



Whitehorse Health and Wellbeing Steering Committee

Terms of Reference 2025-2029

<p>PURPOSE</p>	<p>The purpose of the Whitehorse Health and Wellbeing Steering Committee (the Committee) is to provide a forum for organisations to partner with Council in the implementation of the municipal public health and wellbeing plan.</p> <p>Background</p> <p>The Public Health and Wellbeing Act 2008 recognises the significant role of councils in improving the health and wellbeing of people who live, work, study and play in their municipality. The Act requires councils to develop a municipal public health and wellbeing plan every four years (within 12 months of each general election of the council).</p> <p>To achieve maximum health and wellbeing outcomes for the community Council is required to identify and work with partner organisations.</p> <p>The Whitehorse Health and Wellbeing Plan 2025-29 is integrated into the Council Plan 2025-29, with review and action planning held annually. A stand-alone health and wellbeing action plan is negotiated with partners each year.</p>
<p>OBJECTIVES</p>	<p>The role of the Committee is to provide a forum for Council and partner organisations to jointly contribute to improved health outcomes in the community and facilitate implementation of the MPHWP through:</p> <ul style="list-style-type: none"> • Aligned planning, delivery, and reporting mechanisms • Provide honest, considered, constructive and impartial advice to Council that will enhance Council decision making • Provide advice on health sector data, research, evidence and strategic planning work to help set short and longer-term direction and action including supporting the four-yearly development of new Plans • Contributing to evaluation of the Plan.
<p>AUTHORITY</p>	<p>The Committee steers the implementation of health and wellbeing strategies identified in the Integrated Council Plan 2025-2029. These are:</p> <ul style="list-style-type: none"> • Strategy 1.1.3 Foster social connections and a sense of belonging

	<ul style="list-style-type: none"> • Strategy 1.3.1 Support community initiatives to promote health and prevent disease • Strategy 1.3.2 Prevent and respond to family violence (including elder abuse) • Strategy 1.3.3 Partner to enhance mental health and build resilience • Strategy 4.2.2 Partner with the community to achieve positive environmental and health outcomes that reduce climate change impacts <p>The Committee does not have authority to make decisions on behalf of Council, nor does it have delegated authority to act for or incur expenditure on behalf of Council, nor of any other member organisation.</p> <p>Any recommendations made by the Committee that relate to Council’s strategic directions will be submitted to the Council for consideration. Officers will close the loop on how advice received from the Committee was used.</p>
MEMBERSHIP	<p>The Committee consists of up to 15 members, excluding Council officers.</p> <p>Membership of the Committee includes representatives from external organisations that are partnering in the MPHWP.</p> <p>The Manager responsible for the MPHWP or delegate will chair the Committee meeting.</p> <p>Council officers with specialist expertise (whose role is aligned with implementation of the health and wellbeing plan) will be invited to participate in the committee as required.</p>
ROLES	<p>All Committee Members</p> <p>Members will:</p> <ul style="list-style-type: none"> • Agree and abide by the Terms of Reference. • Not make public statements, represent, or participate in political activity on behalf of Council or the Committee. • Communicate and act respectfully towards fellow members and Council representatives. • Actively participate in meetings. • Commit to attending all meetings or commit to sending a delegate with appropriate decision-making authority.

	<ul style="list-style-type: none"> • Notify Council prior to the meeting when they are unable to attend, so an apology can be noted at the meeting. • Agree not to incur costs on behalf of Whitehorse City Council. • Agree to maintain confidentiality of matters involving sensitive information. <p>Council reserves the right to suspend or cease membership of any member who is in breach of the Terms of Reference.</p> <p>Chairperson</p> <ul style="list-style-type: none"> • Remain impartial at all times. • Guide the meeting according to the agenda and time available. • Facilitate an inclusive environment where all members are encouraged to participate in robust and productive discussions. • Acknowledge and value the diverse views of members. • Be an advocate on behalf of the Committee for matters considered and brought before the Council. <p>Support</p> <p>Council Officer representatives provide administrative and technical support to the operation and facilitation of the Committee.</p> <p>Guest Council officers or other relevant speakers may be invited to present and/or participate in committee meetings depending on the agenda. ng the agenda and meeting minutes.</p>
RECRUITMENT	<p>Membership will be reviewed annually by the Manager responsible for the MPHWP.</p> <p>Terms of membership will vary from one to four years depending on key areas of collaboration.</p>
MEMBERSHIP CRITERIA	<p>Membership of the Committee includes representatives from external organisations that are partnering with the Whitehorse MPHWP.</p> <p>Key external organisation membership may include representation from:</p> <ul style="list-style-type: none"> • Victorian Government - Regional • Health Organisations • Women’s Health

	<ul style="list-style-type: none"> • Community Health Providers • Education Providers • Mental Health Organisations • Primary Care • Family and Children’s Services • Family Violence Sector <p>Member organisations should nominate representatives with relevant expertise and decision-making authority to contribute meaningfully to the Committee.</p> <p>Organisational representatives may nominate another person to attend in their place.</p> <p>The Committee may co-opt a member for a specified purpose and period. A co-opted member would join the Committee in an advisory capacity only and is not entitled to vote</p>
MEETINGS	<p>Usually two (2) but up to three (3) meetings of the Committee per year will be held.</p> <p>Attendance at additional Working Group meetings (3-5 annually) to support specific programs and projects will be required.</p> <p>Participation in Working Group meetings may be delegated as required by members of the Steering Committee.</p> <p>Quorum</p> <p>Meetings of the Steering Committee will be postponed if a quorum of members is not reached. Currently there are 11 members of the Steering Committee, therefore the quorum is six (6) members.</p> <p>If a quorum cannot be met then the meeting must be rescheduled for a more suitable time and day.</p>
REPORTING	<p>Minutes from Steering Committee meetings form the basis of reporting on decisions of the Committee.</p> <p>A Council Officer will distribute minutes to all participating member organisations in a timely manner – approximately three working days.</p>
REVIEW	<p>The Committee Terms of Reference will be reviewed annually.</p> <p>Date of Adoption: 4 March 2025</p> <p>Date of Review: 4 March 2026</p>

Responsible Department	
Reference	
Version	
Status	<input type="checkbox"/> Draft <input type="checkbox"/> Adopted
Date Adopted	
Next Review	