

SHLGA Regional Public Health Plan Working Group - Terms of Reference



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Approving Authority	SHLGA Board
Related SHLGA Documents	SHLGA Charter
Previous Versions	March 2024

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1. Role of the Public Health Working Group

1.1 The Southern and Hills Local Government Association (SHLGA) has established the Public Health Working Group as an advisory committee under Clause 2.1.11 in the SHLGA Charter for the following purposes:

- Supporting and advising on the development, review, update, monitoring and reporting of a Regional Public Health Plan prepared in accordance with the requirements of the *Public Health Act 2011*.
- Providing a forum for networking, support and exchange of ideas around local government responding to public health and wellbeing needs and the implementation of local public health action plans.
- Identifying and supporting opportunities for regional approaches, partnerships and funding for the planning, development and coordination of programs and activities that respond to regional public health needs and local needs of regional significance.
- Overseeing the scoping, delivery, and implementation of regional projects arising from the Regional Public Health Plan, as directed by the SHLGA Board.
- Informing the SHLGA Advocacy Plan in regard to local, state and federal programs and services that respond to public health needs.
- Monitoring new policy directions and their implications for public health planning and providing advice to SHLGA and councils as appropriate.

2. Membership

- 2.1 Membership of the Working Group will comprise one or more officers from SHLGA constituent councils working in and supporting public health and wellbeing.
- 2.2 Constituent councils will determine their own processes for appointing officers to the Working Group and will advise the SHLGA Executive Officer of any changes in membership.
- 2.3 The Working Group may invite officers from other organisations, such as the Local Government Association of South Australia, to join the Working Group on a short-term or ongoing basis to support its purposes.

3. Roles and responsibilities of members

- 3.1 The members of the Working Group are expected to:
 - Prepare for and attend meetings wherever possible
 - Follow through on agreed actions
 - Manage conflicts of interest
 - Represent their council and the region honestly and fairly
 - Maintain confidentiality when it is required
 - Treat other members with courtesy and respect

4. Chairperson

- 4.1 The Chairperson will be appointed on an annual basis at the first meeting held in each new Financial Year.
- 4.2 A Chairperson may be appointed to serve multiple consecutive or non-consecutive terms.
- 4.3 In the absence of the Chairperson, the Working Group will appoint a member present to chair the meeting.

5. Executive Support

- 5.1 Executive support will be provided by the SHLGA Executive Officer and will include issuing meeting agendas, keeping records of meetings and providing other support for the operations of the Working Group.

6. Meetings

- 6.1 Frequency of meetings will be on an as needed basis as determined by the Working Group.
- 6.2 Unless otherwise determined by the Working Group, meetings will be held via electronic means using MS Teams or similar.
- 6.3 The Working Group will determine its own informal meeting procedures.

6.4 Summary notes of meetings and key decisions or actions will be recorded and retained.

7. Voting

7.1 Decision making will be achieved via consensus.

8. Finances

8.1 The Working Group is advisory only and has no authority to incur expenditure or commit funds.

9. Reporting

9.1 The Working Group reports to the SHLGA Board via the SHLGA Executive Officer.

9.2 Working Group members are responsible for reporting back to their own councils.