

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. PurposeScope

The Safer Communities Partnership ~~has been established to develop works collaboratively to develop~~ and implement a range of preventative and responsive actions ~~to create safe, healthy and liveable communities within the 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. FunctionsObjectives

~~The Safer Communities Partnership will implement actions focussing on the 5 key target areas specified above. Goals and objectives have been developed to identify key issues, consider work already undertaken and enable implementation of new initiatives to address challenges:~~

Goal 1 — Safe and well maintained public spaces

To create built and natural environments that are safe, attractive, well maintained and utilised by the community

- Facilitate/support programs and initiatives promoting clean, attractive towns with well utilised facilities
- Improve access and safety at key locations to encourage community activity

Goal 2 — Partnering for a safer community

To strengthen existing and establish new partnerships, which enable collaborative and effective approaches for addressing community safety

- Identify and support new and existing partnerships that promote positive community safety outcomes

Goal 3 — Engaging with our community

To address perceptions of community safety through communication, education and promotion

- Engage with community and stakeholders to provide regular, educational community safety information

- Identify multiple modes of communication to effectively engage with the community

Goal 4 — Community action, connection and involvement

To engage and collaborate with the community to implement effective programs to prevent crime and enhance community safety

- Increase community awareness and participation in crime prevention and community safety initiatives
- Identify forums for the community to act and build connection

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Initiatives and actions will be focussed on the It does this by carrying out actions following in 5 key target areas:

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

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. Powers of the Partnership

The Safer Communities Partnership does not have any powers other than the ability to make recommendations and provide input in development and delivery of actions and initiatives under the Safer Communities Partnership plan.

5. Term of the Partnership

The Partnership shall have an ongoing existence until such time as the Council determines its need to vary or terminate the Partnership.

4.6. Membership

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

- Up to five (5) Council elected members including Mayor (Chairperson) Councillor representatives as determined by Council
- Chief Executive Officer, City of Karratha
- Director Development Community Services, City of Karratha
- Manager Regulatory Services Community Programs, City of Karratha
- Community Safety Liveable Communities Coordinator, City of Karratha
- Ranger Coordinator, City of Karratha
- Area Manager, Housing Authority Dept of Communities Representative(Housing)
- Rio Tinto representatives 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
- Chairperson, Ngarluma Aboriginal Corporation

Meetings will be chaired by the Mayor of the City of Karratha. In the Mayor's absence, meetings will be chaired by an elected member or the Director Community Services, City of Karratha.

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 form part of the Partnership Working Group.

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

6.1. Proxies

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

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5.7. Meetings

5. Frequency

The Safer Communities Partnership will meet ~~monthly~~ bi-monthly (6 meetings each year). Members shall not be entitled to any sitting fees or costs associated with being a representative on the Partnership.

6.8. Quorum

~~A quorum consists of 3 members.~~ A quorum represents a minimum of four stakeholder representatives including at least one Elected Council Member attending the meeting. If a quorum cannot be established, the meeting may be rescheduled or cancelled.

7. 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~~

8.1. Proxies

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

9. Place and Duration of Meeting

Meetings will be held in an available meeting room in the City of Karratha administration offices unless advised otherwise. Meetings will have a duration that generally does not exceed one (1) hour.

8.10. Reporting structure and process

Minutes shall be circulated to all Partnership members for information. Minutes will be reported at the City of Karratha Ordinary Council Meeting as an Information Item. An Annual Report on Partnership activities will The Community Safety Coordinator will report on Partnership activities presented to each quarter and will Partnership members and to Council as an Information Item. submit reports to Council as an information item.

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

10. Recording of proceedings

11. 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.

12.

13. 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.

14.11. Decision-making Delegated Authority

~~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. There are no delegations provided to the Partnership.~~

12. Ethical Behaviour

Members of the Partnership will at all times in the discharge of their duties and responsibilities exercise honesty, objectivity and probity. Members will refrain from entering into any activity that may prejudice their ability to do so. At all times members must act in a proper and prudent manner in the use of information acquired in the course of their work. Further, members will not publicly discuss or comment on matters relevant to the activities of the Partnership, other than as authorised by the Chairperson.

15.13. Liabilities of Members

No civil liability attaches to a member of the Partnership for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members' or group's powers, functions or duties.

9. Administration

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

10. 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.

11. Obligations of Steering Group Members

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

- 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.

12. 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 meetings as required;

- ~~• Report back to the Steering Group on the progress & completion of actions or other work.~~

16-14. 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 –	

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