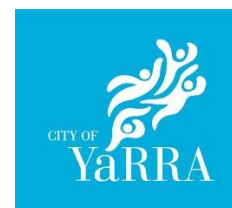


Open Campaign Committee – Community Health Services

TERMS OF REFERENCE



Name of Committee	Open Campaign Committee – Community Health Services
Purpose of the Committee	<p>The purpose of the Open Campaign Committee – Community Health Services (the Committee) is to support the local community with their advocacy to reverse, review and revive community health centres affected by the closure of cohealth’s Collingwood, Fitzroy and Kensington clinics.</p> <p>Specifically, the Committee’s objectives are to:</p> <ul style="list-style-type: none"> a) support the local community with their advocacy and engagement with decision-makers, including having input into the Commonwealth Government’s review of cohealth; b) develop evidence-based messages consistent with Council’s adopted positions and support transparent, factual information-sharing about the impact of the closures and the importance of community health; and c) advocate for sustained, long-term funding and infrastructure investment in community health services to ensure equitable access to primary care for all residents. <p>The Committee is advisory in nature, has a time-limited advocacy focus, and holds no delegated authority or decision-making power from Council.</p>
Council Plan Objectives	<p>The Committee aligns with the following Council Plan 2025–29 strategic objectives and strategies:</p> <p>Living in the City: We are a city for everyone. We are welcoming, friendly and connected, where everyone is safe and supported. Relevant strategies</p> <ul style="list-style-type: none"> • 2.1 Deliver programs and make better use of existing places to foster connection, and support people of all ages and backgrounds to live a healthy and fulfilling life. • 2.2 Advocate to external stakeholders to support at risk communities in Yarra. • 2.4 Implement the Municipal Public Health and Wellbeing Plan. <p>Running the City: We are accountable, transparent and</p>

	<p>collaborative, and we listen and respond to our community.</p> <ul style="list-style-type: none"> • 10.2 Build trust by ensuring clear, consistent, and accessible communication on decision making, projects, and governance. • 11.3 Continue with engagement and research to understand the needs of different community groups in relation to services. • 12.1 Work in partnership to embed culturally responsive practices across our services and programs. • 14.2 Improve the way in which Advisory Committees offer strategic advice to inform Council's future focused decision making. • 14.3 Invest in Community Forums to engage the community on targeted issues.
<p>Membership criteria</p>	<p>The Committee will comprise the following membership structure:</p> <ul style="list-style-type: none"> • Two (2) Councillors. <p>Up to eight (8) community members selected through an open expression of interest process and representing one or more of the following:</p> <ul style="list-style-type: none"> • Users of community health or primary care services (including at least two community members with lived experience of using the Collingwood or Fitzroy services); • Local health professionals (GPs, counsellors, allied health practitioners); and • Representatives of community organisations, unions or neighbourhood groups engaged in health equity advocacy. <p>Membership should reflect the diversity of the Yarra community in accordance with Council's Committees Policy.</p>
<p>Selection Criteria</p>	<p>Members should demonstrate:</p> <ul style="list-style-type: none"> • Understanding of local health needs and the community impact of service changes; • Ability to represent diverse community perspectives and engage with stakeholders; • Experience in advocacy, health promotion or community development; and • Commitment to constructive collaboration and adherence to Council's governance standards.
<p>Chairperson</p>	<p>The Chairperson shall be a Councillor appointed by Council. A Deputy Chairperson (also a Councillor) shall act in the Chair's</p>

	absence.
Quorum	A quorum will be one-third plus one of the total number of appointed members.
Meetings	<p>The Committee will meet bi-monthly, or more frequently if approved by the General Manager, to respond to advocacy needs milestones.</p> <p>Meetings may be conducted in person or online, with accessibility provisions ensured.</p> <p>Members are expected to attend at least two-thirds of scheduled meetings during their term.</p> <p>Meetings are not open to the public, but a summary of key matters discussed will be published on Council's website.</p>
Review and Duration	<p>The Committee will operate for an initial six-month period, commencing January 2026.</p> <p>Following this initial duration, Council officers will review the Committee's effectiveness and purpose every three months, and provide a brief report to Council.</p> <p>Following each review, Council may choose to:</p> <ul style="list-style-type: none"> • Continue the Committee for a further three-month period. • Modify its composition, scope or meeting frequency. • Discontinue the Committee if its purpose has been achieved. <p>The Committee will automatically dissolve no later than 31 December 2026 unless otherwise extended by Council resolution.</p>
Governance Obligations	<p>Conflict of interest</p> <p>Members of the Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Committee.</p> <p>Councillor Committee members must disclose any conflict of interest in a matter being considered by the Committee in accordance with the <i>Local Government Act 2020</i> and Council's Governance Rules.</p> <p>A non-Councillor Committee member will have a conflict of interest if they have a personal or private interest that may compromise their ability to act in the public interest.</p> <p>If a non-Councillor Committee member believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any</p>

discussion had or decision made in relation to the matter and leave the room for the item. The declaration will be recorded in the minutes of the meeting.

Any matter deemed by a non-Councillor Committee member to give rise to a conflict of interest shall be reported to the Chairperson and Council secretariat either prior to a meeting or before the specific item is discussed and dealt with in line with any relevant Council policies or guidelines.

Confidential Information and Privacy

Committee members must not disclose information that they know or should reasonably know is confidential information.

Committee members have an obligation to not publicly disclose any materials or information obtained or discussed through their membership of the Committee that is not already publicly available (other than because of a breach of a Committee member's obligations under these Terms of Reference).

Committee members should be mindful of their obligations under the *Privacy and Data Protection Act 2014* regarding the use and disclosure of information.

Standards of Conduct

To ensure Council's advisory committees are conducted in a respectful and efficient manner, members of all advisory committees must:

- act with integrity;
- impartially exercise their responsibilities in the interests of the local community;
- not improperly seek to confer an advantage or impose a disadvantage on any person, including themselves;
- listen actively and acknowledge diverse perspectives;
- communicate openly and honestly while maintaining professionalism;
- treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of Councillors, Council officers and other members of the Committee;
- commit to providing a safe, inclusive and productive environment free from discrimination, harassment and bullying by not engaging in behaviour that is intimidating or that may constitute discrimination, harassment or bullying;
- take reasonable care of their own health and safety and that of others;

	<ul style="list-style-type: none"> • commit to regular attendance at committee meetings; and • contribute positively to discussions and decision-making processes. <p>Any alleged breaches of the standards of conduct will be dealt with in accordance with the Council Committees Policy.</p> <p>Transparency</p> <p>In order to maintain transparency of Committee operations the following information is to be published on Council’s website in respect to each committee</p> <ul style="list-style-type: none"> • Terms of reference • Names of all members (where appropriate) • Summary of meetings (which includes attendees, conflict of interest declarations and matters discussed)
<p>Related documents</p>	<ul style="list-style-type: none"> • Council Plan 2025–29 • Municipal Public Health and Wellbeing Plan 2025–29 • Council Committees Policy • Notice of Motion No. 22 of 2025 – Community Health Centres • Resolution 16 December 2025