



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. Scope

The Safer Communities Partnership works collaboratively to develop and implement a range of preventative and responsive actions to create safe, healthy and liveable communities within the City of Karratha.

3. Objectives

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

Initiatives and actions will be focussed on the following 5 key target areas:

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

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.

6. Membership

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

- Up to five (5) Council elected members including Mayor (Chairperson)
- Director Community Services, City of Karratha
- Liveable Communities Coordinator, City of Karratha
- Ranger Coordinator, City of Karratha
- Dept of Communities representative
- Rio Tinto representative
- Woodside operated North West Shelf Project representative
- 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 by the 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.

7. Meetings

The Safer Communities Partnership will meet 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.

8. Quorum

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.

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

10. Reporting

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 be presented to Partnership members and to Council as an Information Item.

11. Delegated Authority

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.

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.

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 –	March 2020