

SOUTHERN & HILLS LOCAL GOVERNMENT ASSOCIATION REGIONAL PUBLIC HEALTH PLAN WORKING GROUP

TERMS OF REFERENCE

1. Role of the Working Group

- Provide a forum for networking, support and exchange of ideas around local government responding to public health and wellbeing needs.
- Assist the Southern & Hills LGA to meet compliance and reporting obligations for the Southern & Hills Regional Public Health Plan.
- Support individual councils in implementing of local public health action plans.
- Identify and support opportunities for regional approaches to the planning, development and coordination of programs and activities that respond to regional public health needs and local needs of regional significance.
- Identify potential partners for councils to work with in implementing public health plans.
- Work with the Local Government Association SA to further understanding and capacity of councils in public health planning.
- Work with SA Health to develop a set of Public Health Indicators
- Identify gaps in services and emerging public health needs.
- Support the Southern & Hills LGA in reviewing the Southern & Hills Regional Public Health Plan.
- Increase awareness of the public health and wellbeing needs of communities and vulnerable groups within communities.
- Support advocacy at the local, state and federal levels for programs and services that respond to public health needs.
- Monitor new policy directions and their implications for public health planning and advise the Southern & Hills LGA and councils as appropriate.

2. Region of Interest

The region of interest is the area covered by the Southern & Hills LGA (including the local government areas of Kangaroo Island, Yankalilla, Victor Harbor, Alexandrina, Mount Barker and Adelaide Hills).

3. Membership

Membership will be representatives of member councils of the Southern & Hills LGA and other key stakeholders such as the Local Government Association of SA.

Councils can make their own decisions about the term of office for their nominated representative, but the expectation is that representatives will willingly and regularly attend and contribute.

4. Roles and responsibilities of members

Representative of member councils are expected to:

- Attend meetings regularly
- Prepare for meetings
- Be mindful of the potential for a conflict of interest, and to declare such interests as and when they arise

- Represent their council and the region honestly and fairly
- Maintain confidentiality when it is required
- Treat other members with courtesy and respect
- Follow through on agreed actions
- If unable to attend, send a proxy in their absence

5. Chairperson

The Chairperson will be appointed at the end of each financial year for commencement the following financial year.

In the absence of the Chairperson the Working Group will appoint a member present to chair the meeting.

6. Executive Support

Executive support will be provided by the Executive Officer of the Southern & Hills LGA and will include issuing notice of meetings, keeping records of meetings and providing other support for the operations of the Working Group.

7. Working parties

The Working Group may appoint working parties as it considers necessary, provided that all actions are approved or confirmed by the Working Group.

8. Meetings

Frequency of meetings will be determined by the Working Group and may vary be varied on an as needed basis. Meeting will be rotated between member councils.

9. Voting

Decision making will be achieved via consensus.

10. Legal status

The Round Table is a subcommittee of the Southern & Hills Local Government Association, which is a Section 43 Regional Subsidiary under the Local Government Act 1999

11. Finances

The Working Group will not operate its own bank account. Funding available to the Working Group will be managed by the Southern & Hills LGA, or a member council may be requested by the Southern & Hills LGA to manage funds on their behalf.

12. Reporting

The Working Group will report to the board of the Southern & Hills LGA through the Executive Officer of the Southern & Hills LGA.

Working Group members will be responsible for reporting back to their nominating councils.