

## **Cleansweep Taskforce**

### **Terms of Reference**

#### **1. Establishment**

The Cleansweep Taskforce is an initiative, established in 2010 by the City of Karratha and the Western Australia Police in response to community concerns regarding safety and crime prevention within the City.

The Taskforce is comprised of representatives from the City, Western Australia Police, and Taskforce funding partners Rio Tinto, Woodside and the Woodside operated North West Shelf Project.

#### **2. Purpose**

The Cleansweep Taskforce has been established to develop and implement a range of preventative and responsive initiatives aimed at making the City a safer place to live.

It does this by carrying out projects in 5 key target areas:

- Crime prevention/anti-social behaviour management
- Graffiti management
- Litter management
- Alcohol management
- Road/vehicle safety

#### **3. Functions**

The Cleansweep Taskforce will take responsibility for community based projects in the 5 key target areas specified above.

This includes:

- **Assessment of needs** – gathering information to identify potential projects.
- **Obtaining funding** – preparing funding applications to various providers to support projects.
- **Implementation, monitoring and evaluation** – ensuring projects are carried out to the required standards.
- **Promotion of Taskforce projects** – ensuring the community is aware of and engaged in creating a safe environment within the City.

## 4. Membership

The following positions form the Steering Group of the Cleansweep Taskforce:

- Councillor of the City of Karratha
- Chief Executive Officer, City of Karratha
- Manager Regulatory Services, City of Karratha
- Community Safety Coordinator, City of Karratha
- Ranger Coordinator, City of Karratha
- Rio Tinto member representing eastern corridor (Roebourne, Wickham, Point Sampson)
- Rio Tinto member representing western corridor (Karratha, Dampier)
- Woodside/North West Shelf Venture representative
- Assistant District Officer, Pilbara District Police Office, WA Police
- Officer in Charge, Roebourne Police, WA Police
- Community & Diversity Officer, WA Police

The Cleansweep Taskforce may call upon community groups, government agencies or other people to attend meetings as required and to assist with projects. These groups/agencies/people will not be members of the Steering Group, but part of the Taskforce Working Group.

Members of the working group will be appointed by invitation from the Community Safety Coordinator, confirmed by consensus vote of the Steering Group.

## 5. Quorum

A quorum comprises of three (3) members.

## 6. Meetings

### Frequency

The Cleansweep Taskforce will meet monthly.

### Chairperson

Meetings will be chaired by the Councillor of the City of Karratha. In their absence, meetings will be chaired by the Community Safety Coordinator.

### Proxies

Members may appoint a proxy to attend meetings on their behalf if unable to attend themselves.

### Reporting structure and process

The Community Safety Coordinator will report on Taskforce activities each quarter and will submit reports to Council as an information item.

The Taskforce is bound by any State and Federal legislation regarding the management of information.

### Recording of proceedings

Where practicable, the agenda together with reports and documents that relate to the Cleansweep Taskforce, will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate Minutes will be kept of each meeting of the Cleansweep Taskforce. The Minutes of a meeting shall be submitted to Steering Group members for ratification at the next subsequent meeting of the Taskforce. When confirmed, the Minutes shall be signed by the Chairperson.

### **Decision-making**

Any decisions of the Taskforce will be made by simple majority vote. All decisions will be recorded in meeting minutes.

In the case of a tied vote the Chairperson or, in their absence, the Community Safety Coordinator will have the casting vote.

### **Financial confidentiality**

Cleansweep Taskforce members will ensure that discussions in relation to financial contributions and expenditure made by individual members of the Taskforce are not disclosed to non-member entities without the consent of the respective member.

### **Obligations of Steering Group Members**

The role of the individual members of the Cleansweep Taskforce includes:

- Understand the strategic implications and outcomes of initiatives being pursued through project output;
- Making decisions on initiatives, resources and processes;
- Be an advocate for the Taskforce's outcomes;
- Have a broad understanding of project management issues and the approach being adopted;
- Be committed to, and actively involved in pursuing the Taskforce's outcomes.

In practice, this means they:

- Ensure the requirements of stakeholders are met by the Taskforce's outputs;
- Help balance conflicting priorities and resources;
- Set budgets for initiatives;
- Seek additional funding for initiatives where required;
- Provide guidance to any project team and users of the project's outputs;
- Consider ideas and issues raised;
- Review the progress of any project;
- Actively promote Cleansweep initiatives to the community;
- Check adherence of Taskforce activities to standards of best practice, both within the organisation and in a wider context.

### **Obligations of Working Group Members**

- Commit to the Cleansweep purpose and values as expressed in the Strategic Plan;
- Provide resources and advice for Cleansweep initiatives;
- Attend occasional meetings as required;
- Report back to the Steering group on the progress & completion of projects or other work.