



GREATER SHEPPARTON PUBLIC HEALTH ADVISORY COMMITTEE TERMS OF REFERENCE

Updated July 2023

To be reviewed June 2025

1. Purpose of Advisory Committee

The Greater Shepparton Public Health Advisory Committee (PHAC) will form a community driven referral network responsible for the development, implementation and annual review of each Public Health Plan (including the 10 Year Public Health Strategic Plan, Council Plan including health matters or separate MPHP, Annual Implementation Plan).

The PHAC membership will be a voluntary role.

The PHAC will seek expressions of interest to include representatives from local government, local business representatives, health professionals, community organisations and interested community members across all sectors to work together to improve liveability in Greater Shepparton.

The PHAC will support the analysis of local evidence, health and wellbeing indicators, health status data and demographics to identify public health risks, emerging health trends or gaps in Greater Shepparton.

The PHAC will work as a forum to discuss regional public health risks across interest groups resulting in a better co-ordinated research, planning, consultative and action network.

The PHAC will work across all sectors of the Municipality to develop and implement health prevention initiatives that address our local public health issues and risks with the aim to improve liveability and maximise health outcomes.

The PHAC will agree to adopt a definition of Liveability for the purpose of this committee;

'A liveable place is one that is safe, attractive, socially cohesive and inclusive, and environmentally sustainable; with affordable and diverse housing linked to employment, education, public open space, local shops, health and community services, and leisure and cultural opportunities; via convenient public transport, walking and cycling infrastructure'.

(Lowe, 2013)

2. Council Role

The Council will:

- Advise whether this Council will prepare a Public Health and Wellbeing Plan or integrate health and wellbeing matters into a Council Plan, as specified under the Local Government Act 2020 and Public Health and Wellbeing Act 2008, Section 26 and 27;

- Ensure that the Council Plan reflects the integration of health and wellbeing matters at a strategic level and is supported by a 10 Year Public Health Strategic Plan that is reviewed annually and an annual Implementation Plan including health and wellbeing initiatives that are both measurable and achievable.
- Endorse a Councillor representative to fulfil the role as Chair.

3. Committee Role

The committee representatives will:

- Provide advice to guide the development and annual review of a 10 Year Public Health Strategic Plan for Greater Shepparton;
- Work in partnership with Council and other stakeholders to develop and implement an annual Implementation Plan, including participation in an annual review;
- Analyse and interpret local evidence, health and wellbeing indicators, health status and demographics;
- Identify and discuss impacts of any local public health risks, trends, goals and gaps;
- Develop relevant health prevention strategies in collaboration to address existing or emerging health and wellbeing issues;
- Encourage a cross-sectoral partnership approach with Council, Department of Health, Department of Families, Fairness and Housing and other local health service providers, supporting agencies and interested community members;
- Share information, knowledge and experiences to benefit local health outcomes;
- Facilitate a collaborative health and wellbeing network.

4. Committee Membership

4.1 Membership Numbers

The Committee shall comprise of up to 15 department, agency and or community members appointed by resolution of Council. Each member will have one voting right. Council will also appoint a Councillor to the advisory committee who has voting rights. Nominated Council Officers will also make up the committee in a support role but will not have voting rights.

4.2 Membership Term

Members will be appointed for a period of two years, but may be removed by the Council at any time or following failure to attend three or more meetings. In lieu of attendance, a proxy can be sent if from the same organisation. At the conclusion of each term of office, members will be eligible for re-election or re-nomination.

4.3 Co-opt extra support from local organisations and supporting agencies:

The delivery of the annual Implementation Plan may require opportunities to co-opt particular committee members from relevant organisations, Council staff employees or community members to provide the most suitable expertise, skills or advice to progress or understand particular public health issues. 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.

4.4 Role of Councillor:

A Councillor will be nominated for the committee as Chair.

4.5 Role of Administration Support Person:

The Council Administration support person will provide administration support to the Committee. This includes tasks such as preparing an agenda/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 Local Government (Meetings and Common Seal);
- The Committee is required to be guided by committee meeting procedures Council’s Local Law No. 2 – Processes of Local Government
- 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 representative;
- In the Chairperson’s absence, a suitable Council representative will be appointed to chair the meeting;
- The Committee meetings will be held quarterly, or as required during the development of each annual Implementation Plan;
- Implementation Plan action updates will be provided one month prior to meetings.
- Agenda items for discussion must be submitted 14 days prior to each meeting;
- An agenda will be distributed one week 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 PHAC meeting will require half plus one. 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, send a relevant proxy or submit an apology prior to the meeting.
- Avoid conflicts of interest;
- Refrain from releasing confidential information;
- Contribute to data collection and analysis;
- Provide input and advice in relation to the inclusion of health and wellbeing matters into the Council Plan;
- Provide input and advice in relation to the development and annual review of the Public Health Strategic Plan;

7. Review of Membership

Any committee member that fails to attend three meetings will have their membership reviewed by the committee.

8. Review of Terms of Reference

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

9. Assemblies of Councillors

In accordance with Councils Governance rules (Chapter 6 – Miscellaneous. 106 Informal Meetings of Councillors)

An Assembly of Councillors is a meeting of Councillor(s) that is;

- Scheduled or planned for the purpose of discussing the business of Council or briefing Councillors.
- attended by at least one Council Officer; and
- Is not a Council Meeting, Delegated Committee Meeting or Community Asset Committee Meeting,
- Any Councillors in attendance at meetings of the committee are required to declare any conflicts of interest.

For these meetings, the Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- tabled at the next convenient Scheduled Council Meeting; and
- recorded in the minutes of that Scheduled Council Meeting.

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.

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