

Macedon Ranges Shire Health and Wellbeing Advisory Committee

Vision and Terms of Reference

Introduction

Macedon Ranges Shire Council resolved to establish the Macedon Ranges Shire Health and Wellbeing Advisory Committee on 25 June 2014 as a continuation of its commitment to an integrated approach to planning. The independent and diverse community-based committee aims to provide input and advice to Council on the many and varied activities it pursues to positively contribute to community health and wellbeing.

Macedon Ranges Shire Council is committed to positively contributing to the health and wellbeing of the people who live and work in the shire.

It is recognised that our health and wellbeing is determined by more than just our age, sex or genetic make-up. It is also greatly influenced by:

- Our contact with family, friends and the community
- Our education, work, income and where we live
- Our behaviour such as what we eat and how much physical activity we undertake
- Broader political, cultural and environmental factors

The Council Plan, which incorporates the Health and Wellbeing Plan, sets out our goals and objectives to deliver a positive contribution.

Vision

The Macedon Ranges Shire Health and Wellbeing Advisory Committee is a representative body of the Macedon Ranges Shire community. The committee's vision is to work with Macedon Ranges Shire Council to assist in the delivery of best practice health and wellbeing policy, programs and services.

Terms of Reference

Purpose

To provide input to strategy and policy development work undertaken across Macedon Ranges Shire Council in the context of its impact on the health and wellbeing of all residents and other stakeholders of the Macedon Ranges.

The following outcomes, pursuant to the IAP2 "consult" framework, are expected and are considered beneficial secondary purposes:

- To provide a knowledge gathering and networking forum for Councillors and officers on specific issues

- To assist members in developing their own skills and to foster information sharing within the sphere of interest
- As an arena for developing partnerships between Councillors, committee members and Council officers

Role and responsibilities of Council

Council is comprised of elected representatives (Councillors) and the administration (Chief Executive Officer and Council officers). An elected Council sets the overall direction for the shire through long-term planning and decision-making. The Chief Executive Officer is appointed by the Council, and is responsible for managing the organisational structure. Together with Council officers, the Chief Executive Officer ensures that Council decisions are implemented, Council services and functions are delivered to the community and advice is provided to Council.

- Engage the committee with respect to proposed budget initiatives as part of the annual budget cycle
- The scheduling of dates and the appointment of Councillor delegates, including the committee's Chairperson, are determined when Council formally appoints delegates to external bodies/committees on an annual basis
- Provide a Secretariat/Council Support Officer if possible (acknowledging that this is budget dependent)
- The Chief Executive Officer or an appointed delegate will attend each meeting
- Council officers, guest speakers and/or other stakeholders will be invited to attend meetings where relevant
- Consider items for discussion prior to the agenda preparation
- Provide the committee with the opportunity to provide early input where possible, rather than only responding to proposals
- Consider holding virtual meetings should the meetings be unable to be held in person
- Provide members with training if considered appropriate for them to fulfil their duties – Consideration to be given to modules including an understanding of local government and introduction to collective decision-making

Role and responsibilities of committee members

All committee members are formally appointed by Council following a recruitment process. Members are expected to contribute specialist knowledge and expertise by providing community perspectives.

- Use existing networks to remain informed regarding the views and interests of the community
- Undertake engagement with the communities of interest prior to meetings as appropriate
- Provide feedback that serves the community's interest above personal interest
- Contribute ideas to the Council Plan and other key Council plans
- Identify local health and wellbeing issues that are not represented in the Council Plan
- Brainstorm and put forward ideas for testing/piloting
- Advise on community engagement techniques with the broader community
- Advocate for better health and wellbeing outcomes for the community
- Provide feedback or raise any matters for consideration by the committee via the Secretariat/Council Support Officer

Role and responsibilities of the Chairperson

The committee will be chaired by a Councillor determined annually by Council. If the appointed Councillor Chairperson is absent from a meeting, the committee will nominate a Councillor in attendance as the temporary Chairperson.

- Prepare the agenda in consultation with the Secretariat/Council Support Officer
- Chair meetings in accordance with Council's Meeting Procedure Local Law, the Terms of Reference and meeting agenda
- Facilitate the discussion of items on the agenda in a timely manner
- Facilitate the moving of recommendations and voting by committee members
- Ensure all committee members have the opportunity to participate

Role and responsibilities of the Secretariat/Council Support Officer

The Secretariat/Council Support Officer is the dedicated contact for the committee. If the appointed officer is on extended leave, Council may nominate another officer to assist in the role during the leave of absence. [Please note that this role is budget dependent]

- Schedule all meetings once the dates have been resolved by Council
- Set each meeting agenda with input from the committee, Chairperson, Council officers and/or Council – Ensure that there is a standing agenda item to enable committee members to provide feedback on key Council initiatives
- Where possible, circulate the agenda to the committee members 14 days prior to the scheduled meeting
- Set up the meeting venue
- Arrange catering and refreshments if required
- Take minutes at each meeting and aim to distribute them within 7 days of the meeting
- Coordinate the completion of any actions
- Liaise between the committee and the relevant Council officers as determined by the committee's business
- Prepare information to Councillors on the committee as required
- Coordinate any recruitment processes as required
- In liaison with the Chairperson and the Chief Executive Officer, provide an induction to all new committee members
- Consider (and implement where possible) the recommendations from any meetings and/or facilitated workshops
- In liaison with the relevant Council officers, investigate an interactive tool to facilitate committee dialogue between the scheduled meetings, and then develop a user guide for this purpose
- Facilitate a process to enable a higher level of engagement of the committee in Council's decision-making processes
- Develop an annual plan of matters for the committee to consider that integrates in a collaborative manner with both the planned community consultation for that 12 month period and the relevant actions scheduled to be completed in the Council Plan
- Schedule and facilitate opportunities for the committee to contribute to the generation of ideas for further assessment by Council
- Undertake an audit of committee members qualifications and skill sets
- Develop a volunteer training program to support the capacity development of the committee

- Develop an annual self-assessment process for measuring the committee's success – This feedback is to be made available to Councillors for consideration should they wish to review the value of the committee going forward
- Ensure that the Vision and Terms of Reference are reviewed on an annual basis – Any amendments are to be presented to an Ordinary Council Meeting for formal consideration

Statement of Intent

All participants will:

- Be punctual
- Prepare for the meetings
- Act with integrity and honesty, and be objective and non-discriminatory
- Support and work cooperatively with other members
- Respect others and their views
- Actively participate by contributing to the content to ensure the meetings are valuable and worthwhile
- Switch all mobile phones to silent and not answer any calls unless for emergencies (with all calls to be taken outside of the meeting)

Membership

The membership of the committee will comprise up to fourteen persons plus three Councillors.

Membership Selection Criteria

Members of the committee must live or work within the Macedon Ranges Shire local government area. Members should be active in the community, with strong community networks and have a sound understanding of local and regional issues.

Members need to have the capacity to reflect on and present community issues, rather than focussing on personal concerns or individual issues.

The membership of the committee will be selected to represent a diverse community based body with individual members having knowledge and/or experience in one or more of the following areas:

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|-------------------------|-------------------------------|------------------------|
| • Ageing | • Arts and Culture | • Business |
| • Community Development | • Disability | • Economic Development |
| • Education | • Environment | • Family and Children |
| • Finance | • Health | • Indigenous |
| • Infrastructure | • Mental Health | • Recreation and Sport |
| • Sustainability | • Urban Design / Place Making | • Youth |

Membership Application Process

The term of each committee member will be four years unless resolved otherwise by Council. Where possible, the tenure of the members will be staggered to ensure continuity and stability.

Council will implement an expression of interest process to recruit members for the committee and this will be advertised in the local media and promoted through Council's community networks.

All applicants must apply using the relevant expression of interest form which requires applicants to address the stated criteria for membership.

Previous members are entitled to apply for membership using the expression of interest form.

Council will assess all expressions of interest against the stated selection criteria. In addition to the stated selection criteria, access and equity principles will be applied in the selection of members and the composition of the committee will reflect a diversity of views and opinions, variations in, length and quality of related experience and gender balance.

An application kit including Council's Code of Conduct and Meeting Procedure will be provided to all applicants.

Frequency of Meetings and Level of Activity

Four committee meetings will be scheduled per year, with any additional meetings convened as required.

In addition to these meetings, members may be requested to provide input into matters between meetings where the timeframes prohibit a matter being formally considered at a meeting of the committee.

Members must attend at least 75% of meetings per year. When a member is absent without an apology for more than one meeting, their position may be declared vacant, however contact shall be made by the Secretariat/Council Support Officer to clarify whether or not the committee member is still interested in continuing to be a member of the committee. If there is no response by the following meeting their membership will cease and their position declared vacant.

Payment

Members will not be paid or reimbursed for any expenses associated with attendance at the meetings or other related work.

Confidentiality

All members must abide by Council's Staff Code of Conduct and Privacy Policy at all times.

Members may be provided with information that is not publicly available, and must respect principles of confidentiality and privacy. Confidential information may not be disclosed without the Chief Executive Officer's prior approval.

No member of the committee is able to make media or public comment on behalf of Council at any time.

Conflicts of interest

Members have a responsibility to declare any conflict of interest or potential conflict of interest regarding any issue on the agenda at the commencement of the meeting. All declared conflicts of interest will be recorded in the minutes, and if necessary, the parties involved will be asked to leave the meeting while the matter is discussed.

Quorum

The quorum for any committee meeting shall be one member more than half the existing membership (e.g. 9 community members plus 3 Councillor delegates = total membership 12; therefore the quorum is 7).

Where there is no quorum, a committee can only deliberate on matters and are unable to determine any decisions or actions. Any decisions or actions must be held over to the next meeting where a quorum is present.

Decision-making

Although the committee is engaged in an advisory capacity and is unable to make decisions on behalf of Council, the aim is to reach agreement on the preferred recommendation/direction by consensus. Any agreement will be based on the preference of a two-third majority of committee members in attendance at the meeting.

All Councillors hold ex-officio positions on the committee and are unable to vote.

Any recommended actions from the meetings will be implemented at Council's discretion. Actions may be undertaken at an operational level or a proposal may be presented to an Ordinary Council Meeting for formal consideration.

Assessment

To assist in measuring the success of the committee, each committee member will be required to participate in an annual self-assessment process.

The feedback from this process will assist Council to support the committee going forward.

Review

The Vision and Terms of Reference are to be reviewed on a biennial basis.

Any amendments to the Terms of Reference must be presented to an Ordinary Council Meeting for formal consideration.