



GREATER SHEPPARTON PUBLIC HEALTH AND WELLBEING PLAN ADVISORY COMMITTEE (HWBAC)

TERMS OF REFERENCE

*Adopted by Resolution of Council on 17 November 2015
For Review July 2017*

1. Purpose of Advisory Committee

The Greater Shepparton Public Health and Wellbeing Advisory Committee (HWBAC) will analyse local evidence, health and wellbeing indicators, health status data and demographics to identify public health risks, emerging health trends or gaps to plan for a local community in which people can achieve maximum health and wellbeing.

The HWBAC will inform the strategic direction of the annual Municipal Health and Wellbeing Action Plan for Greater Shepparton.

The HWBAC will participate in an annual review of each Action Plan to capture achievement and identify local health outcomes.

2. Council Role

The Council will:

- Prepare a Public Health and Wellbeing Plan or annual Action Plan as specified under the Public Health and Wellbeing Act 2008, Section 24, 26, 27;
- Ensure that the Council Plan 2013-2017 reflects the integration of health and wellbeing matters at a strategic level and is supported by an annual Municipal Health and Wellbeing Action Plan (Action Plan);
 - Ensure that the Action Plan includes health and wellbeing initiatives that are both measurable and achievable; after analysis of local evidence, health gaps and future health needs for Greater Shepparton.

3. Committee Role

The Greater Shepparton Health and Wellbeing Advisory Committee will:

- Provide advice to guide the strategic direction of each annual Action Plan for Greater Shepparton;
- Work in conjunction with Council to develop an annual Action Plan;
- Analyse and interpret local evidence, health and wellbeing indicators, health status and demographics;
- Identify local public health risks, trends, goals and gaps;
- Develop relevant health prevention strategies to address existing or emerging health and wellbeing issues;

- Participate in an annual review of each Action Plan, including the sharing of information to record achievement and identify health outcomes in the Municipality;
- Encourage a cross-sectoral partnership approach with Council, Department of Health and Human Services and other local health service providers and supporting agencies;
- Facilitate a collaborative municipal health and wellbeing network.

4. Committee Membership

4.1 The Committee shall comprise of 10 partner organisations, appointed by resolution of Council. Each partner organisation will have one voting right;

4.2 Members will be appointed for a period of two years, but may be removed by the Council at any time. At the conclusion of each term of office, members will be eligible for re-election or re-nomination;

4.3 Membership will include, but are not limited to, representatives from the following partner organisations. Partner organisations may elect to have more than one representative and can concur to meet consensus on items put to the vote:

Partner organisation:	Number of representatives:
Department of Health and Human Services; Goulburn Area Hume Region	2 representatives
Ethnic Council	1 representative
Goulburn Valley Health; Clinical Operations (Mental Health) Community and Integrated Care	2 representatives
Murray Primary Health Network	1 representative
Greater Shepparton City Council; Active Living Officer Councillor Senior Officer	3 representatives
Goulburn Valley Primary Care Partnership	1 representative
Primary Care Connect	1 representative
Rumbalara Aboriginal Co-operative	1 representative
University of Melbourne; Centre for Excellence in Rural Sexual Health, or Department of Rural Health	1 representative
Word and Mouth	1 representative

4.4 Co-opt extra support from local organisations and supporting agencies

Through implementation of the Action Plan business opportunities may arise to co-opt particular committee members from relevant organisations to provide the most suitable information. Co-option must be supported by a majority vote of Committee members and will be for a set topic or specific period of time as voted.

4.5 Role of Administration Support Person

The Council support person will not have voting rights. The support person's role is to provide administration support to the Committee. This includes tasks such as agenda writing/distribution, minute taking/distribution and record keeping, as noted in the meeting procedure.

5. Committee Meeting Procedure

Meetings of the Committee shall be conducted in accordance with the following procedures:

- The Committee is not required to comply with Council's Local Law No. 2 – Processes of Municipal Government (Meetings and Common Seal);
- The committee can vote and record motions which may require a Council decision to implement change of budgetary matters or confirmation of use of Council resources;
- The Chairperson will be the nominated Councillor;
- In the Chairperson's absence, a suitable representative will be appointed by a vote of majority of members;
- If an equal vote occurs, the Chair will utilise their second vote option;
- The Committee meetings will be held quarterly;
- An agenda will be distributed two weeks prior to each meeting;
- Minutes shall be kept of the proceedings of meetings and must be approved by the Chairperson of the meeting at which they are confirmed. Copies of minutes must be kept on record by Council and distributed within 14 days of the meeting;
- The support person will be responsible for completion of the Record of Assembly of Councillors form (refer Section 8).

5.1 Quorum

The quorum at any HWBAC meeting shall represent the majority of appointed partner organisations. Current membership equals 10 partner organisations. A quorum will require half plus one, being a total of 6 partner organisations.

Motions cannot be adopted if a quorum does not exist, but may be ratified at the following meeting.

6. Committee Conduct Principles

Committee members are expected to:

- Actively participate in Committee discussions and offer their opinions and views;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Act with integrity;
- Attend each meeting where practical;
- Avoid conflicts of interest;
- Refrain from releasing confidential information;
- Contribute to data collection and analysis;
- Provide input and information to assist with the annual review of each Action Plan.

7. Review of Membership

The terms of reference for the Greater Shepparton Public Health and Wellbeing Plan Advisory Committee will be reviewed every two years, including at the end of the Council Plan term to align with statutory requirements of each MPHP.

8. Assemblies of Councillors

In accordance with the *Local Government Act 1989* the definition of an Assembly of Councillors includes any meeting of an advisory committee of the Council, if at least one Councillor is present. Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest.

The Record of Assembly of Councillors must be submitted to Council in accordance with the *Assembly of Councillors CEO Directive 37.CEOD2* (Trim Ref: M13/51766) within 7 days of the date of the committee meeting so that it can be included in the next available Ordinary Council Meeting agenda.

Following the meeting a Record of Assembly of Councillors must be completed stating:

- The names of all Councillors and members of Council staff in attendance;
- The matters considered;
- Any conflicts of interest disclosures made by a Councillor attending; and
- Whether the Councillor who has disclosed the conflict of interest leaves the assembly.

Document Title:	Greater Shepparton Public Health and Wellbeing Plan Advisory Committee Terms of Reference
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