

DENMARK SAFE COMMUNITY COMMITTEE

TERMS OF REFERENCE FOR DENMARK SAFE COMMUNITY COMMITTEE (DSCC)

PURPOSE:

The purpose of the Denmark Safe Community Committee is to address local community safety, injury and crime prevention issues whilst continuing to work within the World Health Organisation (WHO) International Safe Community guidelines.

ROLE:

The role of the Committee is to provide a forum for local agencies and individuals, concerned with community safety, to collaborate in disseminating information, addressing specific safety and crime prevention issues and planning activities and programs to assist in maintaining Denmark as a Safe Community.

As a member of the Safe Community Committee member, the key roles include:

- Presenting the views and opinions of representative organisations
- Offering relevant and creative input in relation to the delivery of community safety, injury and crime prevention services
- Talking to consumers and community members about relevant community safety and injury prevention issues
- Becoming familiar with the priorities of key local agencies such as the Denmark Health Service, Denmark Shire, Denmark Police and Emergency groups at a local, district and regional level.

OPERATIONAL GUIDELINES:

MEETINGS

The Safe Community Committee meets on the second Thursday of every second month, or more often, when needed. Meetings will be held at the Denmark Health Service, Scotsdale Road, Denmark.

Agendas

The agenda for the meetings will be determined by the Chairperson of the Group.

Minutes

The minutes of these meetings will be distributed to all DSCC members as soon as practical after each meeting.

CHAIR

The chairperson is elected by the members of the Committee at the first meeting of each year.

The chairperson shall preside over all meetings. In the absence of the chairperson, a deputy chairperson shall preside.

MEMBERS

The membership of the Safe Community Committee consists of:

- Denmark Health Service - Health Promotion Officer
- At least 2 community members from community and/business groups in Denmark.
- One officer from Denmark Police
- One member from Shire/Council
- Regional Coordinator - Great Southern Road Wise Committee
- Community Fire Officer – Shire/FESA
- Coordinator – Cancer Council WA (Great Southern)
- Regional Coordinator - KIDSAFE WA
- Occupational Therapist/Community Health representative – Denmark Health Service
- Farm Safe coordinator – Denmark Agricultural College
- Invitees as the Advisory Group sees fit

A member may resign prior to that time and will need to submit in writing their resignation to the Chairperson of the Group.

Quorum

Meeting will have a minimum of 50% of members present in person or via videoconferencing/teleconferencing.

All members will have a deliberative vote.

In the case of an equality of votes, the Chairperson shall have the deciding vote.

A member who has direct or indirect interest in any matter that is before the committee shall disclose the interest to the members present and such disclosure shall be recorded in the minutes.

Proxies

Members are able to choose a proxy if they are unable to attend however, they must inform the chairperson of their intention.

ADOPTION and AMENDMENT OF TERMS OF REFERENCE

The Terms of Reference shall only be altered with the approval of the Denmark Safe Community Committee

These Terms of Reference were adopted by _____

_____ on _____