



# Health & Wellbeing Advisory Committee Terms of Reference

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Adopted by Council:	
Responsible Officer:	Executive Officer Health & Wellbeing
Department:	Community Wellbeing
Contact Officer:	Executive Officer Health & Wellbeing

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## **1. Introduction**

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- 1.1 Council's Health and Wellbeing Plan (the Plan) sets out the strategic direction for improving health and wellbeing for all residents across the municipality. It reflects Council's commitment to promoting health and wellbeing, addressing issues, and tackling the social determinants of health.
- 1.2 The Plan covers the broad roles and responsibilities of Council as an organisation, a service provider and local government in upholding the rights of all members of the Yarra Ranges community to have the opportunity to maximise their health and wellbeing.

## **2. Purpose**

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- 2.1 The Health and Wellbeing Advisory Committee (the Committee) has been established by Council for the purpose of:
  - (a) being a voice to Council for people with an interest in community health and wellbeing issues in Yarra Ranges;
  - (b) assisting Council in the consultative process and providing feedback on Council processes and policies, and supporting Council's decision making; and
  - (c) monitoring the achievement of objectives under the Health and Wellbeing Plan, and supporting the four-yearly development of new Plans.
- 2.2 The Committee does not have authority to make decisions on behalf of Council and nor does it have delegated authority to act or to incur expenditure on behalf of Council.
- 2.3 The Committee must at all times recognise that the primary responsibility for management of Council's operations is controlled by the Chief Executive Officer and that the Committee, at all times, is an advisory committee to Council.

## **3. Mission Statement**

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- 3.1 The Committee will provide advice on health and wellbeing issues to support optimum health and wellbeing within the Yarra Ranges community.

## **4. Committee Structure**

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- 4.1 The Committee will include the Executive Officer Health & Wellbeing, additional Council officers, and up to twelve community representatives, together with one councillor appointed by Council.

## **5. Nomination, selection & appointment of members**

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5.1 Expressions of interest from individuals will be sought via Council's website, social media, local media and by communications to Council's broad network of community groups and local organisations

5.2 Applications will be considered against selection criteria and short-listed applicants will be interviewed by a selection panel. Committee members will be appointed by the Executive Officer Health & Wellbeing after a report is taken to a Council meeting for determination

5.3 In recruiting members, we strive to attain a Committee that is diverse and representative of the community. This includes but is not exclusive to Aboriginality, gender, sex, sexual orientation, gender, culture, nationality, refugee or asylum seeker background, migration or visa status, language, religion, ability, age, mental health, socioeconomic status, housing status, and geographic location.

5.4 Members should:

- (a) live or work in the Yarra Ranges;
- (b) have a personal interest in health and wellbeing;
- (c) be able to commit to attending the regular meetings of the Committee; and
- (d) have a passion for working with Council to improve community health and wellbeing.

## **Term of Appointment**

5.5 Individuals will be appointed for a four-year term and may reapply to be appointed to the Committee on the expiry of their first four-year term but no person should serve more than two consecutive terms, unless exceptional circumstances are identified by Council.

5.6 Councillors are appointed to the Committee by Council for a four-year term. Notwithstanding the term of appointment, Council will consider and reaffirm this on an annual basis, while reserving the right to change its appointed representative at any time.

5.7 All appointments required to be made to the Committee will be submitted in a report by the Executive Officer Health & Wellbeing to a Council meeting for determination.

## **6. Induction**

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6.1 A workshop will be held to enable Committee members to be inducted into their role. This will provide information on:

- (a) the role of the Committee;
- (b) the role of Council and Councillors;
- (c) Council processes;
- (d) Councils Health & Wellbeing Plan

## **7. Vacancies**

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7.1 A position is deemed vacant if a member fails to attend four consecutive meetings without being granted a leave of absence by the Committee.

7.2 Where a member decides to relinquish their membership before the end of their term of appointment, they must submit their resignation in writing, addressed to the Executive Officer Health & Wellbeing.

7.3 Council will seek to fill a vacancy that may occur before the end of a four-year term of appointment, with the exception of a vacancy that occurs within two months of the end of the term of appointment.

7.4 All recommendations regarding the filling of vacancies will be submitted in a report by the Executive Officer Health & Wellbeing to a Council meeting for determination.

## **8. Co-opted members and specialist advice**

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8.1 The Committee may invite suitably skilled persons to join the Committee as a co-opted member for a specified purpose and period of time.

8.2 Individuals and groups may be invited to attend meetings of the Committee for the purpose of providing specialist advice or for seeking input from the Committee. Any such individual or group must not be involved in decision making processes and must not vote on any matter.

## **9. Chairperson**

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9.1 The Chairperson will be a councillor, appointed by Council.

9.2 The Chairperson will be the public face of the Committee and will lead advice and reports to the Council and other bodies on behalf of the Committee.

9.3 The Committee may appoint a Deputy Chairperson, whose role would be to perform the duties of the Chairperson if the Chairperson is absent or unable to perform their duties at a meeting of the Committee.

## **10. Meetings**

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10.1 At least six meetings of the Committee will be held per year, with these to be held at an accessible venue in the Yarra Ranges and via video conference (to be determined by the Executive Officer Health & Wellbeing).

10.2 Meetings may be cancelled, or additional meetings may be convened, by the Executive Officer Health & Wellbeing.

10.3 If apologies are received from a significant number of the members (greater than 50%) of the Committee, meetings may be cancelled and rescheduled (if feasible) by the Executive Officer Health & Wellbeing.

10.4 Members are asked to check their email on the morning of the meeting to receive any notice of cancellation.

10.5 Meetings of the Committee are defined as “Informal Meetings of Councillors” under Chapter 8, Rule 1 of Council’s Governance Rules if at least one Councillor is present. The Executive Officer Health & Wellbeing must forward a record of an Informal Meeting of Councillors to Council’s Governance Team within 7 days of a meeting to enable this to be tabled at the next convenient Council meeting and recorded in the Minutes of that Council meeting.

## **11. Conduct of Committee Members**

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11.1 When acting in their capacity as a member of the Committee, all members will refrain from discriminating, harassing or bullying other people and using offensive language.

11.2 In performing their role as a committee member:

- (a) act honestly;
- (b) exercise reasonable care and diligence;
- (c) not make improper use of their position; and
- (d) not make improper use of the information acquired because of their position.
- (e) must not knowingly act in a way to bring Council's reputation into disrepute

11.3 The failure of a member to comply with either clause 11.1 or 11.2 above may result in the termination of their appointment to the Committee.

11.4 Committee members will also have regard to the principles of health and safety and must ensure that they contribute to the notion of a healthy and safe workplace.

## **12. Conflicts of Interest**

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- 12.1 A member of the Committee with a conflict of interest in an item of business to be considered at a meeting must declare this before the item is considered.
- 12.2 A member declaring a conflict of interest must leave the meeting while the identified item is being discussed and may not participate on the matter being considered.
- 12.3 A declaration of a conflict of interest that has been made at a meeting of the Committee must be recorded in the minutes of that meeting and in the Informal Meeting of Councillors record to be submitted to Council.
- 12.4 A failure to comply with the provisions regarding the disclosure of conflicts of interest may result in the member's appointment to the Committee being terminated.
- 12.5 A Councillor appointed to the Committee must declare a conflict of interest in accordance with the requirements of Chapter 7, Rule 7, of Council's Governance Rules.

## **13. Attendance at Meetings**

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- 13.1 The Committee will be flexible about multiple non-attendances by members and acknowledges the health and support needs associated with active citizen participation.

### **Submitting Apologies**

- 13.2 Members should submit any apologies to the Executive Officer Health & Wellbeing if they are unable to attend, with these to be received at least 7 days prior to a scheduled meeting time (where possible).

### **Requesting a Leave of Absence**

- 13.3 If a member is likely to be absent from at least four consecutive meetings and wishes to remain as a member of the Committee, they should request a leave of absence.
- 13.4 Any such request should be submitted to the Executive Officer Health & Wellbeing and will be presented to the Committee for determination.
- 13.5 The Committee will not unreasonably withhold its approval of a leave of absence request.



## **14. Meeting Procedures**

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### **Agenda for Meetings**

- 14.1 Council will be responsible for setting the Agenda for each meeting.
- 14.2 Committee members can request an item to be included on an Agenda by sending details to the Health Planner at least seven days prior to the meeting.
- 14.3 The Executive Officer Health & Wellbeing will consider any such requests and determine if they be listed or dealt with (investigated) as per normal business as discussion of operational issues should be directed to an appropriate Council Officer.
- 14.4 The Agenda for each meeting will include:
- (a) provision for any urgent items of business to be raised and, by agreement, considered by the Committee;
  - (b) brief reports back on:
    - (i) the use of the Committee's advice by Council; and
    - (ii) actions and/or matters arising from items discussed at the previous meeting;
  - (c) updates on current Council programs and initiatives;
  - (d) substantive discussion about major current issues and directions;  
and
  - (e) an opportunity to raise other business matters from the table.
- 14.5 An Agenda will be sent to the Committee one week prior to each meeting, together with any background reading material.

### **Minutes of Meetings**

14.6 Minutes will be taken for each meeting by a delegated Council Officer and will record:

- (a) the attendance of members;
  - (b) agenda items tabled;
  - (c) any declared conflicts of interest;
  - (d) key discussion points; and
  - (e) actions and agreed outcomes only.
- 14.7 Minutes and action items will be distributed to each member of the Committee and relevant Council staff within two working weeks of the meeting.

14.8 Minutes will be finalised only when formally adopted at the following scheduled meeting of the Committee.

14.9 Key messages will be shared with relevant Council Officers and partner organisations where appropriate to inform actions

## **15. Reporting**

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- 15.1 The Chairperson will make a Delegate's Report at the next Council meeting following a Committee meeting.
- 15.2 The Committee will present an Annual Report to Council. The Annual Report must contain the Committee's actions and key achievements over the previous 12-month period and detail the Committee's key plans and goals over the upcoming 12 months.
- 15.3 The Annual Report will be made by the Executive Officer Health & Wellbeing, together with any members of the Committee as may be deemed appropriate after consultation with the Committee's Council representative.

## **16. Management and Support to the Committee**

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- 16.1 The Executive Officer Health & Wellbeing will provide administrative support to the Committee, which will include:
- (a) maintaining contact details of members;
  - (b) preparing and distributing Agendas and prior reading material;
  - (c) preparing and distributing Minutes of meetings;
  - (d) reporting on actions and/or matters arising from previous meetings back to the Committee;
  - (e) circulating other material to Committee members as necessary;
  - (f) completing and submitting an Informal Meeting of Councillors record for inclusion on a Council Agenda;
  - (g) maintaining a web page for the Health and Wellbeing Plan on Council's website;
  - (h) assisting with the preparation of an Annual Report to Council; and
  - (i) managing all other administrative processes associated with the Committee.
- 16.2 The Committee will have access to Council staff with relevant expertise on matters being considered by the Committee.

## **17. Support available to community representatives**

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- 17.1 Community representatives are eligible for assistance with transport, e.g. cab vouchers, to support their attendance at meetings and involvement with the Committee.
- 17.2 Community representatives should raise any individual participation needs with the Executive Officer Health & Wellbeing.

## **18. Confidentiality and Privacy**

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- 18.1 Members must treat information they receive as confidential, unless otherwise advised, and are expected to comply with the provisions that cover confidential information contained in sections 3 and 125 of the Local Government Act 2020.
- 18.2 Members must not use confidential information other than for the purpose of performing their function as a member of the Committee.
- 18.3 Documents presented to the Committee will often be in draft format and not suitable for wider distribution. Members have an obligation not to disclose any materials or information that is not available to the public, unless approved by the Chair or a representative of Council.
- 18.4 All Committee discussions should comply with the requirements under the Privacy Act 1988 and its principles.

18.5 The failure of a member to comply with paragraphs 18.1 to 18.4 will result in the termination of their appointment to the Committee.

## **19. Media**

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19.1 The Chairperson will represent the views of the Committee and make all public statements. If members of the Committee wish to raise an issue in the media, which relates specifically to the work of the Committee, this should be agreed beforehand at a Committee meeting.

19.2 On occasion, representatives of the Committee may be invited to join the Chairperson to promote the work of the Committee or to support advocacy positions.

19.3 Members are entitled to make comment on matters in their capacity as a member of another organisation or as private citizens; however, it must be clear that those views are not expressed on behalf of Committee or Council.

## **20. Review**

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20.1 The Terms of Reference will be reviewed every four years, or at such other time that Council determines.