

Terms of Reference

Community Safety Advisory Committee

<p>Name of Committee:</p>	<p>Community Safety Advisory Committee (CSAC)</p>
<p>Purpose of Committee:</p>	<p>The Community Safety Advisory Committee (CSAC) has been established to provide advice to the City of Kingston in relation to community safety issues within the community.</p> <p>The CSAC is an advisory committee of Council with a Councillor or Councillors nominated on an annual basis.</p> <p>The establishment of a CSAC provides an important forum for identifying municipal-wide issues and opportunities and advising Council about effective policy and service provision regarding community safety issues within the City of Kingston.</p> <p>As with all City of Kingston Advisory Committees, the CSAC has a citywide focus. The committee should focus on issues and opportunities that are relevant across the entire municipality.</p> <p>The committee should provide specialist advice to Council as an input into decisions that impact municipal-wide Council policy.</p> <p>The Community Safety Advisory Committee has no delegated decision making power from Council.</p>
<p>Council Plan Objectives:</p>	<p>To provide advice to Council on:</p> <ul style="list-style-type: none"> • The development, implementation, review and evaluation of Kingston’s Safe and Secure Action Plan and community safety initiatives; • Planning for the prevention of community safety issues; • A coordinated response to arising community safety concerns; and • Responses to national, state and other relevant inquiries, policies and legislation in relation to community safety. <p>CSAC will seek advice from other experts as required to ensure outcomes are best practice, well-informed, inclusive, and accessible.</p>



<p>Criteria for membership:</p>	<ul style="list-style-type: none"> • Current involvement in service provision, policy or program development in the field of Community Safety, Public Health, Social Planning, Community Development, Crime Prevention, the Emergency Services or similar; and endorsement of your organisation to be its representative on the CSAC; or • Strong community networks and linkages and an interest in creating a safer community in Kingston; and • An ability to constructively participate in an advisory capacity; • An ability to represent a broad range of views that reflect the diversity of the community; • A strong understanding of the local community and its social, environmental and economic influences; • Good knowledge and understanding of the local issues that are relevant to community safety; • A willingness to contribute positively to meetings in a fair and unbiased manner; • An ability to look beyond personal interests for the benefit of the community and residents of the City of Kingston; • An ability and willingness to encourage participation from and provide feedback to the community regarding community safety; • A capacity to commit to the CSAC for the required duration; • A willingness to celebrate the success and achievements of community safety in the City of Kingston.
<p>Selection of Members:</p>	<p>Representatives from the emergency services and organisations involved in public policy, community safety, and social planning and crime prevention will be invited to nominate to be members of CSAC.</p> <p>Council can also directly appoint members if it chooses.</p> <p>Appointment will be for a period of two years. Membership of CSAC and the Terms of Reference will also be reviewed every two years.</p>
<p>Chairperson</p>	<p>The role of Chairperson shall be undertaken by a Councillor.</p> <p>A Councillor may also choose not to undertake the role of Chair.</p> <p>In this case an independent Advisory Committee member may be elected to the role through a vote or consensus among the independent members.</p> <p>The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.</p> <p>A Deputy Chairperson should be elected to chair meetings in the absence of the Chairperson.</p>
<p>Quorum and Voting:</p>	<p>The Committee will operate with 'one third plus one' of the total membership.</p> <p>It is preferable that decisions of the CSAC are made by consensus however; there may be circumstances where a matter is decided by a vote.</p> <p>Each member is entitled to one vote, except that the Chairperson who may exercise a casting vote should this be necessary.</p>



<p>Executive Support:</p>	<p>The Governance Department will:</p> <ul style="list-style-type: none"> • Provide terms of reference to new committee members. • Facilitate a review process for the committee and its terms of Reference every two years. • Provide information and education on good governance issues such as; conflict of interest, confidentiality and register of interests. • Offer training for the chairperson if required. • Oversee the recruitment and selection process for committee membership. <p>The Social Development Department will:</p> <ul style="list-style-type: none"> • Compile and circulate agendas, attend meetings, compile and distribute minutes. • Compile the annual report of the committee on behalf of the Chairperson <p>The General Manager of Community Sustainability and selected Council Officers will provide professional advice to the Committee as required.</p>
<p>Membership:</p>	<p>The CSAC will consist of the following membership structure:</p> <p>A maximum of three (3) Councillor representatives (appointed by Council resolution);</p> <p>A representative from each of the emergency service providers Including:</p> <ul style="list-style-type: none"> - Victoria Police - Ambulance Victoria - Melbourne Fire Brigade - Country Fire Authority - State Emergency Services - Department of Justice and Community Safety - VicRoads <ul style="list-style-type: none"> • Service providers/ agencies or organisations who have expertise and experience in the provision of community safety, public policy, social planning and crime prevention in the City of Kingston will be invited to participate in the committee from time to time and as required.



<p>Meetings:</p>	<p>Meetings of the CSAC will be held quarterly or more often by arrangement with the committee members and Chairperson.</p> <p>Under special circumstances a meeting may be cancelled or re-scheduled.</p> <p>A Council venue that is central for all members to access will be nominated for meetings.</p> <p>It is expected that each member of the CSAC will attend a minimum of two (2) meetings each year.</p> <p>The CSAC may hold joint meetings to deal with issues that cover the reach of more than one Advisory Committee.</p>
<p>Conflict of Interest and Confidentiality:</p>	<p>The Local Government Act identifies general and material conflicts of interest which require disclosure as and when they arise. Members of the CSAC must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the CSAC.</p> <p>Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson and the Governance Department either prior to a meeting or before the specific item is discussed and dealt with in line with the Act and any relevant Council policies or guidelines.</p> <p>It is intended that the CSAC will be a forum for discussing proposed policies and actions that may impact the Kingston Community.</p> <p>It is envisaged that members will be provided with information that is not available in the public realm. It will be critical that committee members are seen as a group that can be trusted with confidential information.</p> <p>The CSAC's ability to fulfill its purpose will be severely hampered if that trust is undermined in any way.</p> <p>Given the level of confidentiality that will be associated with some of the information provided to members, any discussion with non- committee members is limited to information already available to the public.</p> <p>Confidential discussion will not be disclosed without the Chair's prior approval.</p>



<p>Guiding Principles:</p>	<p>Members of the CSAC will:</p> <ul style="list-style-type: none"> ● Plan for a safer community (prevention). ● Respond to safety concerns using evidence-based practice. ● Consult key community stakeholders on proposed initiatives prior to their implementation and utilise the Community Engagement Framework in planning consultations. ● Plan for the evaluation of initiatives implemented to prevent safety harms or respond to safety concerns. ● Endeavour to minimise harms to the whole community. ● Develop strong partnerships to deliver better outcomes for the community. ● Aim to deliver outcomes that are inclusive and accessible to everyone and will seek advice accordingly. ● Be inclusive, open minded and respectful of everyone’s perspective. ● Put our personal agendas aside and provide advice for the greater good of the diverse City of Kingston community. ● Challenge and explore as an integral part of what we do and how we operate. ● Represent and commit to the values of the Committee. ● Actively participate and engage in the work of the Committee. ● Be punctual, well prepared, and timely with responses and follow through. ● Be realistic about what we can achieve. ● Have a strong focus on outcomes.
<p>Reporting:</p>	<p>A report of the Community Safety Advisory Committee minutes are sent to Council following each meeting.</p>
<p>Related Documents:</p>	<p>Council Plan Living Kingston 2035 Safe and Secure Action Plan 2017-2021 – HPE 17/76533</p>