



# Place and Wellbeing Committee

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## Terms of Reference



City of **HOBART**

## 1. SUMMARY

Council Committees are established within the context of the Community Engagement Framework, pursuant to section 24 of the *Local Government Act 1993*, to support Council with the implementation of the Hobart: A community vision for our island capital (Hobart Community Vision) and Capital City Strategic Plan 2023.

The **Place and Wellbeing Committee** is focused on:

- Maximizing the health and wellbeing of the City's community by creating more livable, better designed and planned, affordable and well-connected neighbourhoods through mixed land use, different housing types and greater access to quality public transport.
- Shaping the City's health and wellbeing related strategies and plans including those related to health promotion and preventative health.
- Provide input and directions for policies and programs that improve livable spaces, facilities and other infrastructure the community needs to support their health and wellbeing.
- Ways to manage growth and ensure that development is sustainable and considers climate change impacts, at the same time maximises the capacity of/for Hobart and its people.
- Providing input into the Future Hobart plan – the overarching narrative for the future land use plan for the City.
- To advise on strategies, plans and community programs and facilities that ensure improved the health, wellbeing, inclusion and access for all who live, work, play and visit the City of Hobart.
- Considering the social determinants of health, public and environmental health programs, services and compliance.
- Collaborating with health and wellbeing focused partners, stakeholders, agencies and all levels of government to avoid duplication, achieve greater efficiency, and leverage expertise and resources.

## 2. OBJECTIVES

The Hobart Community Vision and Capital City Strategic Plan 2023 will guide the Place and Wellbeing Committee, providing the context for the operation of the Committee.

The Objectives of the Place and Wellbeing Committee are to:

- Provide input to Council to support the development of relevant strategies and initiatives relating to the Committee's focus area, to achieve the objectives set out in the Capital City Strategic Plan 2023.
- Contribute ideas for opportunities to work with Council on key projects relating to the Committee's focus area under the Capital City Strategic Plan 2023.
- Support community engagement activities related to the Committee's focus area to:
  - Keep communities informed of goals and actions.
  - Involve and empower communities to determine future goals and actions.
- Discuss the likely impact of any relevant State and Commonwealth policies on the local community in relation to the Committee's focus.

- Support the development of recommendations for future actions regarding the Committee's focus area.
- Review reports on the progress of stakeholder initiatives regarding the Committee's focus area against the goals of the Hobart Community Vision and Capital City Strategic Plan 2023.
- Establish and maintain collaborative relationships with all other relevant committees and stakeholders, including other Council Committees.

### **3. ROLE OF THE COMMITTEE**

The role of the Place and Wellbeing Committee is to:

- Provide local area "lived experience" knowledge to support Council decision making regarding the Committee's focus area to support the implementation of the Hobart Community Vision and Capital City Strategic Plan 2023.
- Provide subject matter expertise to the Committee to further the understanding of the group.
- Advise the City on how to best engage local communities regarding the Committee's focus area.
- Advise the City on key local projects regarding the Committee's focus area identified as important by the local community and organisations through the development of the Capital City Strategic Plan 2019-2029.
- Facilitate communication between Council, local communities and organisations in relation to the Hobart Community Vision and the Capital City Strategic Plan 2023.

### **4. DEFINITIONS**

Act: The *Local Government Act 1993*.

CEO: The Chief Executive Officer of the City appointed by Council.

The Council: The collective twelve Elected officials.

Elected Members: Elected officials representing the City of Hobart including the Lord Mayor.

Council officer: All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.

ELT: Executive Leadership Team consisting of the Directors or Heads of Divisions who all report to the Chief Executive Officer.

The City: The organisation/City of Hobart

## **5. TERMS OF REFERENCE**

### **5.1 Expected / Definite life of the Committee**

- 5.1.1 The life of the Committee is the Capital City Strategic Plan 2023.
- 5.1.2 The term of community and stakeholder membership will be the length of the Council term in which they are appointed.
- 5.1.3 Members may re-apply for a second term. However, no more than 50 per cent of members who have served a full term may be reappointed at the commencement of a new term.
- 5.1.4 If a member wishes to resign their appointment, they must provide a written resignation to the administration office. The resignation takes effect on the day it is received, or if a later day is specified in the resignation, on that later day.
- 5.1.5 A member who is absent from two consecutive meetings, without forwarding an apology, will be deemed to have resigned from the Committee.
- 5.1.6 If a member is elected into office as a City of Hobart Elected Member during their term on the Committee, the member will be deemed to have resigned from the Committee.
- 5.1.7 If a member becomes a City of Hobart employee during their term on the Committee, the member will be deemed to have resigned from the Committee.
- 5.1.8 Council staff will ensure that the Committee's Chairperson is promptly informed of all resignations.
- 5.1.9 The relevant Committee Sponsor (Director), together with the Chairperson, may also end a member's appointment term early if the member fails to disclose a conflict of interest or adhere to the conditions in this Terms of Reference.
- 5.1.10 The Committee will conduct a review of its effectiveness prior to the conclusion of the initial term and, where appropriate, make recommendations to Council regarding a revised Terms of Reference.

### **5.2 Appointment of Members**

- 5.2.1 The appointment of members on the Committee shall follow the following process:
  - a) The City will publicly advertise seeking applications from community members requiring them to demonstrate how they meet the key selection criteria.
  - b) Where relevant, the City will invite a representative from a specific organisation/s to be a Committee member, thus providing subject matter expertise and strengthening partnerships. These members shall be known as 'expert members' with delegation for their appointment being by Chief Executive Officer discretion.
  - c) Membership of the Committee is based on representation of the community with specific experience and/or interest, and if relevant, representation from specific organisations/stakeholders.

Community member selection is based on the demonstration of the following attributes and skill sets:

- Live, work, study or volunteer in Hobart and be aged 16 or over.
- Interest in advancing the goals in the Hobart Community Vision and Capital City Strategic Plan 2023.
- Demonstrated or willingness to learn leadership and relationship-building skills.

- Knowledge and experience of the Committee's focus area.
- Strong community linkages with the ability to engage a broad range of community members and views.
- Willingness to constructively participate in an advisory capacity to the Council.
- Formal acceptance and signing of the Volunteer Registration Form.

Applicants for appointment must, in their application, disclose any personal interest (either financial or non-financial) which may amount to a conflict or present a conflict in them acting in a role on the Committee. Applicants are to be assessed having regard to their ability to perform the role of a Committee member in providing advice/recommendations to Council:

- with an open and unprejudiced mind;
- in an impartial way free from personal bias or prejudgment;
- giving genuine and impartial consideration to all relevant information known to them or to which they are aware;
- based on merits and not taking into account irrelevant matters or circumstances; and
- without undue influence (including a perception of undue influence) by personal or private interests they may have.

Following receipt of applications and the reaching the closing date for applications the applications will be assessed against the selection criteria and the requirement for a broad cross section of members.

Should there be insufficient members appointed by the open process the City may approach individuals considered to meet the selection criteria and request they submit an application for consideration.

Membership of the committee is as an individual, and not as a representative of any group or organisation unless otherwise specifically recruited for under clause 5.2.1 b of the Terms of Reference.

Members cannot be currently serving as a City of Hobart Elected Member or be staff members.

Except as outlined in clause 5.2.1 b of the Terms of Reference, appointment of committee members is delegated to the Council.

### **5.3 Replacement of Members**

- 5.3.1 In recognition that natural attrition will occur, an annual recruitment process may be undertaken to fill any vacancy occurring in the preceding 12-month period. This process will be undertaken by a publicly advertised process as outlined in clause 5.2.1 of the Terms of Reference.
- 5.3.2 The City may elect to invite applicants who were unsuccessful in the previous round to have their application reconsidered as part of this process without the need to submit a new application.

## **5.4 Composition of the Committee**

- 5.4.1 The number of committee members on the Committee shall be no less than six and no more than 12 and will live, work, study or volunteer in the City of Hobart.
- 5.4.2 Committee members will be representative of gender and diversity in line with Hobart's community.
- 5.4.3 The Committee will be chaired by a City of Hobart Elected Member or Members who have been appointed by the Council.
- 5.4.4 If the appointed Chairperson is absent or otherwise unavailable, the sponsoring Director or Manager may be required to chair committee meetings and to perform other duties on behalf of the Committee as appropriate.
- 5.4.5 The Committee will also be attended by the following:
  - The sponsoring Director or Manager;
  - Council officers from relevant area;
  - Additional staff may be invited to attend when their area of work is relevant to the work of the Committee; and
  - Other Elected Members are welcome to attend.

## **5.5 Role of Committee Members**

- 5.5.1 Commit themselves to the Terms of Reference of the Committee.
- 5.5.2 Attend meetings of the Committee personally and attend at least 50 per cent of all meetings.
  - Unless appointed as an expert member under clause 5.2.1 b, no proxy is permitted to attend meetings on the members behalf.
- 5.5.3 Abide by best practice in the conduct of the Committee by declaring any real or perceived personal conflicts of interest as soon as such becomes known.
- 5.5.4 Bring their subject matter expertise to the Committee and contribute to the development of collective wisdom.
- 5.5.5 Actively contribute by participating in discussions and offer opinions and knowledge.
- 5.5.6 Treat others with respect and have due regard to the opinions, rights and responsibilities of others.
- 5.5.7 Maintain the confidentiality of all information provided as information advised or marked as confidential.
- 5.5.8 Act in a voluntary (unpaid) capacity.

Note: A "representative" of an organisation is expected to be able to represent the views and ideas of that organisation while participating in the Committee as an individual with their own views, ideas and experience to be contributed for the benefit of the Committee.

## **5.6 Authority of the Committee**

- 5.6.1 The Committee is an advisory committee for the purposes outlined in the Terms of Reference, therefore does not have delegated authority, and reports to Council through The Hobart Workshop Council Committee.
- 5.6.2 The Committee has no power to commit the City to any decision or action, or to direct Council staff in their duties.
- 5.6.3 The Committee has no financial delegation authority.
- 5.6.4 The Lord Mayor is the media spokesperson for the Council in accordance with the *Local Government Act 1993*.
- 5.6.5 Committee Chairperson may speak to the media about their Committee outcomes and activities in consultation with the sponsoring Director.
- 5.6.6 Committee members may speak to the media about their own views but must not purport to represent Council.
- 5.6.7 The Committee may seek the approval of the Council, via The Hobart Workshop Council Committee, to progress a discrete body of work.

## **5.7 Conflict of Interest**

- 5.7.1 If a Committee member determines that they have a Conflict of Interest in any matter which is to be considered at a meeting of the Committee then that person must:
  - If they intend to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion; or if they do not intend to be present at the meeting, disclose the nature of the interest to the Chairperson of the Committee at any time before the meeting is held.
- 5.7.2 While discussion is taken on the subject matter the member must:
  - Leave the room and notify the Chairperson that they are doing so; and remain outside the room and any gallery or other area in view or hearing of the room.
- 5.7.3 The Chairperson of the Committee must record the declaration and the nature of the interest in the minutes of the meeting.

## **5.8 Timing, Place and Communication of Meetings**

- 5.8.1 The Committee will meet every quarter and for no more than two hours.
- 5.8.2 The Committee may decide to meet more often to consider specific issues in a workshop format, this must be approved by the sponsoring Director.
- 5.8.3 The Committee will be hosted by the City in an appropriate venue.
- 5.8.4 Committee members will be able to attend in person or virtually.
- 5.8.5 A meeting of the Committee will not be called with less than two weeks' notice to all members, unless there are exceptional circumstances.
- 5.8.6 The Committee may decide to invite members of the public or stakeholder organisations to provide deputations to the Committee.

## **5.9 Meeting Agenda and Minutes**

5.9.1 The Standing Agenda will include:

- Acknowledgement of Country;
- Attendance and apologies;
- Declaration of any conflicts of interest;
- Minutes of the previous meeting;
- Business arising from previous meeting;
- Matters identified by committee members in writing for inclusion on the agenda.

5.9.2 The minutes of meetings will generally capture high level discussion points, actions agreed, and any motions moved in accordance with 5.10.3 of the Terms of Reference.

## **5.10 Meeting Procedure**

5.10.1 The Chairperson shall chair the meetings, taking account of both the need for efficiency and the importance of accountability.

5.10.2 If the Chairperson is absent or otherwise unavailable, the sponsoring Director or Manager may be required to chair committee meeting and to perform other duties on behalf of the Committee as appropriate.

5.10.3 In cases where the Committee wishes to put forward a specific recommendation/proposal to the Council, a motion clearly outlining the decision or action sought, must be put by a member and voted on by the Committee.

## **5.11 Meeting Quorum**

5.11.1 A quorum is a simple majority, not including Council officers or Elected Members.

5.11.2 If less than a quorum attends, the meeting may proceed if in the opinion of the Chairperson business of the Committee can still be conducted effectively.

## **5.12 Reporting Requirements**

5.12.1 Minutes of the Committee shall be provided to The Hobart Workshop Council Committee for receiving and noting.

5.12.2 Where the Committee (in accordance with 5.10.3) wishes to progress a body of work, a proposal will be prepared in the form of a report for consideration of The Hobart Workshop Council Committee.

## **5.13 Secretariat**

5.13.1 A Governance Officer will support the Committee.

5.13.2 The Governance Officer will compile the agenda for every Committee meeting in consultation with relevant Council officers, and the Chairperson and circulate the agenda and any meeting papers to Committee members at least four clear days before the meeting.

- 5.13.3 Minutes from the Committee meeting will be circulated as soon as possible after the meeting has been held.
- 5.13.4 All meeting papers and other documents will be circulated to members via an online portal.
- 5.13.5 Access to information, requests for support and preparation of proposals/recommendations to The Hobart Workshop Council Committee, will be led through the Network holding the Committee's focus area.
- 5.13.6 Minutes, reports and correspondence of the Committee will be registered in Council's record keeping software.

#### **5.14 Facilities & Resources**

- 5.14.1 The Committee will not have a budget for approved activities but will advise Council annually on budget if it recommends that a budget allocation be made for these items: research, advocacy, promotions and community engagement.

#### **5.15 Reimbursement**

- 5.15.1 Participation on the Committee is on an honorary basis, therefore it is an 'unpaid' position, however, participants can claim for reimbursement of expenses incurred to enable them to attend meetings such as local travel. Delegation for reimbursements is by Chief Executive Officer discretion.

### **6. ATTACHMENTS**

City of Hobart Strategic Plan 2023

City of Hobart Annual Plan 2024-25

<b>Responsible Officer(s):</b>	Head of Executive Services
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