be recorded in meeting minutes.

In the case of a tied vote the Chairperson or, in their absence, the proxy chairperson will have the casting vote.

**h) Administration**

Planning, co-ordination, management or projects and reporting shall be undertaken by the City of Karratha.

**i) Financial confidentiality**

Safer Communities Partnership members will ensure that discussions in relation to financial contributions and expenditure made by individual members of the Partnership are not disclosed to non-member entities without the consent of the respective member.

**j) Obligations of Steering Group Members**

The role of the individual members of the Safer Communities Partnership includes:

- Understand the strategic implications and outcomes of initiatives being pursued through project output;
- Being committed to, and actively involved in pursuing the Partnership's outcomes.
- Contributing information and knowledge and assisting in the development of initiatives and actions designed to address issues in key target areas
- Making decisions on initiatives, resources and processes;
- Being an advocate for the Partnership's outcomes;
- Having a broad understanding of project management issues and the approach being adopted;

In practice, this means they:

- Ensure the requirements of stakeholders are met by the Partnership's outputs;
- Help balance conflicting priorities and resources;
- Set budgets for initiatives;
- Seek additional funding for initiatives where required;
- Provide guidance to any project team and users of the project's outputs;
- Consider ideas and issues raised;
- Review the progress of any project;
- Actively promote Partnership initiatives to the community;
- Check adherence of Partnership activities to standards of best practice, both within the organisation and in a wider context.

**k) Obligations of Working Group Members**

- Commit to the Safer Communities Partnership purpose and values as expressed in the Strategic Plan;
- Provide resources and advice for Partnership initiatives;
- Attend occasional meetings as required;
- Report back to the Steering Group on the progress & completion of actions or other work.

**6. Quorum**

A quorum represents 3 members attending the meeting.

**6. Amendments to Terms of Reference**

These Terms of Reference can only be amended by resolution of Council on the basis of a report directly to Council.

Original Date of Establishment – (Res No 152619)	16 September 2013
Amendment / Review #1 –	14 December 2015
Amendment / Review #2 –	