

# City of South Perth - Public Health Reference Group

## Terms of Reference

**‘Encourage and educate the community to embrace sustainable and healthy lifestyles’**

### 1. NAME

1.1 The name of the group is the City of South Perth Public Health Reference Group.

### 2. AIM, OBJECTIVE & BACKGROUND

#### 2.1 Aim

2.1.1 To provide advice to the City on implementation of the City’s Public Health Plan and other public health matters as requested by the City.

#### 2.2 Objectives

- 2.2.1 To explore current and emerging public health issues, including analysis of public health information and data.
- 2.2.2 Develop relationships and promote collaboration between the City, primary health networks, Curtin University and health care professionals and providers.
- 2.2.3 Provide guidance on public health initiatives to support implementation of the City’s Public Health Plan and to optimise the health and wellbeing of the local community.

#### 2.3 Background

2.3.1 The establishment of formal alliances and agreements with key stakeholders is considered essential to successful population health planning. Collaboration with primary health networks and other partners is integral to the overall success of the implementation of the City’s Public Health Plan.

### 3. MEMBERSHIP

3.1 Membership of the group shall be as follows:

- City of South Perth Elected Member – one representative appointed by Council
- East Metropolitan Health Service - one representative
- Curtin University (e.g. Faculty of Health Sciences) - one representative
- Australian Medical Association of Western Australia - one representative
- WA Primary Health Alliance – one representative
- Community Members – up to two representatives
- Health professionals who work in the City – up to two representatives

3.2 As this is a City of South Perth group, prospective members will be required to complete a membership application form, which will be assessed by the City and must be formally approved/endorsed by the City's CEO. Approved representatives will subsequently be invited to attend the first meeting of the group following the local government elections.

3.3 The term of office shall be for a period of two years and will expire on the subsequent date of the next local government elections.

3.4 The City's CEO reserves the right to terminate the group membership of any representative for non-compliance to the City's Code of Conduct.

3.5 The group will from time to time seek advice from other individuals depending on their area of expertise who will assist in the implementation of the City's Public Health Plan. This will be through invitation only for relevant individuals to attend specific meetings.

3.6 If any member is absent for three consecutive meetings without leave of absence, the City may appoint a replacement representative.

#### **4. ELECTION OF OFFICE BEARERS**

##### **Chairperson and Vice Chairperson**

4.1 The role of Chairperson shall be undertaken by a member from the group. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.

4.2 The role of Vice Chairperson shall be undertaken by a member from the group. The role shall be selected via a nomination/voting process, which is to be undertaken at the first meeting following the local government election cycle, with expiry at the next ordinary local government election.

4.3 In the event that the Chairperson is absent, the Vice Chairperson shall facilitate the meeting. In the event that the Chairperson and Vice Chairperson are absent, one of the members from the group present at the meeting shall be appointed to facilitate the meeting.

## **5. MEETINGS**

5.1 The City will provide administration and coordination support to the group, such as: scheduling and organising meetings; preparing agendas and meeting notes; and providing relevant advice as required. The notes may be used as the basis for further action by the City on an item (verbatim minutes of discussion will not be taken). The administration will generally be performed by the City's Admin Officer, with coordination support from the Recreation Development Coordinator, Community Development Coordinator, Cultural Development Coordinator and Environmental Health Coordinator. Managerial oversight will be provided by the Manager Community, Culture & Recreation.

5.2 The quorum shall be a minimum of 50% members present at the meeting.

5.3 The group shall meet quarterly unless otherwise required in a calendar year.

5.4 The Chairperson shall conduct the meeting in accordance with accepted meeting procedures.

5.5 All discussion items at meetings are to be considered confidential. Any declarations of interest should be acknowledged before each meeting.

## **6. OPERATING PROCEDURES**

6.1 Recommendations provided by the group will be noted in the meeting notes based on meeting outcomes; and all recommendations must relate to the meeting agenda discussion items and within the Terms of Reference for this group.

6.2 The group has no delegated power and has no authority to implement its recommendations; and the City is not bound to accept any recommendation from the group.

6.3 When voting on general matters, all members shall have one vote; simple majority will prevail. Where votes are even, the Chair will cast the deciding vote.

- 6.4 Members of the group are required to adhere to the City's Code of Conduct. Particular attention shall be paid by group members to conflict of interest requirements, whereby members are required to disclose any interest (financial or non-financial) prior to discussing a matter in which they have an interest.
- 6.5 Members are not authorised to speak on behalf of the City and shall not provide comment to any external party (including but not limited to the media, members of the public etc.) without the written approval of the City.
- 6.6 Meetings of the group must comply with the City's Policy P112 Community Advisory Groups, and Management Practice MP112 Community Advisory Groups.
- 6.7 The City's CEO will periodically review membership, terms of reference and report to Council on the activities and achievements of the group.

## **7. ALTERATIONS**

- 7.1 The City reserves the right to alter the Terms of Reference if required, subject to CEO approval.