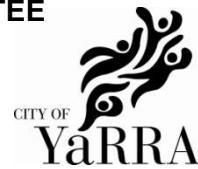


YARRA HEALTH AND WELLBEING PLAN ADVISORY COMMITTEE
TERMS OF REFERENCE
Adopted 6 December 2016



1. Background

Under the *Public Health and Wellbeing Act 2008*, Local Government is required to take responsibility for public health and wellbeing planning on behalf of its community. To facilitate this Council is required to develop a Municipal Public Health and Wellbeing Plan every four years. The Yarra Municipal Public Health and Wellbeing Plan 2013-2017 (Yarra Health and Wellbeing Plan) is a strategic document which outlines the health priorities for the municipality and includes actions to improve the health and wellbeing of the community.

Conducting an annual review of a Municipal Public Health and Wellbeing Plan is a statutory requirement of Council under the *Public Health and Wellbeing Act 2008*. Section 26(4) states that '*A Council must review its municipal public health and wellbeing plan annually and, if appropriate, amend the municipal public health and wellbeing plan*'.

Yarra's Health and Wellbeing Plan Advisory Committee (HWPAC), comprising of community members and professionals from across Yarra's health and community sectors, play a key role in overseeing the delivery of the Yarra Health and Wellbeing Plan. The following terms of reference outline the structure in place to oversee the implementation and annual review of the current plan as well as the development, implementation and annual review of the 2017-2021 plan.

2. Purpose

- (a) To provide advice to Council on health and wellbeing matters.
- (b) To assist Council with advocacy on relevant health and wellbeing matters.
- (c) To identify strategies and actions to be included within the Yarra Health and Wellbeing Plan and associated yearly implementation plans.
- (d) To oversee and assist with the implementation and evaluation of strategies and actions in the Yarra Health and Wellbeing Plan and associated yearly implementation plans.
- (e) To identify current and emerging health and wellbeing issues and trends.
- (f) To collaboratively identify and implement measures to enhance the health and wellbeing of the Yarra community.
- (g) To strengthen partnerships across member organisations and other relevant networks and organisations.
- (h) To identify funding opportunities for relevant health and wellbeing projects and to contribute to submissions.
- (i) To complement the role of and align with the Local Safety Reference Group, Yarra Liquor Forum and other Council advisory committees and groups.

3. Membership

Core membership includes:

- (a) Two Yarra City Council Councillors (from different wards), to be appointed by Council on an annual basis
- (b) Three community representatives from within the City of Yarra (refer to the section 'Selection process and criteria for community members')
- (c) Australian Catholic University
- (d) cohealth
- (e) Department of Health and Human Services
- (f) Access Health and Community (formerly Inner East Community Health)
- (g) Inner North West Primary Care Partnership
- (h) Melbourne Primary Care Network
- (i) North Richmond Community Health
- (j) Neighbourhood Houses and Learning Centres
- (k) Project Respect
- (l) Women's Health in the North
- (m) Yarra City Council officers including staff from the Social Policy and Research Unit and Community Wellbeing Division

Additional persons or organisations may be invited to particular committee meetings or working group meetings, as guests, by the committee. This may include representatives from local hospitals, health care providers and community organisations. Additional members may be appointed to the committee by the CEO/Council.

4. Relationship with other Council advisory committees and groups

The Yarra Health and Wellbeing Plan includes actions from a broad range of Council areas. In addition, there are a number of Council advisory committees and groups that play a key role in promoting and contributing to the health and wellbeing of the Yarra community. The agenda and minutes of the HWPAC meetings will be circulated to the secretariats of the following committees and groups:

- (a) Aboriginal Advisory Group
- (b) Active Ageing Advisory Group
- (c) Arts Advisory Committee
- (d) Bicycle Advisory Committee
- (e) Business Advisory Committee
- (f) Disability Advisory Committee
- (g) Early Years Reference Group
- (h) Environment Advisory Committee
- (i) Heritage Advisory Committee
- (j) Local Safety Reference Group
- (k) Urban Agriculture Advisory Committee
- (l) Yarra Liquor Forum

- (m) Youth Advisory Committee

5. Selection process and criteria for community members

- (a) The Council will appoint community members following expressions of interest through a public notification process which calls for nominations.
- (b) Applicants will be shortlisted by a panel of Yarra City Council staff. Shortlisted applicants may be interviewed by the panel prior to appointment.
- (c) Community representatives shall be appointed for a period of three years. In the event that a vacant position arises, any new members will be appointed in accordance with Council policy.
- (d) As far as practical, the membership will reflect diversity in residential location, gender and cultural background.
- (e) Applicants must reside in the City of Yarra.
- (f) Applicants will be requested to submit a short statement of capabilities addressing the following criteria as part of their nomination:
 - (i) A demonstrated interest or expertise in public health and wellbeing.
 - (ii) An understanding of community needs, concerns and issues relating to health and wellbeing in the City of Yarra.
 - (iii) An understanding of the role Local Government has in health and wellbeing matters.
 - (iv) An ability and commitment to consider and value a wide cross section of community views.
 - (v) A commitment to participate in meetings on a quarterly basis, or at other times as determined necessary by the committee.
- (g) Existing members may nominate to renew their membership on the committee. Members may serve a maximum of two consecutive terms on the committee.

6. Member responsibilities

- (a) Should a member not be able to attend a meeting, the member should nominate a delegate to attend on their behalf.
- (b) Members are expected to attend a minimum of 75% of meetings per calendar year.
- (c) Members must declare any personal interest, connection or association with any matter brought before the committee.
- (d) Members must not make improper use of information acquired as a consequence of membership of the committee.
- (e) If matters of a confidential nature are discussed by the committee, members must respect that confidentiality.
- (f) Notice of resignation is to be provided in writing to the committee. In the event that an appointed representative resigns from the committee, the affected organisation will nominate a replacement representative prior the next meeting.
- (g) Membership of the committee may be terminated for any of the following reasons:
 - (i) failure to attend two consecutive meetings without prior notice.
 - (ii) conduct unbecoming a member, for example, a breach of confidentiality.

7. Meeting procedure

- (a) Meetings of the committee are to be undertaken on a quarterly basis or at other times as determined necessary by the committee.
- (b) Meetings are to be chaired on a rotating basis by the Councillors appointed to the committee. If both Councillors are absent, a member agreed to by the Committee will act as chairperson.
- (c) The chairperson has a casting vote.
- (d) Working groups may be formed where the need arises. Working groups are required to report back to the full committee and cannot make decisions on behalf of the full committee.
- (e) The quorum for any full committee meeting shall be five members.

8. Reporting and circulation

- (a) The committee reports through to the City of Yarra Council.
- (b) A Yarra City Council staff member will be responsible for minute taking at meetings, distributing agendas and minutes, being the central contact point for the committee and for providing any background information as required.

9. Terms of the committee

- (a) The terms of reference for the committee must be reviewed after three years. Any changes must be approved by Council.
- (b) The committee has no delegated authority to act or to incur expenditure on behalf of Council.
- (c) The Committee shall expire on 30 June 2019 unless extended by the Yarra City Council.

10. Media contact

- (a) Requests for contact by or with the media must be directed to the Chair of the Advisory Committee, and follow Councillor and Staff Media Policies.