

## TERMS OF REFERENCE

### SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

#### 1. Objectives of the Shire of Northam Community Safety Committee

The objective of the Shire of Northam Community Safety Committee (hereto referred to as the Committee) is to enhance community safety and reduce criminal and anti-social behaviour through a collaboration of key interests and agencies.

#### 2. Powers of the Shire of Northam Community Safety Committee

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

#### 3. Membership

The Committee shall consist of representatives from government, non-government, police and community agencies at the local level who share a collective commitment and expertise in relation to community safety and perceptions of safety. The Committee membership may include the following:

- Three (3) Elected Members:
  - Cr Julie Williams;
  - Cr Maria Girak; and
  - Cr Robert Tinetti.
- Officer In Charge of the Northam Police Station or nominated representative;
- Officer In Charge of the Wundowie Police Station or nominated representative;
- One (1) representative of the Northam Roadwise Committee;
- One (1) representative of the Department of Health (Health Promotion);
- One (1) representative of the Local Drug Action Group;
- One (1) representative of the Northam Chamber of Commerce;
- One (1) representative of the Department of Education;
- One (1) representative of the Department Local Government, Sport and Cultural Industries;
- One (1) representative of the Department of Communities - Housing;
- One (1) representative of the Department of Justice;

- One (1) representative of the Department of Communities - Child Protection and Family Support
- One (1) representative of the Youth Wellbeing Plan;
- One (1) representative of Avon Community Services;
- One (1) representative of PCYC; and
- Up to two (2) community representatives.

All members have full voting rights.

#### **4. Standing Ex-Officio Members**

- Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services;
- Community Development Officer
- One (1) representative of Holyoake
- Ranger Services (by invitation)
- Department of Main Roads (by invitation)
- Department Fire and Emergency Services (by invitation)

#### **5. Meetings**

The committee shall meet at least quarterly, with additional meetings convened at the discretion of the presiding member.

#### **6. Reporting**

Minutes and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

#### **7. Duties and Responsibilities**

The Committee will:

- Develop, review and oversee the implementation of the Shire of Northam Community Safety and Crime Prevention Plan;
- Develop, review and oversee the implementation of a Northam Youth Wellbeing Plan;
- Develop effective partnerships with local State Government agencies through local service agreements to support the coordination and integration of community safety and crime prevention activities within the Shire of Northam;
- Identify and coordinate funding opportunities to address priority issues that have been identified in the Community Safety and Crime Prevention Plan and the Northam Youth Wellbeing Plan;

#### **8. Working Parties**

Working parties may be established at the edict of this Committee to address specific issues in relation to community safety, and appoint people with the necessary knowledge and skills to contribute to those working parties.

All auxiliary working parties shall report back to the Community Safety Committee with any recommendations for action.

**9. Tenure of Membership**

Shall be in accordance with the Local Government Act, section 5.11, ie, until the next scheduled local government ordinary elections.

**10. Committee**

**10.1 Chairperson**

The members shall appoint the Chairperson.

**10.2 Secretary**

A Shire of Northam employee will fulfil the role of non-voting minute taker.

**10.3 Quorum**

The quorum at any meeting shall be at least 50% of the number of offices of the committee.

**10.4 Voting**

Shall be in accordance with the Local Government Act, Section 5.21.

**10.5 Minutes**

Shall be in accordance with the Local Government Act, Section 5.22.

**10.6 Who Acts If No Presiding Member**

Shall be in accordance with the Local Government Act, Section 5.14.

**10.7 Meetings**

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the Committee pursuant to Section 5.24 of the Local Government Act.

**10.8 Members Interests to be Disclosed**

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

**10.9 Code of Conduct**

Members of the committee are bound by Council's Code of Conduct.