

Health and Wellbeing Advisory Committee Terms of Reference



Mornington
Peninsula Shire

1. Purpose

The Health and Wellbeing Advisory Committee provides strategic oversight and advice to Council on the planning, implementation, and evaluation of the Shire's Municipal Public Health and Wellbeing Plan and the Gender Equality Strategy. Working in partnership with key stakeholders and community groups, the Committee promotes health and wellbeing across the municipality. Its work is guided by principles of community engagement, equity, inclusion, access, evidence-informed practice, advocacy, and integrated policy development. Through collaborative governance, the Committee supports Council's commitment to delivering accessible, equitable, and effective public health initiatives, ensuring that diverse community needs and perspectives are reflected in decision-making and advocacy for improved health outcomes.

2. Objectives

The Mornington Peninsula Shire Council is required to adopt a comprehensive Municipal Public Health and Wellbeing Plan (MPHWP) every four years as part of the Council's obligations under the Victorian *Public Health and Wellbeing Act 2008* effective from January 2010. This legislation requires each council to develop a Municipal Public Health and Wellbeing Plan (MPHWP).

- Advise on, support, and monitor the implementation and evaluation of the Municipal Public Health and Wellbeing Plan and Gender Equality Strategy.
- Provide a collaborative forum for discussing community health and wellbeing issues, emerging trends, and opportunities.
- Influence and advocate for community health and wellbeing outcomes by promoting the Plans to the community and across Council.

The stated goals of the MPHWP are to:

- Create an environment that supports the health of local community
- Strengthen capacity of local community
- Initiate, support and manage public health planning
- Facilitate and support local agencies to improve public health and wellbeing (*Public Health and Wellbeing Act 2008* Division 3 – Councils, Section 24, Function of council)

In developing the MPHWP, Councils are required to:

- examine data about health status and health determinants

- develop evidence-based goals and strategies
- involve local community
- specify how council will work in partnerships
- use integrated planning, including consistency with the Council Plan and Municipal Strategic Statement.
- review MPHWP annually (*Public Health and Wellbeing Act 2008* Division 3 – Councils, Section 26, Municipal health and wellbeing plans)
- make considerations for climate change under the *Climate Change Act 2010*

3. Context

Implementation and monitoring of Municipal Public Health and Wellbeing Plan is undertaken in partnership with key stakeholders and overseen by the Health and Wellbeing Advisory Committee. This approach is guided by a commitment to the following principles:

- Community engagement and involvement in decision-making
- Considerations for access, equity and inclusion
- Working in partnership
- Advocacy and research
- Integrated planning and policy development
- Provision of evidence-based programs and services

Council’s Gender Equality Strategy provides a framework aimed at improving gender equity and reducing violence against women and children within the Shire’s workforce, community and through the Shire’s services and programs.

The Strategy has six key settings for action:

- Education and Training
- Work and Economic Security
- Health, Safety and Wellbeing
- Leadership and Representation
- Sport and Recreation
- Media Arts and Culture

4. Roles, Responsibilities and Expectations

4.1 Membership and Appointment

4.1.1 Councillors – One Councillor will be appointed to Advisory Committees at the establishment of the committee and thereafter for a term of 12 months.

4.1.2 Industry or Professional Representatives – up to 25 Industry Professionals may be appointed to Advisory Committees

- Council will appoint the committee members to the advisory Committee at an Ordinary Meeting
- Industry or professional representatives are expected to represent the views of their supporting organisation.
- Every effort will be made to ensure a representative cross section from across the Shire are appointed to the Advisory Committee.
- Appointment to an advisory Committee will be for a maximum term of three years with opportunity to nominate for a further three-year term.
- Industry of Professional representatives should be appointed from the list below.

Area	Committee Membership
Community Health	<ul style="list-style-type: none"> • Peninsula Health
General Health	<ul style="list-style-type: none"> • South East Public Health Unit • Headspace • Belgravia Leisure • Women’s Health in the South East • BHN Gamblers Help Southern
Community Group	<p>Community Support Centres (Rosebud, Mornington, Hastings)</p> <ul style="list-style-type: none"> • Peninsula Voice • Community / Neighbourhood House(s)
Multicultural	<ul style="list-style-type: none"> • As appropriate
First Nations	<ul style="list-style-type: none"> • Via Council’s Community Inclusion team • First Nations led organisations
Medical	<ul style="list-style-type: none"> • South East Melbourne Primary Health Network
Victoria Police	Appropriate officer with a suitable portfolio
Government	<p>Department of Health</p> <p>Department of Education</p>
Disability Sector	Local Disability Service Provider
Other / Special Invite	Individuals or representatives from relevant organisations may be invited from time to time to attend meetings to address a specific subject.

4.1.3 Appointment of Chair:

- The chair of the Health and Wellbeing Advisory Committee must be a community member.
- The chair and deputy Chair will be appointed by majority vote of the committee, being half of the total number of members present plus one.
- Nominees must consent to being nominated and must be seconded by another Committee members.
- If there is more than nomination for either position a secret ballot will take place.
- The new Chair and deputy Chair will be announced, commencing the duties immediately.
- The term of office is to be one year. Both incumbents can reapply to serve one further year

4.2 Roles and Responsibilities

4.2.1 Chair – The Chair is responsible for:

- Set the Agenda making sure that each meeting is planned effectively.
- Leading the meeting and ensuring the meeting stays on track and on time
- Ensuring fairness and equality to allow everyone to speak, and
- Approval of the meeting minutes.

4.2.2 Councillors – Councillors serve as a vital link between the community and the formal council decision-making process, ensuring that local voices are heard and considered. In fulfilling their duties, councillors are expected to uphold confidentiality in accordance with their official responsibilities. If they choose, councillors may also present delegate reports during council meetings to share insights or updates from their involvement in advisory committees.

4.2.3 Shire Officers – The CEO approved shire officer is responsible for:

- Support the Chair and be responsible for overseeing the Committee Meetings and assist in setting agenda.
- Be the primary contact for all Committee Members in relation to the business of the committee.

4.2.4 Industry/ Professional Representatives – Industry/Professional Representatives are appointed to provide subject-matter expertise and insights relevant to the committee's focus area. Their role is to contribute professional knowledge, represent industry perspectives, and support informed decision-making.

4.3 Resignation or Termination

- A member of an Advisory Committee can resign at any time. A notice of resignation must be provided in writing to the Chair, CEO, or the officer responsible for managing the Advisory Committee.
- If a Committee Member misses three consecutive meetings without leave or a reasonable explanation, they may be asked to explain. If absenteeism continues, the Chair may request the CEO to declare the position vacant.
- If a Committee Members fails to comply with the Code of Conduct outlined in the Committee Management Policy the Chair may request the CEO to declare the position vacant.

5. Grievance Procedure:

5.1 Informal Resolution

- Committee members are encouraged to raise issues directly with the person involved in a respectful manner.
- If uncomfortable doing so, the member may approach the Committee Chair or Supporting Officer to seek assistance in resolving the matter informally.

5.2 Formal Grievance

If the matter cannot be resolved informally:

- The grievance should be submitted in writing to the Chair or the Supporting Officer.
- The written grievance should include a description of the issue, relevant dates, and any attempts at informal resolution.

5.3 Initial Review

- The Chair (or Supporting Officer if the grievance involves the Chair) will review the grievance within 10 business days.
- They may meet with the parties individually to clarify the issue and explore resolution options.

5.4 Determination and Action

- Outcomes may include mediation, changes to committee processes, or where appropriate, a recommendation to Council or the CEO for further action.
- Where a breach of the Code of Conduct is substantiated, the CEO may recommend removal of a committee member, in line with the Committee Management Policy.

5.5 Appeal

- If the member is not satisfied with the outcome, they may request a review by the Manager Governance and Risk.
- The Manager Governance and Risk's decision is final.

6. Code of Conduct:

All members shall conduct committee meetings in accordance with the Code of Conduct and the following guidelines:

- Act in the best interests of the committee and not allow personal interests to override these interests.
- Avoid and / or disclose any real or perceived conflicts of interest.
- Treat all people equally and fairly.
- Refrain from using any circumstance or information connected to committee business for personal profit or gain.
- Protect and promote the integrity of all.
- Respect diversity.
- Treat others with courtesy, consideration, and sensitivity
- Any disagreements, where possible, to be resolved at time of meeting.
- Develop skills and competencies in accordance with responsibilities and help others to do so.
- Communication best practice will be used by members in both terminology and email etiquette (“Netiquette”)

7. Decision Making

Advisory Committees operate in an advisory capacity and do not have delegated authority to make decisions. Their primary role is to provide informed advice and recommendations to Council and Shire officers, contributing to the broader decision-making process. While these recommendations may inform policy and operational decisions, they are not binding and must be considered and endorsed by Council or officers with the appropriate delegation and authority.

Shire officers may implement recommendations if they fall within their delegated powers and align with the Committee’s advice. However, Advisory Committees must operate within the boundaries of their agreed scope, as defined in this Terms of Reference. They are not permitted to make recommendations on matters beyond this scope, ensuring that their input remains focused and relevant to their designated areas of responsibility.

8. Committee Meetings

8.1 Schedule of Meetings

- Meetings will take place quarterly or as otherwise required. The venue will be at a Shire office or as otherwise agreed

8.2 Quorum and Voting

- A quorum for a meeting is constituted by a majority of Committee Members, being half of the total number of members plus one.
- A Meeting cannot commence, resume or continue without a quorum.
- Community Members are the only members with voting rights

9. Agendas and Minutes

9.1 Agendas

- Agendas and minutes must be prepared using the appropriate corporate template by the Supporting Officer.
- Agendas will be provided to all Committee Members five business days before the meeting. This will include any relevant documentation to be discussed.
- Agendas will be set by the Chair in consultation with the responsible CEO approved delegate.

9.2 Minutes

- Minutes will be recorded on the Shire's corporate template and circulated within two weeks of the meeting and be listed on the agenda for the next advisory committee meeting for endorsement.
- The Supporting Officer is responsible for the follow-up and timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.

10. Reporting

- **Annual Work Plan** – The Committee is required to formulate an annual work plan that aligns with the Council plan and sits within the objectives of the committee
- **Annual Report** – Advisory Committees are required to prepare a formal report on an annual basis in line with their objectives set out above. The report must be approved by the committee then provided to officers who will include it in the next available Ordinary Council Meeting for noting.
- **Delegates Report** – Councillors may provide a delegates report or update to Council at any Ordinary Council meeting

11. Transparency

The Terms of Reference, Names of all members, adopted minutes and annual reports will be made available on the Mornington Peninsula Shire's website.

12. Confidential Information

Committee members must not disclose information that they know or should reasonably have known is confidential information.

13. Conflict of Interest

If a committee member has a general or material conflict of interest within the meaning of section 127 and 128 of the Local Government Act 2020 in an item to be considered or discussed by the Committee while they are in attendance, the Committee Member must disclose the interest to the committee before the matter is considered or discussed at the meeting. The committee member must:

- Advise of the conflict of interest
- Explain the nature of the conflict of interest.
- Provide any additional relevant details, if possible.

Where the Chair is of the opinion that the circumstances of the conflict warrant it, the Committee Member may be asked to leave the meeting while the matter is discussed.

All conflicts of interest will be recorded in the Committee Meeting minutes.

14. Expenses

Committee members may be reimbursed for reasonable out-of-pocket expenses incurred in the course of their committee duties, with prior approval from the Supporting Officer. Reimbursements will be made in accordance with Council's policy and within the allocated budget

15. Dissolution

This advisory committee will cease to exist three years following adoption of this terms of reference, unless formally re-established by council.

The Health and Wellbeing Advisory Committee will sunset on 30 June following a General Election unless it has been re-established within the new Council term.

Formal dissolution of the committee requires a resolution of Council.

16. Review

The Health and Wellbeing Advisory Committee Terms of Reference will be reviewed every four years or more often as required.

It is recognised that, 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 document, such a change may be made administratively. However, any change or update which materially alters the document must be by resolution of Council.

This term of reference was adopted by Council on 2 December 2025.