



COMMUNITY SAFETY WORKING GROUP

Terms of Reference

Community Safety Working Group

1.0 MEMBERS

Chairperson	Councillor of the Shire of Broome
Deputy Chairperson	Councillor of the Shire of Broome
Broome Chamber of Commerce and Industry	One (1) Member
WA Police	One (1) Member
Liquor Accord	One (1) Member
Kullarri Patrol	One (1) Member
Broome Youth and Families Hub	One (1) Member
PCYC	One (1) Member
Department of Communities	One (1) Member
Department of Justice	One (1) Member
Nyamba Buru Yawuru	One (1) Member
Djarindjin Community	One (1) Member
Ngurra Buru/Kullarri Regional Communities Indigenous Corporation	One (1) Member
Kimberley Community Alcohol and Drug Service	One (1) Member
Men's Outreach Service (Family Outreach Service)	
Empowered Youth Leaders	Up to three (3) Members
Aboriginal Community Controlled Organisations	Up to five (5) Members
Kimberley Aboriginal Women's Council	One (1) Member
Broome Community of Elders	One (1) Member
Security Service	One (1) Member
General Community	Minimum of Three (3) Members

Proxies

Each member may delegate a proxy to attend in their place provided it is done in writing to and approved by the Chairperson before the meeting.

Secretariat

Manager of Community Engagement and Projects

Meeting Schedule

Quarterly.

Meeting Location

Administration Building, Shire of Broome

Secretariat

Provided by the Shire of Broome

Quorum

Six (6) Members, including one Councillor of the Shire of Broome

Delegated Authority

Nil

2.0 NAME

The name of the Group is the **Community Safety Working Group (CSWG)**

3.0 DISTRICT/AREA OF CONTROL

Local Government boundaries of the Shire of Broome.

4.0 VISION / PURPOSE

The purpose of the Community Safety Working Group is as follows:

1. To oversee the implementation of the Shire of Broome Community Safety Plan– 2025 - 2029 , endorsed by Council at the Ordinary Meeting of Council (**OMC**) 28 August 2025
2. To work in a collaborative manner with a common goal of ensuring the delivery of key Community Safety Plan initiatives
3. To act as champions of the Community Safety Plan within the general community
4. To receive updates and provide feedback on Shire community safety initiatives; and identify opportunities and trends in the community.

5.0 ESTABLISHMENT

Working Group established by a resolution of Council [C/0721/024] – 29 July 2021.

6.0 MEMBERSHIP

Council will appoint members to the Group in accordance with the terms of reference. Staff will be invited to participate in the Group by the Director of Development and Community as required. Community representative membership to be renewed biennially through an EOI process.

Council will appoint one elected member as a delegate and one elected member as a deputy to the Group.

7.0 DELEGATED AUTHORITY

The group has no delegated authority.

8.0 COMMITTEE

8.1 Chairperson

A Councillor of the Shire of Broome will be the Chairperson.

A Councillor of the Shire of Broome will be the Deputy Chairperson.

The role of Chairperson and Deputy Chairperson are to be vacated following biennial Council elections in October and reappointed by Council.

8.2 Secretariat

This role is to be fulfilled by Shire officers.

8.3 Standing Ex-Officio Members

The Chief Executive Officer, Director of Development and Community, Manager of Community Engagement and Projects, and the Community Engagement team will be standing ex-officio members. Other officers or community members may be invited to attend meetings as required and to be determined by the Director of Development and Community.

9.0 MEETINGS

9.1 Meetings

Meetings will be conducted twice a month at the Shire of Broome Administration Offices or as otherwise determined by group consensus.

9.2 Quorum

Quorum shall be six (6) members, including one elected member.

9.3 Voting

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

9.4 Agendas and Minutes of Meetings

The Secretariat is responsible for preparing the Agenda and Minutes using the InfoCouncil system.

The Agenda will be provided via the Outlook calendar invitation at least two working days prior to the scheduled meeting.

The person presiding is responsible for ensuring that Notes of the Meeting accurately reflect the proceedings.

Draft Meeting Minutes will be distributed:

1. By email to the working group distribution list within five days of the meeting;
2. In the next monthly Councillor Information Bulletin (CIB) following the meeting; and
3. Attached to the Outlook invitation for the next scheduled meeting.

Meeting Minutes will be confirmed by a majority of members at the following meeting.

If draft minutes include changes beyond minor administrative corrections, these changes will be reflected in the next monthly CIB.

Any recommendations requiring Council action arising from the Minutes will be presented at the next Ordinary Meeting of Council (OMC) or, if not possible, at the earliest available Council meeting.

9.5 Who Acts if No Presiding Member

If, in relation to the presiding member of the Working Group:

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member then the Working Group members present at the meeting are to choose one of themselves to preside at the meeting.

9.6 Members Interests to be Disclosed

Members of the **CSWG** are required to disclose their financial interests and complete a Declaration form where relevant, using the principles detailed in the Local Government Act Section 5.65-5.71 with respect to disclosure of financial, indirect financial, or proximity interests.

Declarations under Section 5.65 – 5.71 require members to be excluded from participation in the discussions subject to the declaration.

Impartiality interests means:

- (a) means an interest that could, or could reasonable be perceived to, adversely affect the impartiality of the persons having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

A member of the **CSWG** who has an impartiality interest in any matter to be discussed at a **CSWG** meeting must disclose the nature of the interest to the Presiding Member in writing prior to the meeting or at the meeting immediately before the matter is discussed.

Document Control Box							
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1.	29 July 2021		OMC – New Working Group Established – Res [C/0721/024].				
2.	16 November 2023		Minor amendments to the Terms of Reference.				
3.	20 November 2025		Amendments to the document. OMC Minute No C/1125/031.				