



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Community Safety Committee**

**7 December 2021**



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## 1. DECLARATION OF OPENING

Executive Manager of Community Services declared the meeting open at 11.03am

## 2. ELECTION OF PRESIDING MEMBER

Ms Jo Metcalf called for nominations for the role of Presiding Member. A nomination for Presiding Member was received by Cr Julie Williams and a nomination for Deputy Presiding Member was received by SSGT David Hornsby. There being no further nominations forthcoming, Ms Metcalf declared the nomination period closed and Cr. Julie Williams was elected as Presiding Member and SSGT David Hornsby as Deputy Presiding Member.

## 3. ATTENDANCE

### Committee Members:

Councillor	Cr Julie Williams
Councillor	Cr Attila Mencshelyi
Northam Police	SSGT David Hornsby
Northam Roadwise Committee	Mr Cliff Simpson
DLGSC	Ms Emma Draper
Department of Education	Mrs Sharon Bray
Northam PCYC	Ms Jane Atterby
LDAG	Mrs Rose Power
Northam Youth Wellbeing Plan	Ms Jo-Anne Woodruff
Community Representative	Mr Ulo Rumjantsev
Community Representative	Mrs Elizabeth Hoek

### Committee Ex-Officio Members:

Executive Manager Community Services	Ms Jo Metcalf
Senior Ranger (entered 11:06am)	Ms Kellee Walters

### Guests

Bridgeley Church of Christ	Pastor Kym Edwards
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### 3.1 APOLOGIES

Chief Executive Officer	Mr Jason Whiteaker
WA Country Health	Ms Shani Toki
Northam Chamber of Commerce	Ms Melanie Jones
Wundowie Police	SGT Sarah Clarke

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Nyoongar Cultural Advisory Committee  
Avon Community Services

Ms Kristie-Ann Andela

## 4. DISCLOSURE OF INTERESTS

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

As defined in section 5.61 of the Local Government Act 1995, an **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

As defined in section 5.60B of the Local Government Act 1995, a person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Amendment to the Terms of Reference	8.3	Jaime Hawkins	Impartiality	Involvement with Bridgeley Church of Christ.

				<p>Kym Edwards is known to Jaime Hawkins. Jaime Hawkins children have attended Bridgeley Youth Group and son has been coached by Kym Edwards at football.</p>
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## 5. PRESENTATIONS

### Cliff Simpson – WALGA Road Safety Advisor

For the Committee to be provided with information and data relating to school zones and to gauge community interest in a trial to further reduce speed limits in school zones.

### **DISCUSSION**

Mr Cliff Simpson provided hand outs and presented the committee relating to school zones and the reducing of the speed limits in the zones.

Mr Simpson recommended a trial to reduce speed limit from 40km to 30km. If council is interested, they can request a trial, crashes out the front of schools are parking crashes.

SSGT David Hornsby there are portable trailers with speed cameras that can be used. Suggest the Roadwise Committee to investigate and come back.

Ms Kellee Walters questioned if the portable speed camera trailers record how many drivers are speeding, as it could be used as evidence to support an application.

Cr Williams stated that the times of the school zones are 7.30am to 9am, and 2.30pm to 4pm. School starts at 9 and there are always students getting dropped off after 9am. Suggested to try and move the time back by 30 minutes.

Cr Attila Mencshelyi mentioned that at the previous strategic council meeting reducing the speed limit down Fitzgerald Street was discussed. Cr Mencshelyi suggested reducing school zones and Fitzgerald Street at the same time.

**RECOMMENDATION**

**Minute No: CSC.077**

**Moved: Mr Ulo Rumjantsev**

**Seconded: Cr Attila Mencshelyi**

**That the Shire of Northam request the loan of the Courtesy Speed Display Signs from WALGA, for use at the earliest opportunity or at least February when schools return. The signs to be used to gather evidence of travel speeds in Fitzgerald Street and outside various school zones.**

**CARRIED 11/0**

## 6. CONFIRMATION OF MINUTES

### 7.1 COMMITTEE MEETING HELD 24 SEPTEMBER 2021

#### RECOMMENDATION

**Minute No: CSC.078**

**Moved: Mrs Sharon Bray**

**Seconded: Mrs Jane Atterby**

**That the minutes of the Shire of Northam Community Safety Committee meeting held Friday, 24 September 2021 be confirmed as a true and correct record of that meeting.**

**CARRIED 11/0**



## 7. COMMITTEE REPORTS

### 8.1 COMMUNITY SAFETY & CRIME PREVENTION UPDATE

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	No

#### BRIEF

To update the committee on the Community Safety and Crime Prevention Plan actions.

#### ATTACHMENTS

Nil

#### A. BACKGROUND / DETAILS

Although the review of the Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2017-2021 has been completed, as we are still in the 2021 calendar year the following update is provided against this plan.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.

Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Objective: Plan and implement strategies to address crime and safety within the Shire of Northam:

- increase community participation in identifying and reporting of crime
- increase community awareness and understanding of how to prevent crime and improve community safety
- work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

## B.2 Financial / Resource Implications

There is a budget allocation of \$5,000 for Community Safety Plan initiatives.

## B.3 Legislative Compliance

Nil.

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

There has been ongoing engagement and consultation with stakeholders of the Community Safety and Crime Prevention Plan.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Community safety is an area of public concern.	Low(3) x Moderate (3)= Moderate (9)	Cross agency Community Safety and Crime committee work together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

## C. OFFICER'S COMMENT

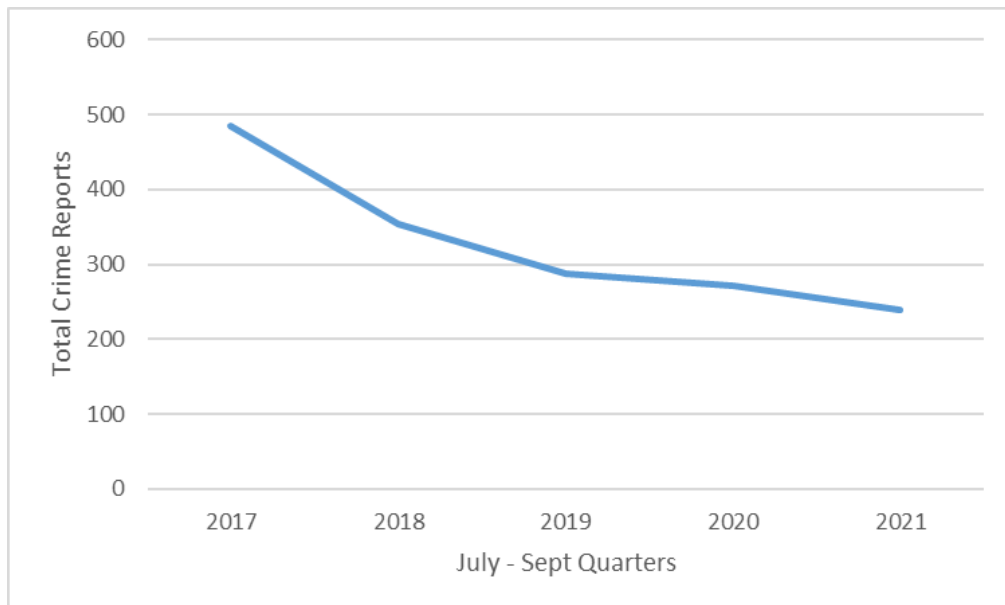
The Shire of Northam's Community Development Officer to provide an update on recent activities.

Focus Area 1: Criminal or Offending Behaviour

- Monthly Shire of Northam Crime Statistics presented for the financial year to date. This data is compiled and provided to the Shire of Northam by WALGA, showing all offences reported to Police within our local government area. Note, November data is yet to be released.
- Family related violence is excluded from this report.

Crime Category	Crime Type	Jul-21	Aug-21	Sep-21	Oct-21
Arson	Cause damage by fire	0	0	0	0
Arson	Other fire related offences	0	0	0	0
Assault	Non-family	12	9	10	8
Burglary	Dwelling	7	1	1	7
Burglary	Non-Dwelling	1	1	1	1
Deprivation of Liberty	Deprivation of Liberty	0	0	0	0
Deprivation of Liberty	Kidnapping / Child Stealing	0	1	1	0
Disorderly Conduct	Disorderly behaviour	2	3	3	3
Drug Offences	Cultivate or manufacture drugs	1	1	0	0
Drug Offences	Drug dealing	1	1	1	0
Drug Offences	Drug possession	4	8	8	7
Drug Offences	Possession of drug paraphernalia	3	2	2	4
Drug Offences	Other drug offences	0	1	1	0
Graffiti	Graffiti	0	2	2	0
Liquor Offences	Liquor Offences (Licensee)	0	0	0	0
Liquor Offences	Liquor Offences (other)	0	0	0	1
Property Damage	Criminal Damage	8	9	9	5
Property Damage	Damage	10	6	6	5
Robbery	Non-business	0	0	0	0
Sexual Offences	Historical sexual offences	1	0	0	0
Sexual Offences	Recent sexual offences	2	0	0	2
Stealing	From dwelling	7	5	5	1
Stealing	From motor vehicle (contents or parts)	3	5	5	3
Stealing	From retail premises or place (shoplift)	10	9	0	13
Stealing	From other premises or place	3	5	14	4
Stealing of Motor Vehicle	Stealing of Motor Vehicle	0	3	3	3
Transport Offences	Driving Causing Bodily Harm	0	1	1	0
Transport Offences	Drunk/Drug Driving	1	2	2	0
Transport Offences	Driver's Licence Offences	3	1	1	0
Transport Offences	Fail to stop or give way	1	0	0	0
Transport Offences	Unsafe Driving	1	2	2	2
Transport Offences	Vehicle licence offences	2	0	0	0
<b>TOTAL (No. of counts)</b>		<b>83</b>	<b>78</b>	<b>78</b>	<b>69</b>

Quarterly Crime Comparison July - September Crime Figures 2017 – 2021



- An update to be provided by representatives from Northam and Wundowie Police.

Focus Area 2: Community Awareness

- Christmas/Summer Community safety messages to be launched.
- WA Police Cam Map WA.

Focus Area 3: Building Partnerships

- Wheatbelt Domestic Violence Offenders Project held a forum and there are potential strategic alignments.

Focus Area 4: Community Design

- Wundowie CCTV project completed and operational and is being linked to the Northam Police Station via cloud technology. Northam is a 24/7 station, and this improves the situational awareness in Wundowie when Wundowie Police Station is closed and incoming calls are being managed from Northam.
- Quote has been received from CCD Alliance Security Consultants to conduct a 'Needs Analysis' to strategically plan Northam CCTV future modification and expansion.

## DISCUSSION

SSGT David Hornsby stated the last 5 years gives a better indication on how Northam is going. Northam again is in green with crime rates going down – 4<sup>th</sup> year in a row going down. With borders closed drugs supply has slowed.

Family violence has risen, which has been blamed on COVID. Victims want it dealt with, some feel they cannot leave the relationship or don't want to. However, the victims are becoming more confident in reporting, offenders will reoffend.

Ms Jo-Anne Woodruff questioned if the family domestic reports are alcohol/drug related. SSGT David Hornsby advised the Police won't test people, unless it has been mentioned that's the only time that it will be written. Ms Woodruff mentioned that Holyoake will provide counselling to those.

Ms Hawkins stated that reports of family and domestic violence are not included in the WALGA statistics. SSGT David Hornsby advised he can bring along the police stats to the meetings. Family domestic violence only refers to immediate family members.

David Hornsby spoke of the new WA Cam Map initiative where businesses and individuals can register their private CCTV to provide the Police with access, with footage stored in Perth. Gives the police the opportunity to have a look before getting there to know what has happened.

Cr Attila Mencshelyi advised the committee of a forum that was held at Bridgeley facilitated by UWA with Communicare, who are keen to get a family and domestic violence offenders program set up. Every region other than the wheatbelt has a program. There is an assumption that Northam is close enough to Perth to travel, but few have the means to travel and very few chose too.

Mrs Michelle Blackhurst informed the Committee on the background behind the quote from CCD Alliance Security Consultants. Prior to the Shire of Northam investing in additional CCTV infrastructure, there is a requirement for strategic planning to identify the capacity of the existing system and scope of works for future expansion.

The needs analysis will analyse crime hotspots, latest technologies, additional uses for infrastructure (such as emergency response) and gaps in the current infrastructure so that future investment is strategic and evidence based. The consultants will produce all documentation that is currently non-existent, such as MOU's and policies and procedures.

**RECOMMENDATION**

**Minute No: CSC.079**

**Moved: Mrs Rose Power**

**Seconded: Mr Ulo Rumjantsev**

**That Council allocates \$30,510 for the needs assessment to be carried out on the Northam CCTV System, to funded at the 2021/22 midyear budget review.**

**CARRIED 11/0**

**RECOMMENDATION**

**Minute No: CSC.080**

**Moved: Mrs Sharon Bray**

**Seconded: Mrs Jane Atterby**

**That Council accepts the update of the Community Safety and Crime Prevention Plan provided.**

**CARRIED 11/0**

## 8.2 DRAFT COMMUNITY SAFETY & CRIME PREVENTION PLAN 2022 - 2026

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	Nil

### BRIEF

For the Committee to review and discuss the first draft of the Community Safety & Crime Prevention Plan 2022 – 2026.

### ATTACHMENTS

Attachment 1: Draft Community Safety & Crime Prevention Plan 2022 -2026 (provided as a separate attachment)

### A. BACKGROUND / DETAILS

The Committee has now reviewed the outgoing Community Safety Plan 2017 – 2021, consulted with the community via survey, and have reviewed the crime statistical data to gain understanding of the community safety and crime prevention issues and perceptions in the Shire of Northam.

Officers have taken the committee and community feedback and developed the first draft of the Community Safety & Crime Prevention Plan 2022 – 2026.

### B. CONSIDERATIONS

#### B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.

Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety

- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

## B.2 Financial / Resource Implications

There is a budget allocation of \$5,000 for Community Safety Plan initiatives.

## B.3 Legislative Compliance

Nil.

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

External groups and agencies represented on the committee have provided input into the review of the plan. The community has been consulted via the 2021 Community Safety & Crime Prevention Survey.

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Implementing actions will require financial contributions	Almost certain (5) x Insignificant (1) = Moderate (5)	Provision is made in the Annual Council budget for initiatives of the Community Safety Plan. Additional funding will be sourced through grant funding when necessary.
Health & Safety	The plan does not adequately address health & safety issues within the Shire of Northam	Unlikely (2) x Insignificant (1) = Low (2)	The plan provides a framework for addressing the safety of the community.
Reputation	Community safety is an area of public concern.	Low(3) x Moderate (3)= Moderate (9)	Cross agency Community Safety and Crime committee work



			together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

The Draft Community Safety & Crime Prevention Plan has been informed by Shire of Northam crime statistics, community feedback on the perception of crime in the community and Community Safety Committee workshops.

The aim is to create an outcome based plan that includes realistic and achievable objectives addressing the actual and perceived crime within the Shire. The Plan includes 4 main focus areas:

1. Building partnerships & internal capacity
2. Safer places & spaces
3. Community education & awareness
4. Anti-social behaviour

Presented is the first draft of the plan. In this draft Officers have attempted to include actions to address ALL of the relevant feedback and concerns raised by the community and the committee. This has resulted in quite a lengthy plan that the committee may wish to have input into refining.

### DISCUSSION

Discussions was raised when running through the actions of the plan, some actions from previous plan have been carried over.

The committee to be provide feedback by the end of the year.

Sharon Bray Left at 1:08pm

### RECOMMENDATION

Minute No: CSC.081

Moved: Cr Attila Mencshelyi

Seconded: Mrs Rose Power

**That the Committee accepts the Draft Community Safety & Crime Prevention Plan 2022 – 2026 as amended.**

**CARRIED 10/0**

### 8.3 AMENDMENT TO THE TERMS OF REFERENCE SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Jaime Hawkins, Impartiality
<b>Voting Requirement:</b>	Absolute majority
<b>Press release to be issued:</b>	Nil

#### BRIEF

To update the Terms of Reference of the Community Safety Committee to allow Bridgeley Church of Christ to become a voting member organisation.

#### ATTACHMENTS

Attachment 2: Terms of Reference Community Safety Committee with proposed amendment

#### A. BACKGROUND / DETAILS

An expression of interest has been received from Bridgeley Church of Christ to join the Shire of Northam Community Safety Committee. In order to become a voting member on the committee the Terms of Reference will need to be amended. The primary representative for Bridgeley on the committee would be Pastor Kym Edwards.

#### B. CONSIDERATIONS

##### B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.  
 Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.  
 Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

- increase community participation in identifying and reporting of crime
- increase community awareness and understanding of how to prevent crime and improve community safety
- work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

## B.2 Financial / Resource Implications

Nil.

## B.3 Legislative Compliance

Legislative compliance:

Local Government Act 1995, section 5.10 Committee Members, appointment of

Absolute Majority voting requirement.

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

Nil

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	There is a legislative compliance to follow under the Local Government Act 1995 when	Unlikely (2) x Minor (2) = Low (4)	Committee Chair to ensure an absolute majority vote is achieved.

	appointing members to the committee.		
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

Bridgeley Church of Christ have a large reach within the Shire of Northam community and are actively involved in many aspects of community life that are not directly affiliated with them being a religious organisation. The Bridgeley team provide support to the underprivileged, run a highly successful youth group attended by teenagers from all backgrounds, and also offer services to young families and the elderly.

It is the Officers view that Kym Edwards and the Bridgeley team would be able to offer valuable knowledge and insight to the Committee and would also assist the Committee to reach sections of the community that are not currently being engaged.

Community centre and church – to connect/build bridges with community across demographically.

#### RECOMMENDATION

**Moved: Mrs Jane Atterby**  
**Seconded: Mrs Rose Power**

**That the Committee accepts the Terms of Reference for the Shire of Northam Community Safety Committee as presented with an amendment to include Bridgeley Church of Christ as a voting member of the Committee.**

**LOST 5/5**

**COMMITTEE DECISION**

**Minute No: CSC.082**

**Moved: Mrs Elizabeth Hoek**

**Seconded: SSGT David Hornsby**

**That the Committee accepts Bridgeley Church of Christ as an ex-officio member of the Shire of Northam Community Safety Committee.**

**CARRIED10/0**

Pastor Kym Edwards introduced and informed the committee on what the Community centre and church do – to connect/build bridges with community across different demographics.

**Reasoning for change of recommendation:**

Mrs Elizabeth Hoek spoke against the recommendation – looking at the previous minutes the number of committee members was reduced, doesn't seem essential for the committee to be expanding it again.

Mrs Rose Power spoke for the recommendation – reaching a quorum has been hard as we don't always get people at the table, another voting member would be good.

Speaking against Cr Julie Williams said the process has been done to reduce the number of voting members, including trimming a council member from the committee. Adding a voting member is going against previous discussion, would approve having Bridgeley as an Ex-Officio member.

## Attachment 2

*Community Safety Committee Terms of Reference 2021 to 2023*

### 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:

- Two (2) Elected Members:
- 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 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 Youth Wellbeing Plan;
- One (1) representative of the local youth services
- One (1) representative of the Nyoongar Cultural Advisory Committee
- One (1) representative of Bridgeley Church of Christ
- Up to two (2) community representatives.

All members have full voting rights.

Revised COMMS-TR-01 Community Safety Committee Terms of Reference 2021 - 2023 V2  
~~COMMS-TR-01 Community Safety Committee Terms of Reference 2021 - 2023\_V2~~

Community Safety Committee Terms of Reference 2021 to 2023

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**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
- One (1) representative of the Department of Health (Health Promotion);
- One (1) representative of the Department of Communities - Housing;
- One (1) representative of the Department of Communities - Child Protection and Family Support
- One (1) representative of the Department of Justice;
- Ranger Services
- 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;
- Integrate and align with the 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 on progress and outcomes with any recommendations.

**9. Tenure of Membership**

[Revised COMMS-TR-01 Community Safety Committee Terms of Reference 2021 - 2023\\_V2](#)  
~~[COMMS-TR-01 Community Safety Committee Terms of Reference 2021 - 2023\\_V2](#)~~

Community Safety Committee Terms of Reference 2021 to 2023

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.



## 8.4 MEETING SCHEDULE

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple majority
<b>Press release to be issued:</b>	Nil

### BRIEF

To determine the schedule of meetings of the Community Safety Committee for 2022.

### ATTACHMENTS

Nil.

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### A. BACKGROUND / DETAILS

In recent years there has been no set schedule for Community Safety Committee meeting resulting in confusion and difficulties reaching a quorum.

Meeting times that have been previously trialled are bi-monthly Friday mornings and quarterly meetings held on the third Tuesday of the relevant month, immediately following the Roadwise Committee meetings. This was introduced as many of the committee members sit on both the Roadwise and Community Safety Committee.

The draft Community Safety & Crime Prevention Plan proposes that meetings are held at least quarterly and on an as needs basis.

### B. CONSIDERATIONS

#### B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.

Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

- increase community participation in identifying and reporting of crime
- increase community awareness and understanding of how to prevent crime and improve community safety
- work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

## B.2 Financial / Resource Implications

Nil.

## B.3 Legislative Compliance

Nil.

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

Nil

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	There is a small cost associated with catering for committee meetings	Likely (4) x Insignificant (1) = Low (4)	There is budget provision for the community safety committee.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

## C. OFFICER'S COMMENT

It is recommended that a quarterly meeting schedule be determined for 2022, with additional meetings to be held on an as needs basis.

It is proposed that these meetings are scheduled to follow the Roadwise Committee meetings, which are held on the third Tuesday of each month. Meetings would commence at 11am, with a light lunch to be provided.

The proposed meeting schedule is as follows:

- 15 February 2022
- 17 May 2022
- 16 August 2022
- 15 November 2022

### **RECOMMENDATION**

**Minute No: CSC.083**

**Moved: Cr Attila Mencshelyi**

**Seconded: Ms Emma Draper**

**That the Committee accepts that Community Safety Meetings will be scheduled for:**

- **15 February 2022**
- **17 May 2022**
- **16 August 2022**
- **15 November 2022**

**Meetings to commence at 11am, at a venue to be advised with a light lunch to be provided.**

**CARRIED 10/0**

## 8.5 AGENCY UPDATES

<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Jaime Hawkins Community Development Officer
<b>Responsible Officer:</b>	Jo Metcalf, Executive Manager Community Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	-
<b>Press release to be issued:</b>	Nil

### BRIEF

To provide an opportunity for staff, and external groups/agencies to discuss pertinent matters relating to the safety of the local community.

### ATTACHMENTS

Nil.

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### A. BACKGROUND / DETAILS

A benefit of committees such as the Community Safety Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing, relaxing the burden of reporting such updates during Council meetings.

Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety & crime prevention, as well as any other programs or activities relating to external groups/agencies.

### B. CONSIDERATIONS

#### B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.

Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

- o increase community participation in identifying and reporting of crime

- increase community awareness and understanding of how to prevent crime and improve community safety
- work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

## B.2 Financial / Resource Implications

Nil.

## B.3 Legislative Compliance

Nil.

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

External groups and agencies represented on the committee are encouraged to provide an update during the committee meetings.

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

## C. OFFICER'S COMMENT

It is recommended that standing orders be suspended to allow for discussion of pertinent matters by staff and external groups/agencies.

SSGT David Hornsby updated the committee on the Covid vaccines rates. The Police are helping the health with increasing vaccine rate. Northam sitting at 70%, but the big push is at the Aboriginal and Torres Strait Islanders getting vaccinated. Now available for 12 & up.

Mrs Jane Atterby stated PCYC are holding a back-to-school event in January.

Ms Jo-Anne Woodruff mentioned that the turn up in blue event, went well and had a great turn out.

Mrs Elizabeth Hoek advised that AVAS are running youth programs during the school holidays.

**8. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

**9. DATE OF NEXT MEETING**

15 February 2022

**10. DECLARATION OF CLOSURE**

There being no further business, Chairperson Cr Williams declared the meeting closed at 1.34pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on 7 December 2021 have been confirmed as a true and correct record."

Williams Chairperson

15/2/2022 Date