

## 7 Presentation of officer reports

### 7.1 Updated Terms of Reference for the Boroondara Public Health and Wellbeing Advisory Committee

#### Abstract

The *Public Health and Wellbeing Act 2008* requires councils to adopt a municipal public health and wellbeing plan every four years. In December 2017, Council adopted the Boroondara Community Plan 2017-27 incorporating the Municipal Public Health and Wellbeing Plan 2017-21. Since 2011, the Community Planning and Development Department has convened a Boroondara Public Health and Wellbeing Advisory Committee to assist by providing advice on the implementation and annual review/evaluation of Council's Municipal Public Health and Wellbeing Plan.

The Committee currently has 10 members from external organisations that provide services in Boroondara. It was identified that the Committee could benefit from the addition of community representatives to assist Council to meet its requirements under the *Public Health and Wellbeing Act 2008* to provide for the involvement of people in the local community in the development, implementation and evaluation of the public health and wellbeing plan. The addition of community representatives on the Committee would also add value to the discussions at the meetings by ensuring a diversity of health and wellbeing views and interests in the community are represented.

The purpose of this report is to seek Council's approval of the proposed changes to the Terms of Reference, which are highlighted in track changes in **Attachment 1**. The changes reflect the addition of community representatives on the Committee and the criteria that will be used to select them, as well as how they will be recruited and the maximum term they can serve.

#### Officers' recommendation

That Council resolves to endorse the updated Terms of Reference for the Boroondara Public Health and Wellbeing Advisory Committee 2018-21 as annexed to the minutes.

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**Responsible director: Carolyn McClean  
Community Development**

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## 1. Purpose

The purpose of this report is to seek Council's endorsement of the proposed changes to the Terms of Reference for the Boroondara Public Health and Wellbeing Advisory Committee, as highlighted in track changes in **Attachment 1**.

## 2. Policy implications and relevance to community plan and council plan

The Boroondara Community Plan 2017-27 (BCP) incorporates the Municipal Public Health and Wellbeing Plan 2017-21.

The BCP is structured around the following seven priority themes, each of which aims to improve community wellbeing by contributing to liveability in Boroondara:

- Your Community, Services and Facilities
- Your Parks and Green Spaces
- The Environment
- Neighbourhood Character and Heritage
- Getting Around Boroondara
- Your Local Shops and Businesses
- Civic Leadership and Governance

The BCP also identifies the following five health priorities for Council to address in the first four years:

- promoting mental health and social connection
- preventing injury and violence
- reducing harmful alcohol use
- promoting healthier eating
- promoting active living.

The Boroondara Public Health and Wellbeing Advisory Committee assists Council by providing advice in identifying, articulating and responding appropriately to new and emerging health and wellbeing issues which occur in the community. It also contributes to the action planning process by providing advice regarding actions that align with the BCP health priorities.

## 3. Background

The *Public Health and Wellbeing Act 2008* requires Councils to adopt a Municipal Public Health and Wellbeing Plan every four years. In December 2017, Council adopted the BCP incorporating the Municipal Public Health and Wellbeing Plan 2017-21.

The health priorities set out in the BCP are aligned to the priorities set out in the Victorian Public Health and Wellbeing Plan. They represent the most significant preventable causes of poor health and wellbeing among the Boroondara community, and are areas where we can work with local health and community organisations to make changes that influence the health outcomes of the community in the first four years of the BCP.

Since 2011, the Community Planning and Development Department has convened the Boroondara Public Health and Wellbeing Advisory Committee. The role of the Committee is to:

- provide input into and feedback on policy, research and projects relating to health and wellbeing in the City of Boroondara
- provide advice about current and emerging health and wellbeing issues and trends
- promote collaboration and integration amongst key stakeholders to maximise the local effort to address health, wellbeing and safety within the community
- contribute to the action planning process by providing advice regarding key health and wellbeing actions that align with the BCP health priorities
- contribute to the annual review through the provision of advice on key health and wellbeing actions if modifications need to be made.

The Committee currently has 10 members from external organisations that provide services in Boroondara. It was identified that the Committee could benefit from the addition of community representatives to assist Council to meet its requirements under the *Public Health and Wellbeing Act 2008* to provide for the involvement of people in the local community to provide advice on the development, implementation and evaluation of the public health and wellbeing plan. The addition of community representatives on the Committee would also add value to the discussions at the meetings by ensuring a diversity of health and wellbeing views and interests in the community are represented.

#### 4. Outline of key issues/options

As highlighted in track changes in **Attachment 1**, the Terms of Reference for the Boroondara Public Health and Wellbeing Plan Advisory Committee have been updated to reflect the addition of community representatives on the Committee.

The Terms of Reference have also been updated to include the following criteria, which will be used to select community representatives:

- residency in Boroondara
- ability to represent a diversity of views and interests of the community
- qualifications, skills and experience the person can bring to the Committee that are relevant to the five health priorities identified in the Boroondara Community Plan
- current working knowledge of issues relevant to the Committee
- willingness to commit to a three-year term.

Community representatives will not be able to serve more than two terms (a maximum of six years).

Nominations for appointment of individual members shall be invited through public notices in local media and in Council's publications. Invitations will also be circulated through relevant Council Committees and networks.

As Council will begin the process in late 2020 of reviewing the health priorities in the BCP, it is proposed that the new members join the Committee in the final meeting for 2020. This will enable them to contribute advice regarding the process of reviewing and evaluating the current municipal public health and wellbeing plan and contribute to identifying the health priorities that will be Council's focus for the following term.

## 5. Consultation/communication

Expressions of Interest will be promoted for a minimum period of 21 days. As noted above, nominations will be invited through public notices in local media and in Council's publications. Invitations will also be circulated through relevant Council Committees and networks.

## 6. Financial and resource implications

The Community Planning and Development Department provides executive support to the Boroondara Public Health and Wellbeing Advisory Committee. There are no financial or resource implications associated with the proposed changes to the Terms of Reference for the Committee.

## 7. Governance issues

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities. The officers responsible for this report have no direct or indirect interests requiring disclosure.

## 8. Social and environmental issues

The objective of the Boroondara Public Health and Wellbeing Advisory Committee is to provide advice regarding improvements to support community health and wellbeing in Boroondara. In addition to providing information to inform Council's action to address the five health priorities, the Committee provides a platform for partnership opportunities to broaden Council's reach into the community. The addition of community representatives on the Committee will ensure that the views and interests of the community inform Council's actions to improve health and wellbeing in the community.

## 9. Evaluation and review

The Boroondara Public Health and Wellbeing Advisory Committee Terms of Reference will be reviewed in 2021 in-line with the MPHWP four-year planning cycle and refresh of the Boroondara Community Plan.

## 10. Conclusion

Following Council approval of the updated Terms of Reference for the Boroondara Public Health and Wellbeing Advisory Committee, an expression of interest process will be advertised to recruit new members.

**Manager:** Nicole White, Manager Community Planning and Development

**Report officer:** Katherine Wright, Coordinator Social Planning and Research



## **Boroondara Public Health and Wellbeing Advisory Committee 2018-21**

### **TERMS OF REFERENCE**

#### **Introduction**

The Advisory Committee provides feedback to Council about a range of community health and wellbeing and social issues that may influence policy, service and program development. The Committee assists Council to identify, articulate and respond appropriately to new and emerging issues which occur in the community. Advisory committees do not have the power to make policy decisions and are not legally responsible for the recommendations they make to Council.

#### **Background**

The Boroondara Community Plan 2017-27 (BCP) is Council's key strategic document and meets the requirements of a Municipal Public Health and Wellbeing Plan to fulfil the legislative requirements of the *Public Health and Wellbeing Act 2008*. The BCP states Council has a strong commitment to strive to enhance residents' health and wellbeing as an outcome of everything it does. It also identifies five health priorities that Council will focus on in the first four years of the plan between 2017 and 2021. The BCP will guide Council and key partner organisations to create environments that support good health and wellbeing.

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

The following Terms of Reference outlines the structure in place to provide advice regarding the implementation and annual review/evaluation of the health and wellbeing matters set out in the BCP.

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## Objectives

- to represent the views and needs of the Boroondara community
- to provide advice to assist Council in relation to policies, plans, programs and other Council activities
- to assist Council to communicate, consult and engage more effectively with the broader Boroondara community
- to strengthen partnerships with relevant health and wellbeing stakeholders in Boroondara.

## Role of Committee

- provide input into and feedback on policy, research and projects relating to health and wellbeing in the City of Boroondara
- provide advice about current and emerging health and wellbeing issues and trends
- promote collaboration and integration amongst key stakeholders to maximise the local effort to address health, wellbeing and safety within the community
- contribute to the action planning process by providing advice regarding key health and wellbeing actions that align with the BCP health priorities
- contribute to the annual review through the provision of advice on key health and wellbeing actions if modifications need to be made.

## Term of the Committee

The Committee will be convened for a three-year period from 2018 –21.

## Meetings

Meetings will be held quarterly for about two hours.

Members are expected to attend a minimum of 75% of meetings. If this requirement is not being met, Council Officers will meet with the member to discuss their capacity to continue on the Committee.

Working parties will be established as required to provide an opportunity for members to work collaboratively on specific issues and projects. These meetings will be held in between regular quarterly meetings.

A quorum for the Committee will be half the Committee members.

## Membership

The Committee will consist of up to fifteen (15) members.

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Membership of the Committee is voluntary and will include representatives from external organisations that provide services in Boroondara and a minimum of two individual residents. Councillor Representative(s) will be appointed by Council each year to chair the Committee.

Key external members will include, but not be limited to:

- Department of Health and Human Services, East Division
- Inner Eastern Melbourne Primary Health Network
- Access Health and Community
- Inner East Primary Care Partnership
- Women's Health East
- Boroondara Leisure and Aquatic Facilities
- Swinburne University of Technology
- BASScare

Individual residents will be appointed by Council for one full term of the Committee and may renominate for a further three-year term. Individuals will not be able to serve more than two terms (a maximum of six years).

Organisational representatives may continue their membership beyond the three-year term if they are chosen by their organisation to continue in this role.

Officers will co-opt new members as deemed appropriate by the Committee to fill vacancies that occur during the life of the Committee or where it is identified that an additional organisation should be represented on the Committee.

### **Recruitment**

Organisations will be recruited directly by Council officers. Nominations for appointment of community representatives shall be invited through public notices in local media and in Council's publications. Invitations will also be circulated through relevant Council Committees and networks.

Representation that reflects Boroondara's demographic diversity will be encouraged.

### **Selection criteria**

Individuals will be selected on the basis of the following criteria:

- residency in Boroondara
- ability to represent a diversity of views and interests of the community
- qualifications, skills and experience the person can bring to the Committee that are relevant to the five health priorities in the Boroondara Community Plan
- current working knowledge of issues relevant to the Committee
- willingness to commit to a three-year term.

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### Organisations will be selected on the basis of:

- maintaining involvement of key member agencies that are critical to the effectiveness of the Committee
- the nature of the service they provide to Boroondara residents
- capacity to provide a consistent representative for a three-year term
- the resources and expertise that the organisation can offer the Committee.

### **Chairperson**

The committee will be chaired by the Councillor assigned by Council.

If the Councillor is unable to attend a meeting, the Committee members shall appoint a Chairperson for the purpose of conducting the meeting.

### **Role of Councillor/s**

Councillors will be appointed to the Committee by the Council each year to chair the Committee. The role of the Councillor is also to facilitate communication between the Committee and Council by referring relevant issues to the Committee for advice and raising issues when relevant during Council meetings.

### **Role of Council Officer/s**

Council Officers are responsible for ensuring that Committee members are notified of meetings; minutes and agendas are distributed; and actions are followed up and reported back to the Committee.

Council Officers also advise the Committee on the progress or outcomes of any advice provided by the Committee, any Council report or Council decision relevant to the Committee's work, and the dates of Council meetings discussing matters relevant to the Committee.

### **Role of Committee members**

- commit to serving a three (3) year term
- prepare for, attend and actively participate in meetings, working parties (if relevant) and planning days of the Committee
- take an active role in communicating the views of residents and organisations to Council
- make recommendations to Council via the Council Officer(s) assigned to convene the Committee
- keep the Committee informed of current and emerging developments, and issues and activities relevant to the Committee

- respond to requests for input into and/or feedback on Council activities, policies and reports
- not make public statements, submissions or announcements or issue correspondence (including emails) to external stakeholders on behalf of the Committee or Council unless Council approval has been given.

### **Conduct and Interest provisions**

In performing their role, a member must:

- aim to work in an honest, respectful, collaborative and solution-focused manner
- encourage fair and reasonable discussion
- respect the confidentiality of documents before the Committee and meeting proceedings
- not make improper use of their position for personal or professional gain.

A member with a Conflict of Interest or perceived Conflict of Interest in a matter before the Committee must declare their interest prior to Committee discussion of the item. The declaration and nature of the conflict of interest must be recorded in the minutes of the meeting.

A member who does not adhere to this code of conduct will be asked to retire.

### **Minutes, agendas and reports**

Minutes of the meetings will be provided to Committee members by the Council Officer within three weeks after the meeting. An Agenda will be circulated not less than 72 hours prior to each meeting and working party reports will be circulated with the meeting agenda.

Minutes will contain details of meeting proceedings and actions arising and will be clear and self-explanatory.

The Minutes will be formally endorsed by the Committee at the subsequent meeting.

### **Administrative support**

The Community Planning and Development Department will provide the administrative support to assist the Advisory Committee to function effectively.

**Evaluation and review**

At the end of each year, the Committee will evaluate its performance and review its priorities for the following year.

Towards the conclusion of the three-year term, the Committee will evaluate its success in meeting the objectives and priorities established at the beginning of its term, and Council will consider the purpose and role of the committee in the light of emerging trends and issues. The Terms of Reference will also be reviewed at this time.