

Safer Napier Strategic Group Terms of Reference

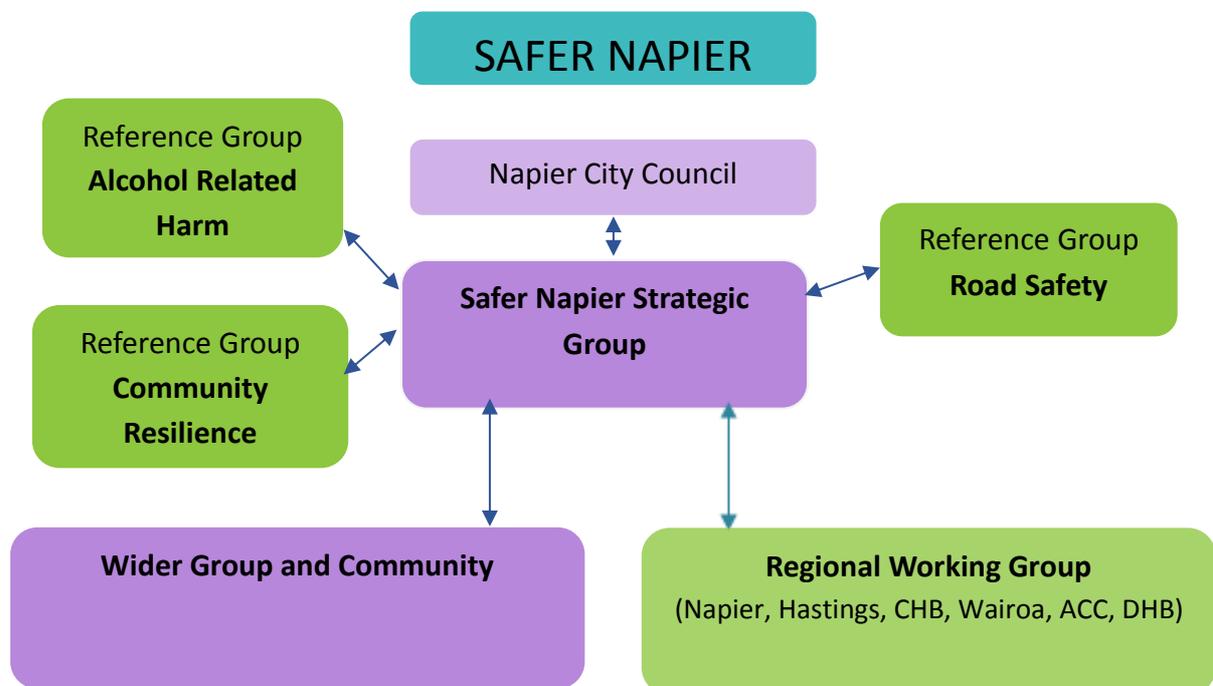
Purpose

To provide leadership, guidance and support for the Safer Napier programme which aims to improve community safety in Napier through collaboration and action.

Objectives

- To work together and partner with others who contribute to improving community safety in the Napier community
- To develop and implement strategic goals and facilitate or implement actions to achieve them
- To proactively share skills, resources, information, ideas and experience to increase safety in Napier
- To oversee the Safer Napier programme and meet the requirements of the Safe Communities accreditation programme – including a strategic plan, annual action plan and annual report incorporating community feedback, research and statistical data.

Safer Napier Structure



Membership

The Safer Napier Strategic Group (SNSG) consists of representatives from a number of government agencies and non-government agencies that are involved with crime prevention, injury prevention, alcohol related harm, road safety and community resilience.

These include but are not limited to; Accident Compensation Corporation, Hawke's Bay Civil Defence Emergency Management Group, Hawke's Bay District Health Board, Health Hawke's Bay, Housing New Zealand Corporation, Ministry of Social Development, Napier City Council, NZ Fire Service, NZ Police, NZ Red Cross, NZ Transport Association, Te Puni Kōkiri, RoadSafe Hawke's Bay, Roopu a Iwi Trust and Te Kupenga Hauora - Ahuriri.

Ideally, in their organisation, representatives hold positions of influence with decision-makers or are decision-makers themselves (e.g. strategy and policy development, resource allocation etc).

New Members

Each member organisation determines who their representative is on the group, endorsed by the SNSG. Should the representative leave the member organisation, the organisation will replace the representative with another staff member or volunteer. The exiting member will ensure an adequate 'handover' is completed. In addition, the Safer Napier coordinating agency will brief the new member before them joining the group.

The SNSG may co-opt new member organisations.

Role of Committee Members

- To act as a representative for the views of their organisation with regards to community safety in Napier
- To share relevant information, projects and knowledge that contribute to community safety in Napier, the wider Hawke's Bay area and nationally
- To ensure information from SNSG is shared with their own organisation
- To promote the activities of Safer Napier widely, through communication to service provider and other networks
- To seek and consider input from the community when developing the Safer Napier strategy and implementation of Safer Napier programmes.

Reference Groups

Reference Groups will be established around priority areas to provide specialist skills and expertise. They will help identify and select focus areas to be worked on each year. In addition, the reference groups may also deliver activities that contribute to Safe Napier goals.

Meetings

- Held bi-monthly or as required
- A quorum is one half plus one of the current members of the SNSG
- Notes are taken at each meeting and distributed to all members



Community Consultation

The wider group of stakeholders will be consulted annually at the Safer Napier Annual Meeting. This is an opportunity to update on the programme's progress and receive input into strategic and implementation planning.

Communication

The community will also be updated on the Safer Napier programme through the NCC website, newspaper and newsletter articles. Napier City Council communication staff will assist in developing and disseminating media releases. Joint media releases will be discussed (at meetings or via email) with the SNSG prior to release.

Review Date

The Terms of Reference will be reviewed every three years by the SNSG.

Last reviewed March 2016.

