



KNOX CITY COUNCIL AGENDA

STRATEGIC PLANNING COMMITTEE

Meeting of the
Strategic Planning Committee of Council
To be held at the Civic Centre,
511 Burwood Highway, Wantirna South
on Tuesday 8 March 2016 at 7.00pm

Under Section 89 of the Local Government Act 1989, Council may resolve that the Meeting be closed to members of the public if the Meeting is discussing any of the following issues Personnel Matters, Personal Hardship of any resident or ratepayer, Industrial Matters, Contractual Matters, Proposed Developments, Legal Advice, Matters affecting security of Council property, any other matter which the Council or Special Committee considers would prejudice the Council or any person

APOLOGIES

DECLARATIONS OF CONFLICT OF INTEREST

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Joanne Truman
Acting Chief Executive Officer

ALL WARDS**1. CONFIDENTIAL INFORMATION REGISTER**

SUMMARY: *Manager – Governance and Innovation
(Fleur Cousins)*

This report seeks a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989.

RECOMMENDATION

That Council, in accordance with section 77(2)(b) of the Local Government Act 1989,

1. Declare the information referred to in Confidential Appendix A as confidential information on the grounds as specified in the attachment.
2. Declare Confidential Appendix A as confidential information in accordance with the grounds specified in section 89(2)(h) of the Local Government Act 1989, as a matter which the Council considers would prejudice the Council or any person.

1. INTRODUCTION

Section 77(2)(c) of the Local Government Act 1989 enables the Chief Executive Officer to designate information that is confidential, specifying the relevant ground/s applying under section 89(2) of the Act. Such information is designated confidential for a period of 50 days only and requires a Council resolution in order to remain confidential in perpetuity.

2. DISCUSSION

The definition of 'confidential information' in section 77 of the Local Government Act is as follows:

- “(2) For the purposes of this section, information is “confidential information” if-
- (a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
 - (b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or

1. Confidential Information Register (cont'd)

- (c) subject to sub-section (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.
- (3) Confidential information referred to in sub-section (2)(c) ceases to be confidential at the expiry of the period of 50 days after the designation is made unless sub-section (2)(a) or (2)(b) applies to the information.”

Under section 77(3), if the Chief Executive Officer has designated in writing that the information is confidential information, the information will cease to be confidential at the expiration of 50 days after the designation was made.

A Council resolution is now required to ensure the confidential status and legislative protection of documents designated as confidential by the Chief Executive Officer in accordance with Section 77 of the Act. It is important to note, that confidential information can, by subsequent resolution of Council, become non confidential.

3. CONSULTATION

No consultation has occurred in relation to the preparation of this report, however, a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989 is consistent with Council's Confidential Information Policy and Procedure.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental/amenity issues associated with the preparation of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications associated with this report.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This process supports the City Plan aspiration of Democratic and Engaged Communities by ensuring good governance through the application of appropriate processes and protocols to facilitate effective and democratic government.

1. Confidential Information Register (cont'd)

Confidential Appendix A circulated under separate cover

ALL WARDS**2. KNOX COMMUNITY HEALTH AND WELLBEING ADVISORY COMMITTEE – TERMS OF REFERENCE STRUCTURE**

SUMMARY: *Coordinator Social Policy and Planning (Rosie Tuck)*

The role of the Knox Community Health and Wellbeing Advisory Committee¹ (KCHWAC) is to provide Council with overall strategic advice on the development, implementation, monitoring and ongoing refinement of the Knox Integrated City Strategy 2015-2017² and to support the development of the Knox City Plan 2017-2021 with a focus on community health and wellbeing outcomes.

The Terms of Reference for the Committee sunsetted in December 2015 and a review was conducted with input from the KCHWAC in accordance with the Knox Council Committees Policy during January 2016. The main changes proposed include:

- Increased flexibility in membership structure to enable opportunities for representatives from a variety of community health and wellbeing organisations to join the Committee; and*
- To modify the purpose statement in the Terms of Reference to reflect the change of the Community Health and Wellbeing Strategy to the Knox Integrated City Strategy, to incorporate community health and wellbeing outcomes including reference to regional responses to health and wellbeing outcomes and a focus on particular vulnerable population groups and community settings.*

This report provides further discussion regarding the proposed changes to the Terms of Reference.

RECOMMENDATION

That Council:

- 1. Approve the proposed changes to the revised Knox Community Health and Wellbeing Advisory Committee Terms of Reference as shown in Appendix A;**
- 2. Note that the advertising and appointment process will proceed following the approval of the Knox Community Health and Wellbeing Advisory Committee Terms of Reference; and**
- 3. Approve continuation of the current Knox Community Health and Wellbeing Advisory Committee, as provided in Appendix C, until such time as a new Committee is appointed.**

¹ Formerly known as the Knox Community Health and Wellbeing Reference Group

² Formerly known as the Knox Community Health and Wellbeing Strategy

2. **Knox Community Health and Wellbeing Advisory Committee – Terms of Reference Structure (cont'd)**

1. INTRODUCTION

For many years Knox Council has supported the Community Health and Wellbeing Advisory Committee to provide advice on the development and implementation of the Knox Community Health and Wellbeing Strategy (Council's response to the Public Health and Wellbeing Act (2008)).

In December 2015 a new integrated strategic planning approach was adopted by Council which incorporated the existing priorities from the *Community Health and Wellbeing Strategy (2013-2017)* into the Knox *Integrated City Strategy* integrated with the Economic Development and Sustainable Environment Strategy. This approach in the long term will strengthen Council's efforts to apply the 'quadruple-bottom-line' and 'environments for health' approaches, which embed consideration of the built, social, natural and economic environments into Council's planning, implementation and evaluation processes.

The primary role of the KCHWAC within the new integrated strategic planning framework will continue to predominantly focus on the social dimension of health and wellbeing outcomes for the community.

2. DISCUSSION

2.1 Review of Terms of Reference and Proposed Changes

In December 2015 the KCHWAC Terms of Reference sunsetted. A review of the Terms of Reference was conducted in January 2016 with the Advisory Committee in accordance with Council's *Committees Policy 2014 - 2018*.

The Committee determined it was important that proposed changes to the terms of reference reflect Council's current strategic integrated planning framework aligned with health and wellbeing priorities. The review discussions focused on ensuring the purpose of the Committee was clearly articulated in the revised terms of reference to distinguish its role within the context of an integrated city strategy.

The Purpose Statement was therefore revised to include a specific focus on health and wellbeing outcomes:

"The purpose of Knox Community Health and Wellbeing Advisory Committee is to support, the implementation, monitoring and review of the Knox Integrated City Strategy 2013-2017 and support the development implementation, monitoring and review of the Knox City Plan 2017-2021 with a specific focus on community health and wellbeing outcomes." (Appendix A)

2. Knox Community Health and Wellbeing Advisory Committee – Terms of Reference Structure (cont'd)

New objectives were developed to reflect the specific focus of the committee's work including:

- *To provide advice regarding emerging health and wellbeing priorities and evidence based strategies and action for the Knox community, with a focus on vulnerable population groups across community settings; and*
- *To consider the broad mix of local and regional responses to community health and wellbeing issues to inform strategic advice (Appendix A).*

2.1.1 Proposed Membership Structure

The Committee further discussed the current membership structure and the changes required to provide greatest flexibility for new and emerging community health and wellbeing organisations the opportunity to join the Committee. It was therefore proposed that nominated organisations be removed as per the current Terms of Reference (refer Appendix B) and a revised proposed membership structure statement be developed as follows:

The membership will include:

- *Maximum of two Councillors appointed annually by Council;*
- *A maximum of twelve organisation positions are available for representatives of community health and wellbeing organisations with a focus on roles and activities in Knox;*
- *One representative from the Department of Health and Human Services; and*
- *One representative from the Victoria Police.*

The Committee also recommended that additional information be included regarding the commitment expected of members, method of appointment and required expertise to provide clarity for prospective members. (Refer Appendix A).

The term of the current members of the Committee expired in December 2015. The current membership will continue until the revised terms of reference are approved by Council and a new committee is appointed by Council for a four year period. The current membership is provided at Appendix C.

2. Knox Community Health and Wellbeing Advisory Committee – Terms of Reference Structure (cont'd)

2.1.2 Synergies with other Advisory Committees

The proposed revised Terms of Reference also includes reference to increasing the Committee's opportunities to have greater synergy with other existing Council Advisory Committees, in particular the Community Safety Advisory Committee, Youth Issues Advisory Committee, Active Ageing and Disability Committee and Early Years Advisory Committee. These connections will enable Committees to share learnings and trends in relation to community health and wellbeing priorities and enable a collaborative effort in the provision of advice to Council and deliver sustainable outcomes (Refer Appendix A).

3. CONSULTATION

During December 2015 and January 2016, members of KCHWAC, including Cr Mortimore and Cr Seymour, had the opportunity to provide feedback to the recommendations for changes to the Terms of Reference to further align the Committee's work with community health and wellbeing outcomes.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The Knox Community Health and Wellbeing Advisory Committee is supported within current budget resources.

6. SOCIAL IMPLICATIONS

Councils are uniquely placed to bring together organisations and individuals with a strong commitment to improving the health and wellbeing in the community. The KCHWC will continue to enable Council and its partners to embrace the priorities articulated in the *Integrated City Strategy 2015 - 2017* and support the development of the *Knox City Plan 2017 - 2021*. This formal structure enables collaborative evidence based planning and advice on current and emerging health and wellbeing issues and strategies and actions to respond to these issues within Knox.

7. RELEVANCE TO CITY PLAN 2013-2017 (INCORPORATING THE COUNCIL PLAN)

The *Knox City Plan 2013-2017* identifies the key directions and strategic objectives to achieve desired health and wellbeing outcomes for the Knox community.

2. **Knox Community Health and Wellbeing Advisory Committee – Terms of Reference Structure (cont'd)**

The theme which is of particular relevance to the Community Health and Wellbeing Advisory Committee is:

'Healthy Connected Communities', which includes the aspiration: *"a community where each member enjoys good health, both physically and mentally, feels safe is connected to others....."* A key objective to achieving this aspiration under the *City Plan* is: *"A safe community with strong community connections and where learning and volunteering are valued and supported."* ... *"The Knox community benefits from good health and wellbeing at all life stages."*

8. CONCLUSION

This report proposes that Council approve the revised KCHWAC Terms of Reference to enable the commencement of selection and recruitment of new Committee members. Following the selection and recruitment process Council will receive a report outlining membership recommendations for the KCHWAC up until January 2020.

9. CONFIDENTIALITY

There are no known confidentiality issues arising from this report.

**Report Prepared By: Social Policy and Planning Coordinator
(Rosie Tuck)**

**Report Authorised By: Director – Community Services
(Kerry Stubbings)**

Appendix A



TERMS OF REFERENCE

KNOX COMMUNITY HEALTH AND WELLBEING REFERENCE GROUP

Directorate	Community Services
Responsible Officer	Coordinator – Social Policy and Planning
Committee Type	Advisory Committee
Approval Date:	
Review Date:	January 2020

1. PURPOSE

The purpose of Knox Community Health and Wellbeing Advisory Committee is to support, the implementation, monitoring and review of the Knox Integrated City Strategy 2013-2017 and support the development, implementation, monitoring and review of the Knox City Plan 2017-2021 with a specific focus on community health and wellbeing outcomes.

2. OBJECTIVES

- To provide overall strategic direction for the implementation, monitoring and ongoing refinement of the Strategy;
- To ensure the Strategy's aims and objectives are met;
- To inform Council policy and strategic direction in line with social, economic natural and built environments for health;
- To assist in identifying emerging health and wellbeing priorities for the Knox community;
- To work collaboratively to implement common strategies within membership in response to identified priorities;
- To provide feedback on issues referred by Council or Council officers;
- To identify internal and external funding sources and opportunities to support the implementation of the Strategy;

- To provide advice regarding emerging health and wellbeing priorities and evidence based strategies and action for the Knox community, with a focus on vulnerable population groups across community settings.
- To consider the broad mix of local and regional responses to community health and wellbeing issues to inform strategic advice.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The Committee will comprise the following:

Councillor/s Representation

Maximum of two Councillors appointed annually by Council.

The Mayor is, by virtue of the Office, ex officio a 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 Mayor has no voting rights in their capacity as an ex officio member of the committee.

Community Health and Wellbeing Organisation Representatives

Are appointed by Council through a registration of interest and selection process for a maximum period of four years.

- A maximum of twelve positions are available for community health and wellbeing organisation representatives with a role and/or focus on the Knox community.
- One representative from the Department of Health and Human Services
- One representative from Victoria Police

Casual vacancies which occur due to community health and wellbeing organisation members being unable to complete their appointments may be filled by co-opting suitable candidates from the most recent selection process for the remainder of the previous incumbent's term. Staff in consultation with the Chairperson of the respective Committee will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term. Where there are no suitable candidates identified, a formal expression of interest and selection process is required. The outcome of a formal expression of interest process will be presented to Council for determination. Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.

Council Officers

Council Officers will be appointed for a time period specified by the Chief Executive Officer or relevant Director to provide advice and administrative support to the committee. Staff do not have voting rights.

Commitment from members

- To provided consistent representation
- To attend meetings as required
- To carry out specific tasks as designated

Method of appointment

Council is responsible for appointing all community health and wellbeing organisation representatives.

Members will be selected for recommendation to Council by a panel comprising a Councillor and up to two Council officers.

Members will be selected for recommendation to Council having taken into consideration that the members need to:

- Be able to provide information the on issues relating to community health and wellbeing within Knox;
- Have an appreciation of the Knox community, and the range of social, economic and environmental issues that impact upon the community; and
- Provide expert advice on specific health and wellbeing issues and practice relevant to Knox

The Community Health and Wellbeing Advisory Committee will seek advice and communicate with other Council Committees where relevant, creating opportunities for greater collaboration.

4. DELEGATED AUTHORITY AND DECISION MAKING

Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions as if they were the Council. Advisory Committees provide advice to Council and staff to assist them in their decision making. In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

5. MEETING PROCEDURES

Meetings are to be held at a time and place determined by the Advisory Committee. Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public. Members are requested to provide consistent representation.

Meetings will:

- 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 respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis

6. CHAIR

Where there is one Councillor representative on the committee that person stands as chair. Where there is more than one Councillor the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The committee must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet and internet.

7. AGENDAS AND MINUTES

Agendas and minutes will be prepared by the responsible Council officer. The agenda and any pre reading (where practicable) will be provided to members of the Committee not less than 7 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of an Advisory Committee must:

- (a) contain details of the proceedings and resolutions made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting;
- (c) submitted to the next meeting of the Committee for formal endorsement.

The agendas and minutes will be made available on the intranet. Minutes will be made available to the public, with the exception of reports, attachments and details of decisions that are declared confidential in nature.

8. VOTING

- Councillors and committee members have voting rights.
- Staff provide support and advice to the Committee only and have no voting rights.
- In the event of an equality of votes the chairperson has a second vote.

9. CONDUCT AND INTEREST PROVISIONS

In performing the role of 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.

Advisory Committee meetings, such as Community Health and Wellbeing Advisory Committee meetings, may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a committee member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the committee member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the committee member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A committee member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

10. REPORTING

A formal report will be prepared on an annual basis and also at the expiry of the Knox Community Health and Wellbeing Strategy. A report detailing the outcomes of the Committee and any recommendations will be presented to Council.

11. ADMINISTRATION SUPPORT

Administration support is provided by the Community Wellbeing Department.

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. Committee 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. SUNSET CLAUSE AND REVIEW DATE

The Committee will sunset on 31 December 2019 to make way for a new governance structure that supports the integrated implementation of the Knox City Plan. If the committee considers that there is a need for its existence to be ongoing beyond this point, the committee must dissolve and seek Council approval to create an appropriate Advisory Committee for the new purpose.

14. MEALS

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.



TERMS OF REFERENCE

KNOX COMMUNITY HEALTH AND WELLBEING REFERENCE GROUP

Directorate	Community Services
Responsible Officer	Coordinator – Social Policy and Planning
Committee Type	Advisory Committee
Approval Date:	23 September 2014
Review Date:	<u>January 2020</u> 31 December 2015

1. PURPOSE

The purpose of Knox Community Health and Wellbeing ~~Reference Group (the Committee)~~ Advisory Committee is to support, the implementation, monitoring and review of the Knox Community Health & Wellbeing Strategy-Knox Integrated City Strategy 2013-2017 and support the development, implementation, monitoring and review of the Knox City Plan 2017-2021-with a specific focus on community health and wellbeing outcomes.

2. OBJECTIVES

- To provide overall strategic direction for the implementation, monitoring and ongoing refinement of the Strategy;
- To ensure the Strategy's aims and objectives are met;
- To inform Council policy and strategic direction in line with social, economic natural and built environments for health;
- To assist in identifying emerging health and wellbeing priorities for the Knox cCommunity;
- To work collaboratively to implement common strategies within membership in response to identified priorities;
- To provide feedback on issues referred by Council officers or Council; ~~and~~
- To identify internal and external funding sources and opportunities to support the implementation of the Strategy;
- To provide advice regarding emerging health and wellbeing priorities and evidence based strategies and action for the Knox cCommunity-, with a focus on vulnerable population groups across community settings.

- To consider the broad mix of local and regional responses to community health and wellbeing issues to inform strategic advice.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

4. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The Committee ~~shall~~will comprise the following:

Councillors Representation

Maximum of ~~three~~two Councillor ~~members~~ appointed annually by Council.

- ~~2 Councillors~~ appointed annually by Council.

The Mayor is, by virtue of the Office, ex officio a member of the committee. It is important ~~to note~~ that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the committee.

Community ~~Community~~ Health and Wellbeing Organisation Representatives(s):

- ~~One (1) representative of Victorian Department of Health~~
- ~~One (1) representative of Knox Social and Community Health Service~~
- ~~One (1) representative of Outer East Primary Care~~
- ~~One (1) representative of Eastern Melbourne Medicare Local~~
- ~~One (1) representative of Outer Eastern Local Learning Network~~
- ~~Two (2) representatives of Knox Police~~
- ~~One (1) representative of Women's Health East~~
- ~~One (1) representative of Outer Eastern Local Learning and Employment Network~~
- ~~One (1) representative of Knox Leisureworks~~

~~Community representatives are a~~ Are appointed by Council through a registration of interest and selection process for a maximum period of four years.

- A ~~M~~maximum of ~~twelve~~twelve positions are available for a representative of community health and wellbeing organizations with a role and/or focus on the Knox community.
- One representative from the Department of Health and Human Services.
- One representative from ~~the~~ Victoria Police

~~process unless special circumstances exist which warrant a departure from this criteria. Every effort should be made to ensure a representative cross section of people from the municipality are elected to the committee, as appropriate. Casual vacancies which occur due to~~ community health and wellbeing organization members ~~community or professional/industry members~~ being

unable to complete their appointments may be filled by co-opting suitable candidates from the most recent selection process for the remainder of the previous incumbent's term. Staff in consultation with the Chairperson of the respective Committee will make a recommendation to the Chief Executive Officer who has delegated authority to appoint the recommended candidate to the committee for the remainder of the previous incumbent's term. Where there are no suitable candidates identified, a formal expression of interest and selection process is required. The outcome of a formal expression of interest process will be presented to Council for determination. Where a vacancy occurs within 6 months of the current membership expiring and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.

Council Officers

Council Officers will be appointed ~~nominated~~ for a time period specified by the to support the committee by the CEO Chief Executive Officer or relevant Director as required to provide advice and administrative support to the committee. Staff do not have voting rights.

Commitment from members

- o To provided consistent representation
- o To attend meetings as required
- o To carry out specific tasks as designated

Method of appointment

Council is responsible for appointing all community health and wellbeing community organisation representative members.

Members will be selected for recommendation to Council by a panel comprising a Councillor and up to two Council officers.

Community mMembers will be selected for recommendation to Council having taken into consideration that the members need to:

- o Be able to provide information represent the Knox community on issues relating to community health and wellbeing within Knox; and
- o Have an appreciation of the Knox community, and the range of social, economic and environmental issues that impact upon the community; and
- o Provide expert advice on specific health and wellbeing issues and practice relevant to Knox

The Community Health and Wellbeing Advisory Committee will seek advice and communicate with from other Council Committees where relevant, creating opportunities for greater collaboration.

From time to time representatives from Council and the broader health and wellbeing sector will be invited to meetings to provide specialist advice.

4. DELEGATED AUTHORITY AND DECISION MAKING

Advisory Committees act in an advisory capacity only and have no delegated authority to make decisions as if they were the Council. Advisory Committees provide advice to Council and staff to assist them in their decision making. In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.

~~The Committee has the capacity to guide the implementation of the Knox Community Health and Wellbeing Strategy. The Committee must comply with Council's policies, procedures and guidelines particularly in relation to Occupational Health and Safety. Decisions will be implemented by a staff member who has the appropriate delegation and level of authority.~~

~~The Committee cannot make decisions outside the agreed scope detailed in the Terms of Reference.~~

~~In accordance with section 76E of the Local Government Act 1989, a Councillor must not improperly direct or influence a member of Council staff in the exercise of any power or in the performance of any duty or function.~~

5. MEETING PROCEDURES

Meetings are to be held bi-monthly at a time and place determined by the Advisory Committee (at least quarterly). Advisory Committees are not required to give public notice of their meetings and meetings are not required to be open to the public. Members are requested to provide consistent representation.

Meetings will:

- 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 respectful discussion;
- Focus on the relevant issues at hand; and
- Provide advice to Council, as far as practicable, on a consensus basis

6. CHAIR

Where there is one Councillor representative on the committee that person stands as chair. Where there is more than one Councillor the chair is to be agreed upon between Councillors. When this cannot be achieved, the Mayor of the day shall determine the chair.

The committee must advise the Governance Team of the name of the chairperson within one week of appointment. These details will then be updated on the intranet and internet.

7. AGENDAS AND MINUTES

Agendas and minutes will be prepared by the responsible Council officer. The agenda and any pre reading (where practicable) will be provided ~~The agenda will be provided~~ to members of the Committee not less than 7 days before the time fixed for the holding of the meeting.

The Chairperson must arrange for minutes of each meeting of the committee to be kept.

The minutes of a meeting of an Advisory Committee must:

- (a) contain details of the proceedings and resolutions made;
- (b) be clearly expressed;
- (c) be self-explanatory; and
- (d) in relation to resolutions recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process.

Draft Minutes must be:

- (a) submitted to the Committee Chairperson for confirmation within 7 days of the meeting;
- (b) distributed to all Committee Members following confirmation from the Chairperson and within 14 days of the meeting;
- (c) submitted to the next meeting of the Committee for formal endorsement.

The agendas and minutes will be made available on the intranet. Minutes will be made available to the public, with the exception of reports, attachments and details of decisions that are declared confidential in nature.

8. VOTING

- Councillors and community-committee members have voting rights.
- Staff provide support and advice to the Committee only and have no voting rights.
- In the event of an equality of votes the chairperson has a second vote

9. CONDUCT AND INTEREST PROVISIONS

In performing the role of 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.

Advisory Committee meetings, such as Community Health and Wellbeing ~~Reference Group~~ Advisory Committee meetings, may potentially form an Assembly of Councillors. When this occurs, Councillors and officers are required to comply with the conflict of interest provisions as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The member must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a community committee member has an interest or a Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the committee is concerned, or is likely to be considered or discussed, the community committee member must disclose the matter to the group before the matter is considered or discussed. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community committee member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting. A community committee member who has declared a conflict of interest on a matter must abstain from voting on the matter if they remain in the meeting.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within 5 working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

10. REPORTING

A formal report will be prepared on an annual basis and also at the expiry of the Knox Community Health and Wellbeing Strategy. A report detailing the outcomes of the Committee and any recommendations will be presented to Council.

11. ADMINISTRATION SUPPORT

Administration support is provided by the Community Wellbeing Department.

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 Committee 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. SUNSET CLAUSE AND REVIEW DATE

The Committee will sunset on 31 December ~~2015-2019~~ to make way for a new governance structure that supports the integrated implementation of the Knox City Plan. If the committee considers that there is a need for its existence to be ongoing beyond this point, the committee must dissolve and seek Council approval to create an appropriate Advisory Committee for the new purpose.

14. MEALS

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.

Appendix C**Knox Community Health and Wellbeing Advisory Committee
Current Membership**

NAME	ORGANISATION
Cr John Mortimore	Knox City Council
Cr Nicole Seymour	Knox City Council
Jacky Close	Outer East Primary Care Partnership
Kelly Naughton	Outer East Primary Care Partnership
Laura Newstead	Outer East Primary Care Partnership
Helen Sattler	Knox Police – Eastern Diversion
Maggie Palmer	Eastern Access Community Health
Fiona Percell	Outer Eastern Local Learning Network
Christine Farnan	Public Health, Eastern Metropolitan Region
TBC	Eastern Metropolitan Medicare Local
Sue Rosenhain	Women's Health East
Troy Walker	Knox Leisureworks
Michelle Hollingworth	Knox City Council
Rosie Tuck	Knox City Council
Kathy Parton	Knox City Council
Sam Salamone	Knox City Council
Sharon Barker	Knox City Council
Darlene Swan	Knox City Council
Lisette Pine	Knox City Council

ALL WARDS**3. KNOX CENTRAL**

SUMMARY: *Deputy Director, Knox Central (Samantha Mazer)*

A confidential report is circulated separately.

Report Prepared By: *Deputy Director, Knox Central
(Samantha Mazer)*

*Director, Knox Central
(Jason Matthews)*

*Director, Engineering & Infrastructure
(Ian Bell)*

Report Authorised By: *Acting Chief Executive Officer
(Joanne Truman)*