



SCENIC RIM HEALTH AND WELLBEING ADVISORY COMMITTEE TERMS OF REFERENCE AND CODE OF CONDUCT

Preamble

In 2010 Scenic Rim Regional Council prepared two strategic plans - a Social Plan 2010-2020 and a Sport and Recreation Plan 2010-2020. Both plans recommended a review in 2015. As the two plans shared many common goals and objectives, the review resulted in the merging of the two documents into the Scenic Rim Health and Wellbeing Plan 2015-2020 which better reflects the social, health, sport and recreation needs of the region. The two original plans will remain important resources to track trends and overall performance.

Scenic Rim region is the second fastest growing local government area in Southeast Queensland and the fourth fastest state wide. This further reinforces the importance of having effective plans and strategies to address the needs of a growing population while protecting the health and wellbeing of our local community.

About the Scenic Rim Health and Wellbeing Advisory Committee

The Scenic Rim Health and Wellbeing Advisory Committee (HWAC) will oversee implementation of the Scenic Rim Regional Council Health and Wellbeing Plan 2015-2020, including the coordination of key recommendations, engagement with community stakeholders and annual updates to demonstrate that outcomes and deliverables are being achieved. To ensure transparency, equity and accountability the HWAC will comprise of the following:

- Scenic Rim Councillors
- Representative/s from Council's Community Development Department
- Representative/s from Council's Property and Operations Department
- Representative/s from local Police
- Representative/s from local High Schools
- Representative/s from Metro South Health
- Representative/s from Sport and Recreation Queensland
- Representative/s from Primary Health Networks
- Representatives from the community who are well connected and members of existing networks

The Chairperson of the HWAC will be determined at the inaugural meeting and election of future chairpersons will be determined by the committee as and when appropriate.

Role of the Health and Wellbeing Advisory Committee

The Advisory Committee will generally meet on a quarterly basis unless otherwise advised. The committee will develop an action plan based on the key recommendations in the Health and Wellbeing Plan. Annual updates will be provided to ensure that Council and the community are fully informed.

Scenic Rim Regional Council staff will provide administrative support for the committee including the coordination of agendas, minutes, record keeping and formal reports / updates to Council. Minutes and agendas will be distributed to Advisory Committee members via email. A quorum of 50% is required for meetings.

The Chairperson will be responsible for facilitating meetings.

Health and Wellbeing Advisory Committee Appointment

The inaugural Health and Wellbeing Advisory Committee will be formally endorsed by Council on 24 November 2015. Any membership changes thereafter, with the exception of changes to Councillor representation, will be the responsibility of the Advisory Committee.

Financial Arrangements

All expenditure, accounts and other financial matters relating to the Advisory Committee will be the responsibility of Scenic Rim Regional Council.

Public Relations and Dealing with the Media

Scenic Rim Regional Council will be the official spokesperson for the Advisory Committee. All official public relations matters and media enquiries need to be approved by Council's Communications Department prior to release.

CODE OF CONDUCT

Advisory Committee members are expected to understand the full extent of their ethical obligations and act in accordance with this Code of Conduct.

Committee members must act honestly and in good faith, with reasonable skill and diligence; not make improper use of information or their position; and avoid any conflict of interest by declaring any interest prior to the commencement of any meeting.

The Code of Conduct is not intended as a set of rules, where each word is scrutinised for its legal meaning. Rather it is intended to convey in plain English the standards of conduct and ethics expected of all committee members.

Principles and Values

The Advisory Committee is guided by the following themes, as articulated in the Health and Wellbeing Plan:

People

The current demographic and social indicators within the Scenic Rim and the key issues that residents are facing.

Place

Infrastructure, buildings and spaces required to develop a strong, inclusive community.

Policy and Planning

The frameworks required to support the People and Place themes.

Partnerships

The topic areas and key issues that are generally beyond the capacity and role of Council to achieve without agency support and advocacy.

Performance

Overarching performance tools to help measure the overall health and wellbeing of residents.

The Advisory Committee is also guided by the following core community engagement principles and values.

Use existing organisations and networks as much as possible to communicate and engage with stakeholders. This means understanding community networks, the preferences of different stakeholders for communication and natural community “hubs” and networks.

Appropriate methods of engagement, and the time and resources of stakeholders, need to be carefully considered to engage people in ways that they prefer and to prevent over-consultation. Engagement will be coordinated appropriately to avoid duplication.

Feedback needs to be provided to relevant stakeholders in a timely way.

All issues, comments or complaints should be responded to in a timely, respectful and appropriate way.

All stakeholders and community members should be treated with respect. All communication with stakeholders is conducted in a timely, respectful and professional manner.

Communication should be easy. This includes venues and activities being accessible and affordable, communicating in lay language, holding activities at appropriate times and ensuring good facilitation.

Engagement needs to be done in the context of having to make a decision in the best interests of the whole community based on the balance of stakeholder views and all other information and implications.

Committee representatives have a responsibility to:

- Communicate in a polite and appropriate manner,
- Take up opportunities to participate and communicate where possible,
- Raise complaints and criticism in a constructive way,
- Consider the needs and views of other stakeholders.

Honesty

Advisory Committee members must act honestly, in good faith and perform their duties and functions in the best interests of the Health and Wellbeing Plan at all times.

Diligence

Advisory Committee members must perform their duties and functions with integrity, commitment and diligence.

Proper Purpose

Advisory Committee members must exercise their powers as members for proper purposes and must not take improper advantage of their positions. Members must use all information obtained by virtue of their position for proper purposes. Members must not take improper advantage of their position or of any information acquired as a committee member to gain a direct or indirect advantage for themselves or for an associated person such as a spouse, friend or relative.

The Advisory Committee may at times be exposed to confidential information, and as mentioned, must treat this confidentially and not disclose anything without approval.

Conflict of Interest

Advisory Committee members must not allow their personal or business interest or the interests of an associated person to conflict with the interests of the Health and Wellbeing Plan. A conflict of interest may arise if a member's financial interests, personal allegiances or political involvement or activities adversely influence or reasonably appear to influence the performance of their duties. Conflicts of this nature should be avoided and full disclosure of any conflict or potential conflict must be made to the Advisory Committee in advance. Members are not to partake in any vote or decision making on any matter where there is a conflict of interest.

Management

Advisory Committee members will provide advice, guidance and expertise to ensure that key recommendations in the Health and Wellbeing Plan are competently managed throughout the implementation process.

Accountability

Advisory Committee members are accountable for their own conduct and for the conduct of the group as a whole.

Independence

Advisory Committee members have an obligation to be independent in judgment and to take all reasonable steps to access relevant information in sufficient time to properly consider all relevant issues and be satisfied as to the soundness of decisions and recommendations made by the group.

Authority

If a committee member does not act in accordance with the Code of Conduct, the Advisory Committee has the authority to remove the member from the committee.