

Knox Community Safety, Health and Wellbeing Advisory Committee

Directorate: Connected Communities **Responsible Officer:** Coordinator Healthy and Safe Communities

Approval Date: July 2023

Review Date: July 2028

1. Purpose

The purpose of this Advisory Committee is to support the planning, implementation and evaluation of the Municipal Health and Wellbeing Plan through evidence based primary and secondary prevention approaches to current and emerging community safety, health and wellbeing issues.

This Committee will utilise the expertise of its members to support quality decision making to ultimately assist with the improved health, safety and wellbeing of the Knox community as the desired outcome.

2. Objectives

The objectives of this Advisory Committee is to:

- Contribute to the development and implementation of the Municipal Health and Wellbeing Plan through advising and providing expertise in relation to the areas of community safety, health and wellbeing priorities;
- Inform Council of stakeholder actions in health, safety and wellbeing to assist with alignment, partnerships and collective impact;
- Participate in the annual review of the Community and Council Plans in relation to health, Safety and wellbeing priorities;
- Identify and provide advice regarding emerging health, safety and wellbeing priorities via evidence-based research and highlight the need for action within the Knox community;
- Facilitate action in the form of advocacy and organisational partnerships, on agreed issues; and
- Investigate opportunities for Council action, in select priority areas in community settings with partner organisations.

3. Membership, Period of Membership and Method of Appointment

The Knox Community Safety, Health and Wellbeing Advisory Committee shall comprise the following:

- A maximum of 13 positions available for community safety, health and wellbeing organisation representatives with a role and/or focus on the Knox community;
- A maximum of one representative from the Department of Families, Fairness and Housing (DFFH);
- A maximum of one representative from Victoria Police; and
- A minimum of one Councillor appointed annually by Council.

3.1 Selection and Recruitment of Community and Professional Industry Representative Members

- The method of appointment will be via an expression of interest process.
- Members will be appointed for a five-year term.
- All members will be eligible to re-apply for appointment.
- Council will be responsible for appointing all Councillor representatives.
- Professional/Industry representative members will be appointed by a Panel comprising of a Council Officer, Councillor and DFFH representative through an Expression of Interest process.
- Preference will be given to organisations that align with Council's health and wellbeing priorities and emerging health issues.
- Professional/Industry representatives unable to attend a Committee meeting are able to nominate a proxy or alternate member from the organisation they represent. Any proxy attendance should be notified to Council's nominated Officer at least 24 hours prior to the meeting. It is expected the appointed Professional/Industry representative will provide an appropriate briefing of the Committee purpose and objectives and relevant meeting notes to enable active participation and contribution of the proxy representation to the meeting.
- The Committee may invite observers to meetings from time to time. This is at the discretion of the Committee.
- Guests may also be invited to attend and participate at meetings at the discretion of the Committee. This would generally be for a specific purpose and/or specified period of time.

3.2 Councillors

- Council will appoint Councillor representation annually.
- Unless otherwise appointed to the Committee by Council, the Mayor is, by virtue of the Office, an ex-officio member of the Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance.
- The role of Councillors is to participate in the meetings, listen to community and stakeholder views and keep the Council informed, through reports on committees by Councillors at Council meetings, on issues of community interest being considered at meetings.

3.3 Council Officers

- Council Officers will be nominated to support the Committee by the CEO as required to provide advice and administrative support to the Committee.

4. Delegated Authority and Decision Making

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

5. Meeting Procedures

The Committee will meet four times a year and an annual schedule of meetings will be agreed upon at the first meeting of the Committee in each year. The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

At the commencement of each financial year, the Committee will develop a work plan for the upcoming year. This will generally be aligned with the Community and Council Plans. The Committee may also highlight any emerging issues which will also be documented. For efficiency purposes, the business of the Committee throughout the ensuing year should align with the work plan and list of emerging issues.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. Chair

The position of Chairperson shall be held by a Councillor and shall be reviewed annually immediately following Councillor appointments to committees. The position of Chairperson is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the Chair.

If the Chairperson is not present at a meeting, any other Councillor who has been appointed to the Committee shall be appointed Chairperson. In the absence of any other Councillor representative/s, a staff member appointed by the relevant Director may Chair the meeting.

7. Agendas and Meeting Notes

Agendas and meeting notes must be prepared for each meeting.

The Agenda must be provided to members of the Committee not less than seven days before the time fixed for the holding of the meeting.

Officer reports that fail to meet the timelines as detailed above, will then be considered supplementary reports and will only be permitted to be included in the relevant agenda with the approval of the Chair of the Committee.

The Chairperson must arrange for meeting notes of each meeting of the Committee to be kept.

The meeting notes of a Council Committee must:

- (a) Contain details of the proceedings and recommendations made;
- (b) Be clearly expressed;
- (c) Be self-explanatory; and
- (d) Incorporate relevant reports or a summary of the relevant reports considered by the Committee.

Draft meeting notes must be:

- (a) Submitted to the Committee Chairperson for confirmation within seven days of the meeting;
- (b) Distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting; and
- (c) Submitted to the next meeting of the Committee for information.

In compliance with Section 58 of the 2020 Local Government Act and the requirements of Council's Public Transparency Policy, the agenda and minutes of this Committee will be made available on Council's website, unless:

- The information contained in the agenda and/or minutes is confidential by virtue of the 2020 Act or any other Act; or
- The public availability of the information has been deemed by the Chief Executive Officer or nominee to be contrary to the public's interest.

8. Voting

As this is an Advisory Committee, voting on issues is not required. Any recommendations will generally be developed through consensus. Where a matter cannot be agreed the differing opinions should be clearly expressed in the notes of the meeting.

9. Conflict and Interest Provisions

In performing the role of Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of the Committee will typically constitute a Meeting conducted under the Auspices of Council pursuant to Council's Governance Rules and Councillors are consequently required to comply with the conflict of interest provisions as set down in Section 131 of the 2020 Local Government Act and Chapter 5 of Council's Governance Rules.

Councillors must:

- Disclose that conflict of interest by explaining the nature of the conflict of interest to those present immediately before the matter is considered;
- Absent themselves from any discussion of the matter; and
- As soon as practicable, provide the CEO with a written notice recording the nature of the conflict.

Where a member of staff or a community member has a conflict of interest or perceived conflict of interest in relation to a matter before the Group, they must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the interest and be recorded in the meeting notes. It will be at the discretion of the Chairperson if the staff and/or community member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the notes of the meeting.

All members of the Advisory Committee shall participate in training on the Conduct and Interest provisions which will be run a minimum of annually by the Governance team.

10. Reporting

The Committee will prepare a formal report on an annual basis in line with their stated objectives. The report must be adopted by the Committee and should directly reflect the objectives and the performance measures of the Committee as set out in the Terms of Reference. Once adopted by the Committee the report will be presented to Council.

11. Administration Support

Administration support will be provided by the Connected Communities Directorate.

12. Contact with the Media

Contact with the Media by Advisory Committee members will be conducted in accordance with the Councillor and Staff Media Policies. Community members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Committee.

13. Review Date

The Committee will sunset after five years. If the Committee continues to have a relevant function, a report must be presented to Council prior to this date that includes a review of the Committee's Terms of Reference and seeking endorsement from Council to continue act in an advisory capacity.

14. Meals

When meetings occur on-site, the provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

15. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this Terms of Reference, such a change may be made administratively. Examples of minor administrative changes include change to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this Terms of Reference, it must be considered by Council at a Council or delegated Committee meeting.