



**COMMUNITY SAFETY WORKING GROUP**  
Terms of Reference

## Community Safety Working Group

### 1.0 MEMBERS

<b>Chairperson</b>	Councillor of the Shire of Broome
<b>Deputy Chairperson</b>	Councillor of the Shire of Broome
<b>Broome Chamber of Commerce and Industry</b>	One (1) Member
<b>WAPOL</b>	One (1) Member
<b>Liquor Accord</b>	One (1) Member
<b>Kullarri Patrol</b>	One (1) Member
<b>Broome Youth and Families Hub</b>	One (1) Member
<b>PCYC</b>	One (1) Member
<b>Department of Education</b>	One (1) Member
<b>Department of Communities</b>	One (1) Member
<b>Department of Justice</b>	One (1) Member
<b>Nyamba Buru Yawuru</b>	One (1) Member
<b>Feed the Little Children charity</b>	One (1) Member
<b>Ardyaloon Community</b>	One (1) Member
<b>Beagle Bay Community</b>	One (1) Member
<b>Bidyadanga Community</b>	One (1) Member
<b>Djarindjin Community</b>	One (1) Member
<b>Lombadina Community</b>	One (1) Member
<b>General Community</b>	Minimum of Three (3) Members
<b>Proxies</b>	Each member may delegate a proxy to attend in their place providing it is done in writing to and approved by the Chairperson prior to the meeting.
<b>Secretariat</b>	Place Activation and Engagement Coordinator
<b>Meeting Schedule</b>	Minimum every 3 months or as required
<b>Meeting Location</b>	Administration Building Shire of Broome
<b>Secretariat</b>	Provided by the Shire of Broome
<b>Quorum</b>	Six (6) Members including one Councillor of the Shire of Broome
<b>Delegated Authority</b>	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 2021 -2025, endorsed by Council at the Ordinary Meeting of Council (**OMC**) 25 March 2021.
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 Chief Executive Officer 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/Manager Community Engagement and Special Projects 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 Chief Executive Officer.

## **9.0 MEETINGS**

### **9.1 Group Meetings**

The Chief Executive Officer/Manager Community Engagement and Special Projects will call meetings every quarter or as required thereafter.

### **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 Minutes of Meetings**

The person presiding is to ensure that Notes of the Meeting are kept of the meetings proceedings.

The Meeting Minutes may be confirmed by a majority of members present at the meeting in writing via email, after the completion of the meeting. Once Meeting Notes have been confirmed by members, they are to be submitted for inclusion in the Councillor Information Bulletin.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the next OMC or the earliest available Council meeting if it is not possible to present the Minutes to the next OMC.

### **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

### Document Responsibilities:

<b>Owner:</b>	Manager Community Engagement and Projects	<b>Owner Business Unit:</b>	Office of the CEO
<b>Reviewer:</b>	Manager Community Engagement and Projects	<b>Decision Maker:</b>	Council

### Compliance Requirements:

<b>Legislation:</b>	<a href="#">Local Government Act 1995</a>
<b>Industry:</b>	
<b>Organisational:</b>	

### Document Management:

<b>Risk Rating:</b>	<b>Medium</b>	<b>Review Frequency:</b>	Biennial	<b>Next Due:</b>	[09/2025]	<b>Records Ref:</b>	
<b>Version #</b>	<b>Decision Reference:</b>	<b>Synopsis:</b>					
1.	29 July 2021	OMC – New Working Group Established – Res [C/0721/024]					
2.	16 November 2023	Minor amendments to the Terms of					