

Municipal Health and Wellbeing Plan 2017-2021 Advisory Committee Terms of Reference



Classification

Advisory Committee of Council

Purpose

To provide a formal mechanism for Council to fulfill the requirements of the *Public Health and Wellbeing Act 2008* (the Act) and consult with key stakeholders, seek specialist advice and enable community participation in the development, implementation and evaluation of the Municipal Public Health and Wellbeing Plan 2017-21.

Objectives

The *Public Health and Wellbeing Act 2008* (s26.2) specifies that a Municipal Public Health and Wellbeing Plan must:

- (a) include an examination of data about health status and health determinants in the municipal district;
 - (b) identify goals and strategies based on available evidence for creating a local community in which people can achieve maximum health and wellbeing;
 - (c) provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan;
 - (d) specify how the Council will work in partnership with the Department and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the public health and wellbeing plan;
 - (e) be consistent with—
 - (i) the Council Plan prepared under section 125 of the Local Government Act 1989; and
 - (ii) the municipal strategic statement prepared under section 12A of the Planning and Environment Act 1987.
- Members of the reference group will assist Council to fulfill these objectives by: Providing stakeholder knowledge, information and advice.

Recruitment

Nominations for appointment of organisational representation shall be invited through local media and Council's publications. Key organisations will be recruited directly by Council Officers and other organisations will be sought through advertising.

Membership and chairperson

Membership will consist of:

- One Councillor appointed by Council.
- Up to 12 organisation representatives, selected to reflect a range of knowledge, expertise and experience from across the Shire.
- Chairperson (Councillor or other member) as determined by Council

Selection criteria:

Preference will be given to applicants who have one or more of the following:

- A background in public health
- Service delivery within Nillumbik Shire
- Strong involvement or connections with local community groups and networks that are instrumental in facilitating the health promoting actions and policies of the Health and Wellbeing plan.

It is expected that delegates from public health focused agencies undertaking actions identified in the Health and Wellbeing plan or other key informants are represented on the Advisory Committee. These may include:

- healthAbility
- North East Healthy Communities
- Plenty Valley Libraries
- Women's Health in the North
- Victoria Police
- Drinkwise
- Relationships Victoria
- Headspace
- Neighboring municipality's social planner
- Members from the internal Health and Wellbeing Working Group

Term of appointment

Agency's will be appointed for a two year term. Agency representatives will be identified by their agency and may delegate their membership or attendance to another relevant employee of their agency.

Member responsibilities

In order to fulfil the Committee's objectives, members are expected to:

- Through a collaborative approach, develop and prioritise the strategic goals and objectives to deliver improved health and wellbeing outcomes.
- Support the Plan to align with broader public health agendas in the region
- Prepare for and actively participate in scheduled meetings
- Be an advocate for the Plan's outcomes in the North Metro region

Meeting frequency

Meetings are held bi-monthly during the planning phase, then quarterly during the implementation phase at Civic Centre.

Management of the group

- The project manager will resource the Group and attend all meetings.
- If the designated Chair is not available, the Manager of Youth and Community Partnerships will be responsible for convening and conducting the meeting.

Reporting procedure

- Municipal Health and Wellbeing Reference Group is not a decision-making body and does not require voting protocols or other decision making mechanisms.
- Any advice provided by the Group will be reached by consensus. Where differing views may be expressed by the Group, these views will be reflected in any reports and statements issued.
- Minutes of the meetings are presented to Council for information at the next scheduled Council Meeting.
- Recommendations made by the Advisory Committee require consideration and approval by Council (or the relevant delegated Council officer) before being fully endorsed and acted upon.

Public Statements

Members of the Committee may not make public statements on behalf of Council without prior approval of the Executive Manager of Community Services.

References

- Public Health and Wellbeing Act 2008
- Nillumbik Council Plan 2017-2021
- Nillumbik Health and Wellbeing Plan 2017-2021

Contact details of group

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December 2016

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August 2019

Next review date

August 2021

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