

Municipal Public Health and Wellbeing Plan 2017-2021 Project Reference Group Terms of Reference



Classification

Advisory Committee of Council

Purpose

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

Objectives

- Provide stakeholder knowledge and advice
- Identify current and future public health and wellbeing issues and needs
- Identify the priority goals required to address these issues and needs, and the lead for each goal
- Review project deliverables and documentation when required

Membership and chairperson

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

Term of appointment

Community representatives will be appointment for a two year term or until otherwise resolved by Council.

Co-opted members

The Project Reference Group may invite suitably skilled persons to join the Group in an advisory capacity, for a specified purpose and for a specified period of time.

Quorum

A meeting can only take place with a minimum quorum of

- 5 members

At least one Council staff member must be present for administrative purposes.

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
- Contribute to the development of the plan
- Prepare for and actively participate in scheduled meetings
- Give consideration to other stakeholders' interests and requirements
- Give consideration to project management issues and approaches
- Be an advocate for the Plan's outcomes

Meeting frequency

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

Management of the group

- The Coordinator Social Development and Service Planning, or other member of Council's Community Services and Social Development team will resource the Group and attend all meetings.
- The Social Development and Service Planning unit will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions.
- If the designated Chair is not available, the General Manager or Project Manager will be responsible for convening and conducting that meeting.

Reporting procedure

- Municipal Health and Wellbeing Project 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 Project Reference Group 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 cannot make public statements on behalf of Council without prior approval of the General Manager, Community and Leisure Services.

References

- Public Health and Wellbeing Act 2008
- Nillumbik Council Plan 2013-2017
- Nillumbik Health and Wellbeing Plan 2013-17

Contact details of group

Coordinator Social Development and Service Planning, Tel: 9433 3349

Approval date

December 2016

Next review date

December 2018