



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Community Safety Committee**

**11 November 2016**



**NOTICE PAPER**

**Shire of Northam Community Safety Committee**

**11 November 2016**

Committee Members

I inform you that a Community Safety Committee meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 11 November 2016 at 2pm.

Yours faithfully



**Jason Whiteaker**  
**Chief Executive Officer**

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## 1. DECLARATION OF OPENING

Chairperson Cr Julie Williams declared the meeting open at 2.05pm.

The quorum of voting Members is 7. The Committee has reached a quorum.

## 2. ATTENDANCE

### Committee Members:

Chairperson	Cr Julie Williams
Councillor	Cr Denis Beresford
Councillor	Cr Chris Davidson
Northam Roadwise Committee	Mr Cliff Simpson
Local Youth Service Representative	Ms Jane Atterby
Department Education	Mrs Sharon Bray
Health Representative	Mr Greg Bentley

### Committee Ex-Officio Members:

Community Development Officer	Mrs Michelle Blackhurst
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### Special Guests:

Executive Manager Development Services	Mr Chadd Hunt
Northam PCYC Youth Trainer	Mr Mark Hardwick

### Gallery:

Councillor	Cr Ulo Rumjantsev
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### 2.1 APOLOGIES

LDAG	Ms Rose Power
Northam Chamber of Commerce	Mr Paul Tomlinson
Executive Manager Community Services	Mr Ross Rayson
Northam Police	SSgt Geoff Dickson
Community Representative	Ms Margaret O'Reilly

### 2.2 APPROVED LEAVE OF ABSENCE

Nil

## 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest

#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD 16 SEPTEMBER 2016

###### RECOMMENDATION

Minute No: CSC.025

Moved: Ms Jane Atterby

Seconded: Cr Chris Davidson

That the minutes of the Shire of Northam Community Safety Committee meeting held Friday, 16 September 2016 be confirmed as a true and correct record of that meeting.

CARRIED 7/0

## 5. COMMITTEE REPORTS

### 5.1 COMMUNITY SAFETY AND CRIME PREVENTION PLAN UPDATE

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Community Development Officer
<b>Responsible Officer:</b>	Executive Manager Community Services
<b>Voting Requirement</b>	Simple or Absolute Majority

#### BRIEF

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

#### ATTACHMENTS

Attachment 1: Community Safety and Crime Prevention Plan – Action Plan  
Attachment 2: Minutes of the AODMP meeting

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#### BACKGROUND / DETAILS

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2016-2020 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity.

The CSCP Plan 2016-2020 has brought all of the current data together to help the Committee to understand 'What is the Northam story'. This will help the Committee to reconcile where the facts and the perceptions differ.

#### CONSIDERATIONS

##### Strategic Community / Corporate Business Plan

Objective: Create an environment that provides for a caring and healthy community.

Strategy: Provide community services to uphold public safety standards.

Action: Review and implement the Shire of Northam Community Safety and Crime Prevention Plan

#### Financial / Resource Implications

N/A

### **Legislative Compliance**

N/A

### **Policy Implications**

N/A

### **Stakeholder Engagement / Consultation**

N/A

### **Risk Implications**

N/A

### **OFFICER'S COMMENT**

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

#### Criminal or Offending Behaviour

The Shire of Northam has scheduled a meeting with Northam Share and Care on 16 November 2016 to discuss partnership opportunity to deliver the Lock and Light Program.

Cr Denis Beresford suggested that Shire of Northam officers should talk to Shane Lucy from Mitre10 and Service Clubs about being involved.

The last meeting of the Alcohol and Other Drugs Management Plan Committee was held on 23 September 2016. Minutes of the meeting were available for Committee members to take at the meeting.

The next meeting is scheduled to take place at 10am on 25 November 2016 in the Shire of Northam Council Chambers.

#### Community Awareness

On Wednesday, 26 October 2016 the Shire of Northam, the WA Police Community Engagement Division and the Northam Police engaged with business owners in Northam's CBD to identify potential areas of vulnerability and activities to reduce the risk of crime against each business. This was in response to recent shoplifting incidents.

Mrs Michelle Blackhurst said that the main query from business owners was regarding CCTV equipment. In particular they wanted to know what brand of equipment to buy and direction about who to go to for purchasing the equipment. It was explained to business owners that it would be seen as



canvassing if the Shire was to tell them which business to purchase their equipment from. They were informed about the WALGA preferred suppliers list and the application process involved which scrutineers their work. This list is accessible to the public and provides our businesses with a list of options for suitable suppliers.

Businesses were also informed that it is not possible to recommend one brand of camera because each camera performs differently and it depends on the required use (i.e. face recognition, movement, etc.) and the environment in which the camera is used. Mrs Michelle Blackhurst provided the businesses with the 'ANZPAA Police Recommendations for CCTV' document (which is also available for download from the Shire of Northam's website). This document assists people to determine the resolution of the camera required and directs them to the specific camera that will suit their needs.

Cr Julie Williams enquired about the possibility of delivering a similar initiative for the businesses of Wundowie. Mrs Michelle Blackhurst said that Northam was identified as a high target area and the initiative was coordinated in response to this. If Wundowie business owners feel there is a large shop lifting issue in Wundowie, a similar initiative could be arranged.

Cr Denis Beresford noted the importance of correct specifications for CCTV. Cr Chris Davidson suggested that businesses should be informed about photoelectric beams as an alternative to CCTV.

Cr Chris Davidson suggested that Shire of Northam officers should look into the possibility of purchasing portable cameras for use throughout the Shire. Mrs Michelle Blackhurst will research costs and effectiveness and report back to the Committee.

The Shire of Northam and the local Police will continue to map the issues of primary concern to the community and develop strategies and partnerships to deal with these issues.

Cr Julie Williams and Mrs Michelle Blackhurst attended the Senior Week Silver Fair and facilitated a community safety and crime prevention stall. As a part of this stall, seniors were provided with Burglar Awareness Packs which form part of the Lock and Light program. Approximately 80 seniors were in attendance.

### Building Partnerships

Youth Stakeholders were brought together to address the lack of youth engagement that is enhancing to the community safety issue. The group decided that a collaborative project targeting young offenders would be a possible solution.

It was decided that the Night Hoops Basketball program was a proven model for engaging disengaged young people and the group decided to pursue funding options to deliver the program in the Shire of Northam.

With 'Support and facilitate collaborative youth engagement initiatives' being a current strategy of the Community Safety and Crime Prevention Plan 2016-2020, the Shire of Northam applied for a grant through the WA Police to support the Northam PCYC to deliver the project.

Special guest Mr Mark Hardwick from the Northam PCYC said that Night Hoops is an existing inclusion, diversion and engagement program that uses basketball as a means to reach young people in need. This is a best practice model that is not currently offered in the Shire of Northam, but could make a significant difference in the number of offending young people in this area.

Mr Hardwick said that the aim is to pilot the Night Hoops program in the Shire of Northam for all young people aged 12-18 (but it is designed specifically to offer a safe and engaging alternative for at-risk young people).

The project will involve running two 6 week basketball tournaments on Saturday nights, 7pm to 11:30pm. If the pilot program is received well, the stakeholders will work to continue the program.

Mr Greg Bentley wanted to learn more about the Night Hoops program and has asked to be connected to Mr Mark Hardwick.

Mr Cliff Simpson suggested that Mr Mark Hardwick could look into the RAC grants for other possible youth engagement activity funds (such as for a project fixing bikes).

Cr Chris Davidson enquired about possible youth engagement in Wundowie. Mr Hardwick talked about the Northam PCYC Outreach program that is about to start working with young people in Wundowie once per week. More information will be provided when available. Mr Hardwick will send youth activity information to Mrs Michelle Blackhurst to be distributed to the Committee.

Mr Mark Hardwick said that it was great to see a collaboration between organisations to achieve outcomes for disengaged young people. He said that currently too little was done by too many and this is not a sustainable model.

Mr Cliff Simpson spoke about possible partnership opportunities between the Community Safety Committee and the Northam Roadwise Committee. Cr Julie Williams suggested that Mr Simpson's proposal should be put in writing and discussed at the next meeting.

Mr Simpson talked about current initiatives of the Northam Roadwise Committee. During the Christmas and Easter period, the 'Blow 0 and Win an iPad' initiative will be running again in partnership with the local Police.

### Community Design

Mrs Michelle Blackhurst provided an update on the Youth Precinct, advising that the quotes had all been received for the Youth Precinct Feasibility Study and the contractor would be notified by 16 November 2016.

Cr Denis Beresford asked that Mr Mark Hardwick's name be given to the consultants for feedback into the youth space.

Mrs Michelle Blackhurst provided an update on the CCTV Project, advising that the tender was being finalised and the tender would be awarded soon.

#### **RECOMMENDATION**

**Minute No: CSC.026**

**Moved: Cr Denis Beresford**

**Seconded: Mrs Sharon Bray**

**That Council accept the update provided.**

**CARRIED 7/0**

## Attachment 1

# ACTION PLAN UPDATES - FOCUS AREA ONE

## Criminal or Offending Behaviour

Objective 1.1 Reduce the opportunity for crime or offending behaviour.

Strategies	Actions	Comments
Increase the understanding of risk factors for potential victims of crime (including hotspots and prevention).	Implement a property marking program to increase the ability of Police to identify property stolen from residential buildings.	<ul style="list-style-type: none"> <li>Burglary Awareness Packs (BAPs) are being produced as a part of the Lock and Light program. These include tools and information for property marking.</li> <li>Media campaign will commence November 2016 when BAPs are available.</li> <li>Bicycle ID Cards have been created and marketed to the community.</li> <li>Information stall was facilitated at the Senior Week Silver Fair in November 2016.</li> </ul>
	Promote and support eWatch - public circulation of crime facts and figures.	<ul style="list-style-type: none"> <li>Two eWatch monthly newsletters are being produced as joint initiative between the Shire of Northam and the Northam Police, and the Shire of Northam and the Wundowie Police.</li> <li>All appropriate Shire of Northam staff (Rangers, Emergency Services, Engineering Services) and Community Safety Committee Members are now emailed inviting them to contribute community safety and crime prevention themed information to the Shire's CDO for inclusion. Main Roads and the Water Corporation also contribute information.</li> <li>Wundowie Progress Association have partnered with the Community Safety Committee to actively promote eWatch in Wundowie.</li> <li>Northam Chamber of Commerce has partnered with the Community Safety Committee to actively promote eWatch to local business.</li> </ul>
	Investigate and implement look, lock, leave vehicle safety signage program.	<ul style="list-style-type: none"> <li>Contacted WA Community Police to discuss current programs. Information is being sent out for public circulation.</li> </ul>
Raise community awareness about the relationship between crime prevention and the physical design of their property.	Educate and encourage community members to improve security measures in residential buildings through the provision of checklists and information.	<ul style="list-style-type: none"> <li>Lock and Light program</li> <li>Burglar Awareness Packs</li> </ul>
	Apply for funding to facilitate quarterly community education sessions.	
Support the Northam Chamber of Commerce to engage with local business to reduce the opportunity for crime.	Encourage shop owners to ask for identification when suspicious shoppers request to use Pay Wave.	
	Distribute to the Chamber information targeting shop owners to reduce crime.	<ul style="list-style-type: none"> <li>Shire of Northam has put together a brochure in consultation with the Northam Chamber of Commerce to be distributed to business in the Shire of Northam.</li> <li>eWatch promotion to business has been taking place via the Chamber of Commerce email network.</li> <li>Marketed the ANZPAA Police Recommendations for CCTV to local business via website, social media and the Northam Chamber of Commerce.</li> <li>Information was distributed via the Northam Chamber of Commerce to business owners about how to reduce shoplifting. This was followed up with visits to businesses in the Northam CBD from the Shire of Northam and Police.</li> </ul>

## ACTION PLAN UPDATES - FOCUS AREA ONE

### Criminal or Offending Behaviour

Objective 1.2 Increase community engagement and participation in identifying and reporting of crime.

Strategies	Actions	Comments
	Business education session on CCTV.	<ul style="list-style-type: none"> <li>Information session was delivered in Northam in December 2015, hosted by the Northam Police.</li> <li>An email has been distributed to businesses via the Northam Chamber of Commerce with the Police recommendations for CCTV to assist business owners to make a decision about CCTV for their business.</li> </ul>
Implement the Lock and Light program.	Seek funding to support Seniors to upgrade locks and lighting in their home to reduce the opportunity for crime.	<ul style="list-style-type: none"> <li>Shire of Northam's Council has agreed to provide \$20,000 in the 2016/17 budget to implement this program. The Shire is looking for other organisations to partner the project (in-kind or funding).</li> </ul>
Develop a list of crime reporting and recording avenues. Promote to the community.	Promote the WA Police crime reporting methods.	<ul style="list-style-type: none"> <li>This has been done via the Shire of Northam website and eWatch.</li> </ul>
	Promote Blue Iris Police Database - residential and business CCTV register for Police to access.	<ul style="list-style-type: none"> <li>Promotion of Blue Iris is ongoing via the Shire of Northam website and eWatch.</li> <li>New promotional campaign will commence when State CCTV Strategy is initiated as Blue Iris will be replaced with a new system.</li> </ul>
	Promote the Dob in a Dealer program.	<ul style="list-style-type: none"> <li>Launched in the Shire of Northam in May 2016</li> <li>Shire of Northam has supported the program by collecting stories of ex-users and providing photos to the program coordinator.</li> <li>Marketed on the Shire website and via eWatch.</li> </ul>
Raise community awareness about how to identify a crime.	Introduce a natural surveillance improvement program - Eyes on the Street.	
	Promote and support eWatch.	<ul style="list-style-type: none"> <li>Two eWatch monthly newsletters are being produced as joint initiative between the Shire of Northam and the Northam Police, and the Shire of Northam and the Wundowie Police.</li> </ul>

## ACTION PLAN UPDATES - FOCUS AREA ONE

### Criminal or Offending Behaviour

#### Objective 1.3 Reduce youth crime.

Strategies	Actions	Comments
Undertake detailed investigations and secure Government support to implement an Operation Night Safe program.	Research Operation Night Safe and prepare a report detailing how the project could be implemented in the Shire of Northam.	
	Seek funding.	
Support and facilitate collaborative youth engagement initiatives.	Work with stakeholders to plan collaborative youth engagement initiatives.	<ul style="list-style-type: none"> <li>The Inclusive Program is now delivered in the Shire of Northam during the school holiday periods.</li> <li>Initiatives are emailed to the Shire CDO and emailed through the Shire of Northam email networks.</li> <li>A collaborative project has been developed in conjunction with Northam PCYC, DSR, Wheatbelt Education Region, Night Hoops, Wheatbelt GP Network, WA Police, and the Shires of Northam, Goomalling and Toodyay to implement the Night Hoops program to engage disengaged young people on a Saturday night. Grant application has been completed by the Shire of Northam.</li> <li>Attended a meeting with Northam PCYC who is trying to get an outreach program running in Northam and Wundowie. This group has asked for support to find funding to make the program possible and sustainable.</li> <li>Northam PCYC would like to work collaboratively to develop a youth leadership program. Made initial contact with potential funders to source funding for this.</li> </ul>
	Provide information about services and activities for youth within the community.	<ul style="list-style-type: none"> <li>This has been created and is available on Shire of Northam website.</li> <li>Promote activities on the list regularly.</li> </ul>
	Support the provision of school holiday activities for youth.	<ul style="list-style-type: none"> <li>The Inclusive Program is now delivered in the Shire of Northam during the school holiday periods.</li> <li>Encourage additional activity providers to collaborate to strengthen the existing program.</li> </ul>
	Support the youth stakeholder group.	<ul style="list-style-type: none"> <li>The Youth Stakeholder Managers group is a group that represents the majority of the youth organisations and stakeholders in the Shire of Northam. The group is consulted and informed when an initiative involving young people is initiated.</li> <li>The Youth Stakeholder Managers group has been consulted with the Youth Precinct.</li> </ul>

#### Objective 1.4 Maintain the Northam Shire Alcohol and Other Drugs Management Plan

Strategies	Actions	Comments
Support the delivery of the Northam Shire Alcohol and Other Drugs Management Plan.	Support and attend AODMP meetings.	<ul style="list-style-type: none"> <li>AODMP Committee</li> </ul>

## ACTION PLAN UPDATES - FOCUS AREA TWO

### Community Awareness

Objective 2.1 Improve the community perception of crime in the Shire of Northam.

Strategies	Actions	Comments
Develop and implement a <b>Marketing Plan</b> with a specific community safety and crime prevention focus.	Promote community safety and crime prevention information on the Shire website and social media sites.	<ul style="list-style-type: none"> <li>• Tab has been added to the Shire of Northam website specifically for this.</li> </ul>
	Contribute articles to eWatch monthly.	<ul style="list-style-type: none"> <li>• Shire of Northam contributes to this on behalf of the committee.</li> <li>• Encourage other organisations to contribute information with community safety and crime prevention specific information.</li> <li>• Other organisations are now contributing to eWatch. Email is sent to an email group requesting information two weeks before the release date of each eWatch newsletter.</li> </ul>
	Develop a list of existing marketing opportunities including stakeholder newsletters and email lists and distribute information to these lists.	<ul style="list-style-type: none"> <li>• List has been developed.</li> <li>• Distribute information to the lists in accordance with Communication Plan.</li> </ul>
	Develop Shire of Northam specific CSCP focused marketing material and distribute at events.	<ul style="list-style-type: none"> <li>• Committee to consider branding of the Committee including a logo and slogan.</li> </ul>
	Purchase a LED variable digital messaging sign/trailer for use of the Northam Police as well as other Council departments.	<ul style="list-style-type: none"> <li>• This was placed for consideration in the Shire of Northam 2016/17 budget and was endorsed. It has been ordered and will be in use in a couple of months.</li> </ul>
Reduce untidy surroundings such as litter, abandoned vehicles, graffiti and damaged buildings.	Promote Trolley Tracker program to report abandoned shopping trollies.	<ul style="list-style-type: none"> <li>• Shire of Northam via website and social media.</li> </ul>
	Promote litter reporting procedure through placement of signage in highly littered areas of the Shire of Northam.	<ul style="list-style-type: none"> <li>• Litter reporting procedures are being promoted.</li> <li>• Signage query has been lodged. Awaiting response.</li> </ul>
	Promote Designing Out Crime Principals.	<ul style="list-style-type: none"> <li>• The Business Security brochure was developed to promote designing out crime principals in local business. This has been distributed via the Northam Chamber of Commerce (social media and email networks) and the Shire of Northam (social media, email networks and eWatch)</li> </ul>
	Promote the Goodbye Graffiti program.	
Increase community confidence in the police.	Promotion of police social media sites.	
	Promotion of police initiatives.	<ul style="list-style-type: none"> <li>• Two eWatch monthly newsletters are being produced as joint initiative between the Shire of Northam and the Northam Police, and the Shire of Northam and the Wundowie Police.</li> </ul>

# ACTION PLAN UPDATES - FOCUS AREA TWO

## Community Awareness

Objective 2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

Strategies	Actions	Comments
Promote existing community education initiatives that target safety and security.	Implement relevant State Government programs - Burglar Beware, Neighbourhood Watch, Eyes on the Street, Goodbye Graffiti.	<ul style="list-style-type: none"> <li>Northam PCYC are facilitating a program servicing the Wheatbelt that is an alternative learning program for disengaged young people and school refuses. Northam PCYC manager is working with the Shire of Northam to create regular media releases to promote their success stories.</li> </ul>
	Promote the AFP ThinkUKnow cyber awareness safety program.	



## ACTION PLAN UPDATES - FOCUS AREA THREE

### Building Partnerships and Participation

Objective 3.1 Support and facilitate the Shire of Northam Community Safety Committee.

Strategies	Actions	Comments
Bi-monthly community safety meetings including a representative from the Northam Police station.	Monitor progress of Community Safety and Crime Prevention Plan.	<ul style="list-style-type: none"> <li>Progress is reported at each meeting</li> </ul>
	Host bi-monthly meetings.	<ul style="list-style-type: none"> <li>Meeting dates are set bi-monthly for the full year to enable greater commitment, and advised at each meeting in the agenda.</li> </ul>

Objective 3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.

Strategies	Actions	Comments
Promote all service providers, community groups and other stakeholders that offer programs aiding in crime prevention and deliver their service in the Shire of Northam.	Develop a current list of service providers and their programs and undertake a map and gap exercise to identify where gaps and/or double ups in service exist.	<ul style="list-style-type: none"> <li>Email has been sent to all community organisations and stakeholders enquiring about current programs aiding crime prevention.</li> <li>Development of the list is in progress</li> </ul>
	Encourage existing service providers to step into the gap.	
Establish working groups to initiate new collaborative activities to target relevant issues.	Seek internal and/or external funding assistance to assist in enabling the implementation of new community safety and crime prevention initiatives.	<ul style="list-style-type: none"> <li>Funding secured to pilot the Lock and Light program.</li> <li>Actively look for other organisations to support Lock and Light program.</li> <li>Funding secured to complete the Youth Precinct Feasibility Study.</li> </ul>

## ACTION PLAN UPDATES - FOCUS AREA FOUR

### Community Design

Objective 4.1 Adopt and implement 'Crime Prevention Through Environmental Design' (CPTED26) principles.

Strategies	Actions	Comments
Create and implement a Designing Out Crime Plan to be completed by December 2016.	Undertake a lighting audit and install lighting in areas poorly lit and in known hotspots.	
	Conduct a Designing Out Crime Shire of Northam study to review current public places.	<ul style="list-style-type: none"> <li>This is being facilitated for Wundowie, Clackline, Bakers Hill and Grass Valley through the Community Plans that are being developed by the Shire in consultation with each community.</li> </ul>
	Embed the principles of Designing Out Crime as a working practice in the planning and building responses of the Council.	
	Seek funding opportunities to improve the design of the community.	<ul style="list-style-type: none"> <li>Funding Secured for Youth Precinct Feasibility Study.</li> <li>Seek funding for the development of the Youth Precinct</li> <li>Funding secured for initial CCTV infrastructure project in Northam.</li> <li>Seek funding for further CCTV upgrades and establishment of CCTV in smaller communities.</li> <li>Funding application submitted for the development of new public swimming pool to create a central recreation precinct.</li> </ul>
Upgrade the community CCTV system.	Apply for funding to upgrade the CCTV system.	<ul style="list-style-type: none"> <li>Application submitted and successful for CCTV upgrade in Northam.</li> <li>Seek funding for further CCTV upgrades and establishment of CCTV in smaller communities.</li> <li>Funding opportunities for CCTV upgrade are being marketed to the Wundowie Police.</li> </ul>
	Install security cameras in known 'hot spots'	<ul style="list-style-type: none"> <li>With the assistance of the local police, Northam's key hot spots were identified and CCTV grant application was submitted to install cameras in the known hot spots.</li> <li>Working with smaller communities to identify the hot spots and options for upgrading the system</li> <li>Shire of Northam is working with Wundowie Police to identify what the capacity of their CCTV infrastructure is and what is needed for the community.</li> </ul>
Establishment of a youth precinct.	Apply for funding to conduct a feasibility study to develop a Northam youth precinct.	<ul style="list-style-type: none"> <li>Funding Secured for Youth Precinct Feasibility Study.</li> <li>The Feasibility Study will commence November 2016.</li> </ul>
	Apply for funding to establish the youth precinct.	<ul style="list-style-type: none"> <li>Currently seeking funding opportunities for the development of the Youth Precinct.</li> <li>The Youth Precinct WILL be developed and the Shire has allocated funding in the current budget to commence the project.</li> </ul>

## Attachment 2

### MINUTES

## NORTHAM SHIRE ALCOHOL AND OTHER DRUG MANAGEMENT GROUP

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**Date:** Friday 23<sup>rd</sup> September, 2016

**Time:** 10am – 12pm

**Venue:** Shire of Northam

**Chairperson:** Elouise Hawkins

**Minute Taker:** Eloise Fewster

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**ATTENDEES:** Eloise Fewster, Elouise Hawkins, Graeme Brandis, Anne Foyer, Michelle Blackhurst, Angus McGuire, Ricky Pickett, Susan Anderson, Denis Beresford, Ross Rayson

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**APOLOGIES:** Julie Heath, Sharon Bray, Cliff Simpson

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### 1. *Welcome/Apologies*

10.10am – Meeting Open

### 2. Minutes from previous meeting

Minutes from the previous two meetings were passed, as the previous meeting did not have quorum.

Accepted: Angus McGuire

Seconded: Michelle Blackhurst

### 3. *Actions from previous minutes*

It was decided Elouise Hawkins will be Chairperson for the NSAODMP committee.

Elouise Hawkins spoke on the progress of the Communications Plan. It will be finalised in two weeks' time

Dob in a Dealer has been added to the NSAODMP

Elouise Hawkins produced a draft flyer listing locations of disposal units in Northam. The group suggested that information regarding safe disposal in the home and what to do if a syringe is found in the community should be included. Anne Foyer will talk to CDC to determine if information stickers on fitpacks are appropriate.

It was confirmed that the numbers for a quorum is 10 people.

#### 4. Local AOD Issues

None.

#### 5. Northam Communications Plan

##### Community Perception Survey

Eloise Fewster will send out an electronic copy of the survey to the committee for feedback. It was suggested that additional questions be added to the survey to assist with statistics required by other agencies. All suggested modifications/added questions are to be sent to Eloise Hawkins by 30<sup>th</sup> September.

The survey will be released on 03/10/16 with final collection day being 31/10/16. Cliff Simpson, Eloise Hawkins and Michelle Blackhurst previously stated they would assist in the distribution. Ricky Pickett and Eloise Fewster will also support the distribution of the surveys with their organisation. Ross Rayson suggested a link to the online survey be added to the Northam Shire Facebook page. Eloise will collect paper copies of the survey at the end of the October, with results prepared for the next AOD MP meeting.

##### Youth Group

Eloise Hawkins has organised with Clontarf to get a youth group started. With the focus group planned to run early in Term 4. It was suggested that Eloise collaborate with Sharon Bray to assist.

#### 6. Discuss Priority Areas

##### Northam Shire

Michelle Blackhurst recommended that members of the committee sign up for the quarterly newsletter produced by the Club Development Officer, as AOD is a frequent topic. To sign up, email Rachel Gunn: [clubdo@northam.wa.gov.au](mailto:clubdo@northam.wa.gov.au).

It was mentioned that the NSAODMP webpage is underutilised and is undergoing a redesign. It was suggested that if any committee members had information regarding their services (i.e. contact information/ hours and 'who' to contact) or other organisations, to email Michelle for it to be put up on the Shire website.

It was brought to the attention of the committee that some of the syringe disposal bins have no/have minimal use; there has been an increase in the number of syringes found elsewhere. Anne Foyer suggested peer education, and has spoken to WASUA regarding outreach education. Anne will continue collaboration and advocate for education in Northam. Ross Rayson will create a map of reoccurring syringe disposals in public areas, as support for potential relocation of disposal bins.

There are school holiday programs running in Northam, with at least two weeks of programs organised in the upcoming Christmas holidays. Michelle asked the committee if they knew of any events that would be appropriate, or if members had any ideas, could they be sent to Michelle.

### Holyoake

Eloise Fewster will contact both Fresh Start and Avon Youth regarding potential future involvement with the AODMP. It was also suggested for the AODMP to link with the Mental Health Managers Forum for collaboration of service providers' database. Eloise will investigate further.

### WACHS

It was recommended that any suggested media release topics be emailed to Elouise Hawkins so they can be included in the WACHS media plan.

The P.A.R.T.Y. program is no longer running due to low attendance rates. However Elouise can still accept a referral if a need is identified.

### Avivo

A women's retreat was organised and run on the 23/09/16. A men's retreat has also been organised, Ricky Pickett and Angus McGuire are involved, and they're heading to Southern Cross in November. Ricky also informed the committee that a football team from Northam will be participating in the Junior Football Carnival on the 29<sup>th</sup> of October at Bassendean Oval in Perth.

## *7. Training*

Guest speaker: Daniel Morrison from the Aboriginal Alcohol Drug Service was unable to attend.

Anne Foyer will organise training with David regarding Needle Syringe Exchange Programs for the next meeting.

## *8. Closure of meeting*

11.32am

## *9. Next Meeting*

Proposed date 25<sup>th</sup> November 2016, 10am – 12pm

Mr Mark Hardwick left the meeting at 2.55pm.

## 5.2 COMMUNITY SAFETY COMMITTEE BRANDING

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Community Development Officer
<b>Responsible Officer:</b>	Executive Manager Community Services
<b>Voting Requirement</b>	Simple or Absolute Majority

### BRIEF

To seek Committee support for branding of the Community Safety Committee.

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### BACKGROUND / DETAILS

Most other Council based community safety groups have a brand so that they are identifiable as the committee and not only as the Shire.

Senior Sergeant Geoff Dickson suggested that the Committee could develop a slogan and our own logo to be used alongside the Shire of Northam logo. Senior Sergeant Dickson suggested that using the right words in a slogan will help the committee to promote the importance of the community being involved in community safety.

### CONSIDERATIONS

#### Strategic Community / Corporate Business Plan

Objective: Create an environment that provides for a caring and healthy community.

Strategy: Provide community services to uphold public safety standards.

Action: Review and implement the Shire of Northam Community Safety and Crime Prevention Plan

#### Financial / Resource Implications

N/A

#### Legislative Compliance

N/A

#### Policy Implications

N/A

## Stakeholder Engagement / Consultation

N/A

## Risk Implications

N/A

## OFFICER'S COMMENT

Mr Greg Bentley commented that developing a slogan and a logo to brand the Community Safety Committee will give the group more of an identity and help to give the community a sense of ownership. It will be more inclusive of the Committee's participating organisations.

Examples of slogans were discussed. Mr Greg Bentley suggested that words such as 'developing' may imply that it is not safe in the Shire of Northam and does not help to improve the perception of crime here. Suggestions to date include 'Working together for a safe community', 'Keeping our community safe'.

The Committee decided to have an email discussion, inviting all members to provide slogan and logo examples so that branding could be agreed upon by the next meeting. Mrs Michelle Blackhurst will send an email to all Committee members.

## RECOMMENDATION

**Minute No: CSC.027**

**Moved: Mr Greg Bentley**

**Seconded: Mrs Sharon Bray**

**That Council approve the development of Community Safety Committee branding, including a slogan and logo, to be used in conjunction with the Shire of Northam logo.**

**CARRIED 7/0**

### 5.3 PEAK PERIOD FOR CRIME – NOVEMBER TO JANUARY

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>File Reference:</b>	1.3.12.1
<b>Reporting Officer:</b>	Community Development Officer
<b>Responsible Officer:</b>	Executive Manager Community Services
<b>Voting Requirement</b>	Simple or Absolute Majority

#### **BRIEF**

The Shire of Northam receives crime statistical information which indicates that November to January is the peak period for crime.

#### **ATTACHMENTS**

Attachment 3: Community Safety Committee – Communication Tools

#### **BACKGROUND / DETAILS**

The Shire of Northam receives crime statistics which indicate that November to January is the peak period for crime.

Local Police have indicated that the majority of the community members being targeted are the soft targets. The soft targets are the people that are not taking extra care to secure their homes and belongings.

A community awareness campaign would assist the community to understand how to help to reduce crime during this peak period.

#### **CONSIDERATIONS**

##### **Strategic Community / Corporate Business Plan**

Objective: Create an environment that provides for a caring and healthy community.

Strategy: Provide community services to uphold public safety standards.

Action: Review and implement the Shire of Northam Community Safety and Crime Prevention Plan

##### **Financial / Resource Implications**

N/A

##### **Legislative Compliance**

N/A



### Policy Implications

N/A

### Stakeholder Engagement / Consultation

N/A

### Risk Implications

N/A

### OFFICER'S COMMENT

The Committee would like to facilitate a community awareness campaign during December and January as statistics show that this is a busy period for crime.

With the next meeting being in February, Mrs Michelle Blackhurst will email a campaign plan to the Committee to be agreed upon via email.

### RECOMMENDATION

**Minute No: CSC.028**

**Moved: Mrs Sharon Bray**

**Seconded: Mr Greg Bentley**

**That Council approve the facilitation of a Community Safety Committee community awareness campaign during the months of December and January to reduce the risk of crime during the peak crime period.**

**CARRIED 7/0**

### 6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Shire of Northam Executive Manager Development Services, Mr Chadd Hunt addressed the Committee to raise a matter for the Committee's consideration with regard to the Bernard Park Toilets and people using drugs.

There is an increased number of syringe disposals in public places, including in public places where Syringe Disposal Units are available for use. Syringe Disposal Units are only sometimes being used and when they are used, people are vandalising them to get access to the dirty needles for reuse. The Syringe Disposal Units are constantly needing to be replaced and this is a cost to Council. The used needles are a danger to the community and to the people reusing them.

Ms Jane Atterby suggested that the Shire should invest in cages to be installed around the Syringe Disposal Units to prevent damage and access. The Committee has suggested that the needle issue should be referred back to the AODMP Committee for action and investigation. Cr Denis Beresford suggested that the Needle Exchange program should be initiated.

The second matter the Mr Hunt raised was specifically regarding the Bernard Park toilets and the unsafe use of the public toilets. Mr Hunt spoke about the steel gate that acts as a barricade in the toilets. Some toilets are not open to the public as they are only required during events. There is a barricade to lock the toilets off from the public however, people are climbing over and using drugs in the secluded area. If the person using drugs was to overdose or have an accident in this area, they would not be accessible and would not be found for quite some time. Mr Hunt was looking for direction from the Committee.

Cr Julie Williams suggested that the gate should be replaced with a solid door that does not have a gap at the top for people to climb over. Mr Greg Bentley said that in the interim the barricade should be opened (understanding that there would be an increased cost to Council for cleaning of the extra toilets) and people should not be restricted from using the toilets until there is a safe option for closing them off.

Cr Julie Williams noted that this was not an urgent matter, having known about it prior to the agenda being distributed.

Attachment 3

# COMMUNITY SAFETY COMMUNICATION PLAN

## Communication Stream

Communication Medium	Communication Tool	Comment
Social Media	<p><u>Facebook Pages</u>                      Northam Community Watch                      Wheatbelt District - WA Police                      Shire of Northam                      Wundowie Neighbourhood Watch                      Wundowie Progress Association                      Northam Community Board                      Whats on in Northam                      Bakers Hill Neighbourhood Watch                      Bakers Hill Progress and Recreation Association                      Bakers Hill and Surrounds Emergency Events                      Bakers Hill Volunteer Bush Fire Brigade                      Bakers Hill –Clackline Must Know Now                      Wundowie VFRS                      Grass Valley WA Community                      Grass Valley Fire Fighters                      Clackline/Muresk Volunteer Bush Fire Brigade                      Avon Youth                      Northam Chamber of Commerce                      Central Wheatbelt &amp; Surrounds Crime Watch                      Northam Local Drug Action Group</p>	<p>Anyone can post                      Admin: Geoff Dickson - geoff.dickson@police.wa.gov.au                      Admin: Michelle Blackhurst - cdo@northam.wa.gov.au                      Anyone can post                      Anyone can post                      Anyone can post                      Anyone can post                      Members can post                      Anyone can post                      Send them a PM to have something posted                      Send them a PM to have something posted                      Anyone can post                      Anyone can post                      Anyone can post                      Members can post                      Send them a PM to have something posted                      Admin: Paul Tomlinson - ptomlins@bigpond.net.au                      Admin: Margaret O'Reilly - maggie@live.com.au                      Admin: Rose Power - Rose.Power@education.wa.edu.au</p>
Newsletters	<p>Northam eWatch Newsletter                      Wundowie eWatch Newsletter                      Shire of Northam Newsletter                      Volunteering WA Newsletter                      School Newsletters                      Shire of Northam Club Development Newsletter</p>	<p>Send to Michelle Blackhurst - cdo@northam.wa.gov.au                      Send to Michelle Blackhurst - cdo@northam.wa.gov.au                      Send to Felicity Gilbert - cdo1@northam.wa.gov.au                      Send to Tanya Richardson - Tanya@volunteeringwa.org.au                      Send to Rose Power - Rose.Power@education.wa.edu.au                      Send to Rachael Gunn - clubdo@northam.wa.gov.au</p>
Email Networks	<p>Shire of Northam                      Northam Chamber of Commerce                      Bakers Hill Progress Association                      Clackline Progress Association                      Grass Valley Progress Association                      Southern Brook Progress Association                      Spencers Brook Progress Association                      Wundowie Progress Association                      Northam Roadwise Committee</p>	<p>Send to Michelle Blackhurst - cdo@northam.wa.gov.au                      Send to Sharon Luggett-Hassel - info@northamchamber.com.au                      Send to Julie Williams - Julie.williams13@bigpond.com                      Send to Anne Letch - eadine37@bigpond.com                      Send to Randle Beavis - arborist@westnet.com.au                      Send to Kathy Saunders – seldomseenfarm@bigpond.com                      Send to Matthew Letch - matthew.letch@gmail.com                      Send to Janette Seagrim - janetteseagrim@gmail.com                      Send to Cliff Simpson - CSimpson@walga.asn.au</p>

# COMMUNITY SAFETY COMMUNICATION PLAN

## Communication Stream

Communication Medium	Communication Tool	Comment
Community Notice Boards	Shire of Northam Office Boulevard Shopping Centre Coles Northam Wundowie IGA Northam Library Northam Swimming Pool Wundowie Library McDonalds Northam Bridgeley Centre Public Health Bakers Hill Post Office Ranger Notice Boards Bakers Hill Ranger Notice Boards Wundowie Ranger Notice Boards Clackline Ranger Notice Boards Grass Valley Clackline General Store Schools Shop windows	
Radio	Radio West/Hot FM	
Website	Shire of Northam Community Safety page	
Newspapers	Avon Advocate Avon Valley Gazette Echo Newspaper	

## **7. DATE OF NEXT MEETING**

This meeting was the final meeting for 2016.

Meeting dates for 2017:

Friday, 17 February 2017 at 2pm  
Friday, 21 April 2017 at 2pm  
Friday, 16 June 2017 at 2pm  
Friday, 18 August 2017 at 2pm  
Friday, 13 October 2017 at 2pm  
Friday, 08 December 2017 at 2pm

## **8. DECLARATION OF CLOSURE**

The meeting was declared closed at 3.21pm.

"I certify that the Minutes of the Community Safety Committee meeting held on Friday, 11 November 2016 have been confirmed as a true and correct record."

\_\_\_\_\_ Cr Julie Williams, Chairperson

\_\_\_\_\_ Date

