

# Terms of Reference

## Community Safety Working Group



<b>Name of Working Group</b>	Community Safety Working Group (CSWG)
<b>Purpose of Working Group</b>	<p>The Community Safety Working Group (CSWG) is convened by Council as a task-oriented group focused on specific goals, issues, or projects related to community safety. It supports connections and communication between Council and emergency services partners.</p> <p>The CSWG is an important forum for:</p> <ul style="list-style-type: none"> <li>• Maintaining strong relationships between community safety partners.</li> <li>• Networking, information sharing, and discussions about emerging trends and community experiences.</li> <li>• Identifying municipal-wide issues and opportunities for collaboration or joint advocacy.</li> <li>• Planning for the prevention of community safety issues and coordinating responses to arising community safety concerns.</li> <li>• The development, implementation and review of policies and plans related to community safety initiatives.</li> </ul> <p>The CSWG is a Working Group of Council and may include Councillor representatives appointed annually.</p> <p>The CSWG will comprise members selected for their relevant expertise or stakeholder role. The Working Group may produce reports, proposals, or actions; however, it has no delegated decision-making authority from Council.</p> <p>The CSWG may seek advice from experts as required to ensure its work is best practice, well-informed, inclusive and accessible.</p>
<b>Council &amp; Wellbeing Plan</b>	<p>Council's commitment to community safety is identified in the Council &amp; Wellbeing Plan 2025-29:</p> <ul style="list-style-type: none"> <li>• Key Direction - Healthy &amp; Connected key direction             <ul style="list-style-type: none"> <li>○ We are a healthy, inclusive and accessible community, where social connections thrive and everyone feels supported and safe.</li> <li>○ Support our community to feel safe and be safe.</li> </ul> </li> <li>• Health and wellbeing priority – A safe community              Creating a community where people are connected and feel safe in their homes and neighbourhoods. It includes designing safe public places and infrastructure, and promoting safe behaviour to prevent injury from drowning, transport accidents and falls.</li> </ul>

<p><b>Criteria for membership</b></p>	<p>CSWG members must have:</p> <ul style="list-style-type: none"> <li>• Current involvement in service provision, policy or program development in the field of community safety, crime prevention, emergency services or similar.</li> <li>• Endorsement of their organisation to be the representative on the CSWG.</li> <li>• Strong networks and links within the community with a genuine interest in fostering a safer and more inclusive City of Kingston.</li> <li>• An ability to constructively participate and contribute to meetings in a fair, respectful and reasonable manner.</li> <li>• An ability to represent a broad range of views that reflect the diversity of the community.</li> <li>• An understanding of the Kingston community, including its social, environmental and economic factors, along with key issues influencing community safety.</li> <li>• An ability and willingness to encourage participation of, and provide feedback to, the community regarding community safety.</li> <li>• A commitment to working in partnership with Kingston City Council.</li> </ul>
<p><b>Membership</b></p>	<p>The CSWG will consist of the following membership structure:</p> <ul style="list-style-type: none"> <li>• A maximum of two (2) Councillor representatives (may be appointed by Council resolution).</li> <li>• Representatives from emergency service providers, including: <ul style="list-style-type: none"> <li>○ Ambulance Victoria</li> <li>○ Department of Justice and Community Safety</li> <li>○ Fire Rescue Victoria</li> <li>○ Lifesaving Victoria</li> <li>○ State Emergency Services</li> <li>○ VicRoads</li> <li>○ Victoria Police</li> </ul> </li> </ul> <p>Representatives from service providers, agencies or organisations with relevant expertise and experience may be invited to participate in the Working Group from time to time and as required.</p> <ul style="list-style-type: none"> <li>• Representatives from Council departments that intersect with community safety, including: <ul style="list-style-type: none"> <li>○ AccessCare</li> <li>○ City Economy &amp; innovation</li> <li>○ City Works</li> <li>○ Compliance &amp; Amenity</li> <li>○ Emergency Management</li> <li>○ Inclusive Communities</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Open Space</li> <li>○ Youth Services</li> </ul> <p>Membership of CSWG will operate for the period of the Council and Wellbeing Plan 2025-29.</p>
<b>Chairperson</b>	<p>The CSWG meetings will be chaired by a Councillor.</p> <p>Where a Councillor may not be available, or chooses to not chair the meeting, a senior Council officer will chair the meeting.</p> <p>The Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Working Group.</p>
<b>Executive Support</b>	<p>The Inclusive Communities Department will provide executive support to convene the CSWG, involving:</p> <ul style="list-style-type: none"> <li>• Induct and provide terms of reference to new members.</li> <li>• Facilitate a review process for the Working Group and its terms of reference upon the adoption of each new Council Plan.</li> <li>• Provide information about good governance issues such as conflict of interest, confidentiality and register of interests.</li> <li>• Oversee the recruitment and selection process for membership.</li> <li>• Compile and circulate agendas, attend meetings, compile and distribute minutes.</li> <li>• Provide a report to the Executive Leadership Team with minutes from each CSWG meeting.</li> <li>• Provide an update to Councillors on cNet with minutes from each CSWG meeting.</li> </ul>
<b>Meetings</b>	<p>Meetings for the CSWG will be:</p> <ul style="list-style-type: none"> <li>• Held quarterly or more often by arrangement with the members and Chairperson.</li> <li>• Only be cancelled or re-scheduled when there are special circumstances.</li> <li>• Held at a Council venue that is central for all members to access with a hybrid online option.</li> </ul> <p>It is expected that members of the CSWG will attend a minimum of two (2) meetings each year.</p>
<b>Conflict of Interest and Confidentiality</b>	<p>Members of the CSWG must understand their responsibilities for managing interests related to their duties on the Working Group.</p> <p>Any matter deemed be a conflict of interest shall be reported to the Chairperson or Inclusive Communities either prior to the meeting, at the start of the meeting or before the specific item is discussed during the meeting. Conflicts of interest must be responded to in line with Council policy.</p> <p>From time to time, members may be given access to information that is not publicly available. Members must not disclose this information to</p>

	<p>other parties without approval from Council.</p> <p>Discussions at the Working Group meetings are to remain confidential and not relayed to third parties.</p> <p>Members acknowledge the expectation of confidentiality through their partnership and participation in the Working Group.</p>
<b>Guiding Principles</b>	<p>Principles that will guide the CSWG include:</p> <ul style="list-style-type: none"> <li>• <b>Prevention:</b> Focus on proactive measures to prevent harm, crime, and injury before they occur.</li> <li>• <b>Evidence-Based Practice:</b> Use data, research and proven strategies to inform safety initiatives and responses.</li> <li>• <b>Inclusivity and Equity:</b> Ensure safety initiatives are accessible and responsive to the needs of all community members, including vulnerable and diverse groups.</li> <li>• <b>Collaboration and Partnerships:</b> Work across sectors such as government, not-for-profits, emergency services and community groups to share resources and knowledge, and work collaboratively, for better outcomes.</li> <li>• <b>Resilience Building:</b> Strengthen community capacity to respond to and recover from safety challenges.</li> <li>• <b>Shared Responsibility:</b> Recognise that safety is a collective effort, and everyone has a role to play in creating a safe, welcoming community.</li> </ul>
<b>Reporting</b>	<p>Following each meeting, a report of the CSWG minutes will be shared with:</p> <ul style="list-style-type: none"> <li>• The Executive Leadership Team via an ELT briefing report.</li> <li>• Councillors via a Councillor Update on cNet.</li> </ul>
<b>Related Documents:</b>	<p><a href="#">Council and Wellbeing Plan</a></p> <p><a href="#">Community Vision</a></p>