



**Health and Wellbeing Reference Group**  
**TERMS OF REFERENCE 2015**

# Health and Wellbeing Reference Group

## TERMS OF REFERENCE

### 1. Introduction and background

The Darebin Health and Wellbeing Reference Group aims to improve the health and wellbeing outcomes and develop health equity for all Darebin residents. The Reference Group supports Darebin City Council's commitment to achieving strong physical, social and economic environments that supports and enhances the health and well-being of all Darebin residents

The Reference group was initially established in 2002 as the "Darebin Health Steering Committee". Following a review of all advisory committees, at a Council meeting held on 6 October 2014, Council made the resolution to continue the Committee in a revised form with the following recommendations:

- Be titled a Council Reference Group
- Not have Councillor representation
- Requirement to report annually to Council.

The Darebin Health and Wellbeing Reference Group Reference Group was established in January 2015 as a result of this resolution.

### 2. Purpose and objectives of Health and Wellbeing Reference Group

The purpose of Darebin's Health and Wellbeing Reference Group is to assist Darebin Council to develop and monitor the strategies implemented via the Darebin Community Health and Wellbeing Plan. The strategies developed will be aligned with the Environments for Health Framework and Social Model of Health and take place within the context of a partnership approach.

Members of Darebin's Health and Wellbeing Reference Group will also raise awareness and advocacy about health and wellbeing issues in the Darebin community.

#### 2.1 Policy context

Darebin's Health and Wellbeing Reference Group supports Darebin City Council's goal articulated in the Council Plan 2013-2017 of a "Healthy and Connected community" to:

- Develop a strong physical, social and economic environment that supports and enhances the health and wellbeing of all Darebin residents.
- Build a safe, inclusive and equitable community where all feel socially well connected, respected and valued.

Darebin's Health and Wellbeing Reference Group also supports the implementation of Darebin's *Community Health and Wellbeing Plan 2013-2017*, which has the vision of '*Healthy people and connected communities*' and strives for health equity for all through the delivery of five key goals:

1. Strengthen opportunities for all Darebin children to develop, thrive and learn in their early years
2. Enable and support lifelong learning, educational and employment opportunities and outcomes for all
3. Promote freedom from discrimination and violence as a basis for emotional and social wellbeing
4. Build healthy, safe, accessible and sustainable places and neighbourhoods for people to live well, play and connect
5. Protect and promote Darebin people's physical health

## **2.2 Guiding principles**

The guiding principles of Darebin's Health and Wellbeing Reference Group are grounded in a social model of health, affirming that:

- People's health and wellbeing is influenced by the social, economic, cultural, built and natural conditions in which Darebin people live, work and age.
- While there are social, economic, cultural, built and natural conditions which are not created nor easily changed by local government, Darebin Council does and can play a significant role, as a strong partner, to mitigate and transform these conditions.
- In striving to improve health and wellbeing outcomes for people who are at risk of exclusion, we are striving for fairer access, enjoyment and distribution of these benefits and opportunities to all people.
- Addressing the determinants of health requires strong and supportive collaboration and partnership. Partnership is the basis for enacting, learning, monitoring and ongoing development of Darebin's Health and Wellbeing Plan and work.

## **2.3 Objectives**

The objectives of Darebin's Health and Wellbeing Reference Group are:

- Assist Council to identify relevant public health and wellbeing issues affecting the City of Darebin.
- Assist with the implementation and monitoring of the 2013-2017 Health and Wellbeing Plan.
- Assist Council to develop the most appropriate strategies to address the public health and wellbeing issues identified. This will be achieved through an understanding of the current concepts associated with health planning and health promotion such as the Environments for Health Framework and the Social Model of Health and the role of Local Government in public health planning.
- Where relevant monitor and evaluate the efficacy of the strategies implemented.

## **3. Membership**

Membership of Health and Wellbeing Reference Group will seek to be reflective as much as possible in terms of representation of the various groups that form the Darebin community.

Membership is open to not for profit health promotion, prevention and service delivery agencies that are based in or provide services to the Darebin community.

Membership will comprise of but not limit to:

- Officers from relevant Council Departments
- Representatives from a range of health promotion and service delivery agencies in the City of Darebin

The Reference Group's membership:

- will be by invitation.
- will not have a fixed number
- is for 3 years but will be reviewed annually to determine any gaps.

### **3.1. Membership diversity**

The Reference Group should seek to reflect the full diversity of the Darebin community in terms of age, ability, Indigenous status, cultural and linguistic background, education and income levels, employment status, carer role, sexualities and sex and gender identities etc. This will be a key consideration in the selection and recruitment of members. The Reference Group will seek to build and reflect diversity within membership and be inclusive in practice.

### **3.2. Role of members**

Members of the Health and Wellbeing Reference Group will fulfil their role by:

- Providing input, views and advice on the implementation of the Health and Wellbeing Plan 2013-2017 and contributing to the planning, implementation and evaluation of a range of projects where relevant.
- Advising Council on health and wellbeing issues with the Darebin community.
- Facilitating Council's engagement with the community and assisting Council to connect with residents on programs which aim to improve their health and wellbeing outcomes.
- Sharing information relevant to Council and other reference group members work to improve health and wellbeing in the Darebin community.

## **4. Terms and method of invitation**

### **4.1 Method of invitation**

Membership to Health and Wellbeing Reference Group will be through invitation from the City of Darebin.

- Membership is open to not for profit health promotion, prevention and service delivery agencies that are based in or provide services to the Darebin community.
- All appointments will be determined by Council.
- Member agencies may have one or more representatives.
- Agencies may be invited to attend one meeting due to the topic and relevancy.
- Member agencies can nominate another agency for membership.
- Membership will seek to represent the diverse health and wellbeing issues and needs of the Darebin community.

## **4.2 Terms of appointment**

Appointments to the Reference Group will be for a period of three years. Three months prior to the end of this term, the supporting officer will review appointments and invitations will be made to the relevant agencies. Member agencies will be invited to continue for a further three years. All invitations will be subject to Council approval.

## **5. Meetings and procedures**

The Health and Wellbeing Reference Group will meet at Council's offices a minimum of four (4) times a year, with the possibility to organise additional meetings as required.

Dates and times of the meetings will be determined by Council, taking into consideration members' constraints.

Meetings will be divided into two sections; Strategic Discussion and Project Updates, which will include agency information sharing.

Decisions will be made on a consensus basis.

### **5.1 Chairperson**

A senior staff member from the Darebin City will act as Chair of the Reference Group. In the absence of the appointed Chair at a meeting, the Reference Group members will determine to appoint a Chair for the purposes of conducting the meeting.

The responsibilities of the Chair include:

- Guiding the meeting according to the agenda and time available,
- Facilitating fruitful discussions, with care not to enter into operational matters and ensuring members understand these are outside of the scope of the Reference Group,
- Assisting members to abide by the Code of conduct (see 5.4. below), and take action in case of breaches,
- Reviewing and approving minutes before distribution as needed,
- Where appropriate, updating Council on the progress and discussions of the reference group.

### **5.2 Officer support**

Darebin City Council's Health Promotion Officer will take responsibility for providing executive support to the Reference Group including provision of meeting agendas and minutes.

Reference Group agendas will be forwarded to the reference group members by email no later than one week (five working days) before a scheduled meeting.

Minutes will be provided to Reference Group members no later than two weeks (ten working days) after a scheduled meeting, including details of proceedings and clearly expressed resolutions (where applicable), and including relevant documentation as attachments where necessary.

Records of agendas and minutes will be maintained in accordance with *Public Records Act* requirements.

The Health Promotion Officer will coordinate the implementation of projects selected. The implementation may involve Reference Group members or staff from their agencies.

Agencies and organisations not directly represented on the Reference Group may be involved in the strategies implemented.

### **5.3 Recommendations to Council**

The role of the Health and Wellbeing Reference Group is to provide **advice** to Council. As such it does not have any decision-making powers.

Where the Reference Group wishes to make recommendations to Council, a consensus of all members present will be sought.

In the absence of such consensus, and provided there is a **quorum of at least half of the members** (apart from the officer(s)) present at the meeting, the recommendation will be put to a vote with the majority recommendation being endorsed as the Reference Group's decision. Officers can never take part in the vote. In the event of a tie, the Chair may exercise a casting vote.

It is up to the supporting officer to follow up on the Reference Group's recommendation, including deciding on the most appropriate means to report back on it to Council or internal departments.

The Reference Group **does not have an operational role and may not direct Council staff** in the performance of their duties.

### **5.4 Conduct of Reference Group members**

Members will:

- act honestly and treat others with respect.
- exercise reasonable care and diligence
- not make improper use of their position or make improper use of information acquired because of their position

Where there is a requirement for confidentiality, this is to be noted in the minutes if the matter arises during a meeting, or made clear to members if arising in communication outside of a meeting (e.g. provision of a draft policy ahead of a meeting, for discussion and feedback at the meeting), and addressed accordingly.

Members must disclose a conflict of interest in relation to any matter the Reference Group is concerned with or that the Reference Group will, or is likely to, consider or discuss. The conflict of interest, including the nature of the relevant interest, must be disclosed before the matter is considered and must be recorded in the minutes.

Members of Darebin Health and Wellbeing Reference Group are **not authorised to speak to the media or make public statements on behalf of the Reference Group (and much less Council)**. Any engagement with the media will be in accordance with Council's standard media and communications policy.

Members are authorised to disclose general information such as objectives of the Reference Group, membership procedures, list of activities and information in regard to any issues that have already been previously dealt with and approved in the Reference Group's discussions.

Members must ensure that new issues raised by the public or community are brought back to the Reference Group for consideration before any public information or response is provided in relation to the issue.

## **6. Monitoring and evaluation**

Operations of the Health and Wellbeing Reference Group will be evaluated annually via a number of methods (including reflective self-evaluation of the Reference Group) to ensure that the Reference Group is achieving its objectives. Results of the evaluation will be reported in an annual progress report submitted to Council detailing the Reference Group's activities and achievements.

The Terms of Reference for the Reference Group are also required to be reviewed annually no later than October (prior to the Statutory meeting) and any changes are to be endorsed by Council.

### **6.1. Reporting to Council**

The Reference Group will conduct its role as per these terms of reference.

The Reference Group does not make decisions but rather provides advice and recommendations as per the terms of reference.

The Reference Group will report to Council on actions and outcomes achieved on annual basis.