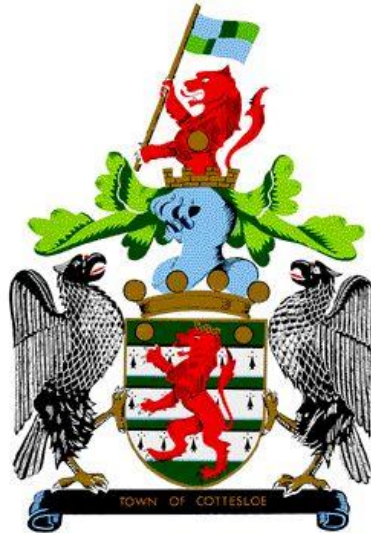


# TOWN OF COTTESLOE



## COMMUNITY SAFETY AND CRIME PREVENTION COMMITTEE MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE  
109 BROOME STREET, COTTESLOE  
12.30PM, TUESDAY, 17 APRIL 2018

**GARRY BIRD**  
Deputy Chief Executive Officer

9 May 2018

DRAFT

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**1. DECLARATION OF MEETING OPENING / ANNOUNCEMENT OF VISITORS**

Cr Thomas declared the meeting open at 12.33pm.

Cr Thomas welcomed Ms Tina Arthur to the meeting and asked that she provide the Committee with some information about her background and skills that she could use to assist the Committee.

**2. ATTENDANCE****Committee Members Present**

Cr Rob Thomas	Presiding Member
Ms Katherine Celenza	WALGA RoadWise Road Safety Advisor
Sgt Carol Vernon	Cottesloe Police
Ms Tina Arthur	Community Representative

**Officers Present**

Mr Garry Bird	Deputy Chief Executive Officer
Mr Nicholas Woodhouse	Manager Engineering Services
Ms Elizabeth Nicholls	Senior Administration Officer

**Apologies**

Cr Melissa Harkins	Deputy Member
Ms Patricia Carmichael	Community Representative
Ms Lisa Squiers	Senior Ranger

**3. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING**

**Moved Cr Thomas, Seconded Sgt Carol Vernon**

**The Minutes of the meeting of the Community Safety and Crime Prevention Committee minutes held Tuesday 20 February 2018 be confirmed.**

**Carried 4/0**

**4. WALGA ROAD SAFETY UPDATE**

Ms Celenza provided the Committee an update on the following:

- 43 total deaths have been recorded (as at 16 April 2018) with 4 occurring over the Easter period.
- National Road Safety week (29 April to 6 May 2018) will include a campaign titled 'Drive so others survive' and a kit will be available to inform residents through a Facebook campaign.
- There are funds available for the Town to apply for.
- Applications for the Local Government Road Safety Awards in October. Forms will be available to nominate in May or June.
- The introduction of 'Slow Mo' laws to encourage drivers to slow down near incidents.

- The initiative of 'Ben Signs' to assist in the case of emergency.

The Committee discussed possibilities to use the funding including:

- Bin stickers/pamphlets encouraging people to slow down.
- Prizes for school safety competitions. Sgt Vernon suggested a prize of a gift card to a local bike store to be used towards a helmet, reflective vest or other bike safety equipment.
- Excursion to attend Constable Care Safety School with part of the fee to be covered by the funding.

The Committee discussed whether the funds could be used to address the issues of congestion at the roundabout at Cottesloe Primary School, Jarrad Street near the Boatshed and at North Cottesloe Primary School. Mr Woodhouse advised the Committee that a Committee has been established to look at alternative parking arrangements at North Cottesloe Primary School.

## 5. ISSUES ARISING FROM THE PREVIOUS MEETING

	Action Item	Update
a.	Manager Engineering Services to inspect the area on Marine Parade near Wearne to advise of options to assist people crossing the road.	Long term action item. This item may be deferred due to the Wearne redevelopment and because the Bike Planning Committee did not support the concept plan.
b.	The extension of the Principal Shared Path from the Grant Street Train Station to Cottesloe Train Station.	Long term action item.
c.	CCTV installation	CCTV planned for inclusion in the 2018/2019 Budget.
d.	Staff to research the use of beach lockers at other local authorities.	Proposal for beach lockers received from Cottesloe Surf Life Saving Club. An item was presented to Council at the March Briefing Forum with indicative support.
e.	Cr Thomas to enquire about a virtual reality road safety workshop.	Cr Thomas met with the Principal of Cottesloe and North Cottesloe Primary Schools.
f.	Senior Ranger and Community Development Officer (vacant) to liaise and discuss the resources offered by the Town of Cottesloe to the homeless in the western suburbs.	Ongoing. Senior Ranger and Police representative have discussed this matter.
g.	Implement old speed advisory trailer in a strategic location in summer to inform and alert the public to beach theft.	Completed.

	Action Item	Update
h.	Ms Celenza to email Cr Thomas and Mr Bird with funding information.	
i.	Officers to investigate the costs of printing cards stating 'All valuables have been removed from this vehicle' to be included with the rates notices.	

## 6. CRIME UPDATE

### 6.1 Cottesloe Police

Sgt Vernon outlined how the proposed changes to the Western Australian Police may affect Cottesloe Station. The changes will take place in July.

From 20 February 2018 to 17 April 2018 there have been 65 offences. A large number of offences have been property damage with a 125 percent increase, however, the percentage of all other offences has gone down.

### 6.2 WALGA Crime Statistics

Noted.

## 7. SENIOR RANGER REPORT

Mr Bird informed the Committee of the following:

- There has been an increase in the number of dog attacks and associated media coverage.
- The Town is investigating the use of body cameras for Rangers.
- The Rangers winter roster will come into effect shortly.
- Rangers are expecting there will be an increase in shark fishing.

Sgt Vernon commented that the interactions between Town of Cottesloe Rangers and Police had been positive in the organisation of the 'By the C' beach concert.

## 8. COMMUNITY DEVELOPMENT REPORT

Nil

**9. OTHER BUSINESS**

**9.1 Draft Committee Charter**

**OFFICER RECOMMENDATION**

**Moved Cr Thomas, Seconded Ms Arthur**

**That the Community Safety and Crime Prevention Committee recommend that Council the ADOPT the draft Community Safety and Crime Prevention Committee Charter.**

**Carried 4/0**

**10. NEXT MEETING**

Tuesday 19 June 2018.

**11. MEETING CLOSURE**

Cr Thomas farewelled Mr Woodhouse who is leaving the employ of the Town and thanked him for his work.

The Presiding Member announced the meeting closed at 1.35pm.

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Town of Cottesloe Community Safety and Crime Prevention Committee, established by Council pursuant to Section 5.8 of the *Local Government Act 1995* (the Act).

## 1. Name

The name of this Committee is 'Town of Cottesloe Community Safety and Crime Prevention Committee'. All references to 'Committee' in this charter mean 'Town of Cottesloe Community Safety and Crime Prevention Committee'.

## 2. Establishment

This Committee is established under the provisions of the *Local Government Act 1995*, particularly section 5.8 of the Act.

At the Ordinary Meeting of Council held 26 April 2005 it was resolved:

- (1) *Establish the Cottesloe Community Safety and Crime Prevention Committee for the purposes of preparing, in consultation with stakeholders, a draft Community Safety and Crime Prevention Plan for Cottesloe;*
- (2) *Appoint to the committee one member of Council (the delegate to be decided at the Special Council meeting to be held in May), the Manager Corporate Services, one delegate from the community, one delegate from the Cottesloe Business Association, one person from the Office of Crime Prevention and one Officer from the Cottesloe Police Station;*
- (3) *Authorise the Committee to expend funds to the limit of \$10,000 for purposes directly associated with research, consultation and reparation of the plan; and*
- (4) *Advertise for nominations for the position of the one community delegate.*

*Carried 11/0*

## 3. Guiding Principles

This Committee is established with its guiding principles in accordance with the *Local Government Act 1995*, sections 5.8 to 5.25.

## 4. Vision

The Vision of this Committee is to develop and implement plans and projects to preserve and enhance community safety and crime prevention within Cottesloe.



## 5. Terms of Reference

- a. To support and recommend to Council, actions and policies relating to the provision of services.
- b. To advise Council on matters affecting community safety and crime prevention generally.
- c. To oversee the implementation, regular reviews and evaluation of the Town of Cottesloe Community Safety and Crime Prevention Plan and make recommendations to Council on matters relating to that document.
- d. To assist Council with the implementation of various policies as may be relevant to this Committee.

## 6. Membership

At the Ordinary Meeting of Council held 31 October 2017 it was resolved:

*That Council appoints Cr Thomas be appointed member and Cr Harkins as deputy member of the Community Safety and Crime Prevention Committee.*

*Carried 9/0*

Membership of this Committee will comprise of:

- One Town of Cottesloe Elected Member
- One Cottesloe Police representative
- One Western Australia Local Government Association – Roadwise representative
- Up to four Community representatives

Vacancies for the community representatives will be advertised in the local papers, the Town of Cottesloe webpage and notice boards. Council will then select and appoint new members.

Community representation is valid for two years, until the person resigns, the Committee is disbanded or the next Ordinary Council Election, which ever happens first. Nothing prevents an existing member re-nominating.

Organisations that provide representatives are free to select and endorse their representative as per their governing rules and processes. Council will endorse each organisation which provides a representative following each Ordinary Council Election. Organisations will be able to be represented until they write to the Town formally requesting to be relieved of representation on the Committee, the Committee is disbanded or Council resolves to amend the representation on the Committee.

## 7. Meetings

### 7.1 Annual General Meeting

Nil

### 7.2 Committee Meetings

Meetings shall be held not more frequently than every two months, unless a special meeting of the Committee is called for a specified purpose.

### 7.3 Quorum

The quorum for any meeting of this Committee shall be 50 percent plus 1 members (voting) as endorsed by Council at the time of the meeting.

### 7.4 Voting

Shall be in accordance with section 5.21 of the Act, with all members endorsed as voting members entitled and required to vote, subject to the provisions of the Act which deal with Financial and Proximity Interests.

### 7.5 Minutes

The Minutes of the meeting shall be recorded and prepared as per the provisions of section 5.22 of Act.

The content of the minutes shall be in accordance with the *Local Government (Administration) Regulations 1996* section 11.

*The content of minutes of a meeting of a council or a committee is to include —*

- (a) the names of the members present at the meeting; and*
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting; and*
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion; and*
- (d) details of each decision made at the meeting; and*
- (da) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70 (but not a decision to only note the matter or to return the recommendation for further consideration); and*
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and*
- (f) in relation to each disclosure made under section 5.65 or 5.70 in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.*

If the Committee resolves, the minutes may include a table of ‘action items’, summarising the agreed actions.

### 7.6 Who acts if the presiding member is unavailable

Shall be in accordance with section 5.14 of the Act.

### 7.7 Meetings

Meetings shall be generally open to the public as per the provisions of section 5.23 of the Act.

### 7.8 Public Question Time

As the Committee has no delegated powers (section 5.24 of the Act), there is no specific provision for public question time.

### 7.9 Members’ Conduct

Council Members of the Committee shall be bound by the following

- The provisions of section 5.65 of the Act;

## CHARTER – COMMUNITY SAFETY AND CRIME PREVENTION COMMITTEE

- Town of Cottesloe *Standing Orders Local Law 2012*;
- Town of Cottesloe Code of Conduct;
- *Local Government (Rules of Conduct) Regulations 2007*; and
- Regulation 34C of the *Local Government (Administration) Regulations 1996*,  
with respect to their conduct at meetings and their duty of disclosure.

Elected Members and Officers of the Town of Cottesloe will be bound by these provisions, relating specifically to their participation in the Committee, at all times.

Any community member appointed to this Committee is not bound to declare impartiality interests, unlike Councillors and Employees of Local Government. Community members are not bound by the Rules of Conduct Regulations but will be bound by the Town of Cottesloe Code of Conduct.

### 7.10 Secretary

The Chief Executive Officer (or their nominated representative) shall undertake the following secretarial duties;

- Prepare and distribute meeting papers as required
- Attend and record the Minutes of the meeting
- Provide the administrative support required to present the outcomes of the meeting to Council for consideration where required.

### 7.11 Presiding Member

The members (voting) will elect a presiding member and deputy member at the first meeting after these positions become vacant for any reason. The voting on and appointment of the presiding member and deputy member shall be in accordance with the provisions of section 5.12 of the Act.

### 7.12 Meeting attendance fees

Nil

## 8. Delegated Authority

This committee has no delegated authority.

## 9. Endorsement

This Charter was endorsed by the Town of Cottesloe Community Safety and Crime Prevention Committee at its meeting on 17 April 2018.

This Charter was endorsed by the Town of Cottesloe Council at its meeting on \_\_\_\_\_.

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*Carried 11/0*

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