



Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee – Terms of Reference (TOR)

1. Purpose

1.1. The main purpose of the Housing, Families and Safe and Healthy Communities (HFSHC) Advisory Committee (the Committee) is to identify and advise Council on how it can effectively achieve the outcomes aligned within the three strategic pillars of Council's Corporate Plan *Bisnis Plan* 2020-2025 which relate to the Committee's portfolio, namely:

- **Outcome 2:** Our communities are safe, healthy and active.
- **Outcome 3:** We ensure accessibility to community support services.

1.2. The Committee will also identify and advise on emerging issues and opportunities on matters affecting the Committee's portfolio including:

- Strategic planning and development of initiatives related to community safety and crime reduction, including Community Justice Group initiatives
- Contributing to health policy and grant delivery in the region, including:
 - Monitoring the rollout of funding to the delivery of essential services to support healthy communities
 - Supporting preventative health and wellbeing initiatives including sport and recreation activities
 - Supporting healthy and affordable food for communities
 - how best to improve health and wellness in our region, including how best to engage health consumers and communities to have a say
- Contributing to strong family initiatives such as:
 - Parenting support and education
 - Support with family relationships
 - Preventing social isolation
 - Assistance with economic difficulties (i.e. link to financial counselling)
 - Support with emotional and health issues
 - Assistance with education and employment
 - Referrals to other services

2. Authority

2.1 The Committee is established as an advisory committee under section 264(1)(b) of the *Local Government Regulation 2012*.

2.2 The Committee:

- cannot require Council to adopt a policy or recommendation approved by the Committee; and
- has no power or authority, whether by delegation or otherwise, to exercise any function, right, duty or power of the Council whether under a statute to other law, or in any other capacity.

3. Portfolio Area

3.1 The Committee's portfolio area covers:

- Housing
- Water and Wastewater Planning
- Asset Management Strategy
- Health (including related transportation issues)
- General Community Safety Concerns & Treaty movements
- Local Disaster Management
- Family Wellbeing (Elders, Youth, Young people, Men, Women, Cultural Groups and Other Minority Groups)
- Disability Support Initiatives
- Sport (including sporting facilities) and Recreation
- Animal management initiatives
- Connectivity and Telecommunications

4. Term

4.1 The Advisory Committee is effective from 24 July 2024 until terminated by Council.

4.2 Membership on the Committee expires at the end of term of the 2024-28 Council.

5. Membership

5.1 Members shall be:

- the Chairperson (Cr Keith Fell) – as resolved by Council
- two other Councillors (Cr John Levi and Cr Francis Pearson) – as resolved by Council

5.2 Section 265(1)(b) of the *Local Government Regulation 2012* states that a local government advisory committee may include in its members persons who are not councillors. Any additions to the Committee's membership must be approved by resolution of Council.

6. Standing Orders and Meeting Procedures

- 6.1 In accordance with section 254G of the *Local Government Regulation 2012*, the Committee is exempted from taking minutes, but shall provide Council with quarterly reports on the Committee's deliberations and its advice or recommendations.
- 6.2 Council's Standing Orders Policy and Meeting Procedures Policy apply to the meetings of the Committee, where appropriate, including Code of Conduct and Conflict of Interest requirements.
- 6.3 Where a member misses two consecutive meetings without formal apology, the member will be removed from the Committee and Council will nominate a replacement at its next ordinary meeting.

7. Meetings

- 7.1 The Committee will meet quarterly unless otherwise scheduled. The Committee Chairperson will call the meeting date, following consultation with the lead Executive Officer.
- 7.2 Meeting quorum shall be two members.
- 7.3 Attendance may be via videoconference or teleconference; however, the Committee will meet face-to-face wherever possible by aligning meeting times with other Council approved travel (e.g. Monthly Council Meetings, Council workshops, etc.).
- 7.4 Agenda items and papers must be provided to the Committee's Lead Executive at least ten (10) working days prior to the meeting date. Late submissions will only be included with the written approval of the Committee Chair.
- 7.5 Agenda items and papers will be distributed via email to members at least four (4) days prior to the meeting date.

8. Quarterly Reporting

- 8.1 Quarterly written reports will be presented to the SARG Standing Committee and Council as follows:

1 st QTR Report	to each October Council Meeting (covering July-Sept period)
2 nd QTR Report	to each January Council Meeting (covering Oct-Dec period)
3 rd QTR Report	to each April Council Meeting (covering Jan-Mar period)
4 th QTR Report	to each July Council Meeting (covering Apr-Jun period)

- 8.2 Quarterly reports will then be published on the Council website following noting by Council.

9. Amendment, Modification or Variation

- 9.1 These Terms of Reference may only be amended, varied, or modified in writing with approval from Council.

10. Executive Officer Support

10.1 The Executive Officer responsible for leading the Committee will be the **Executive Director Community Services**.

10.2 The Executive Director Building Services will provide additional support when required.

11. Administrative Support

11.1 Secretariat and administrative support will be provided by the Community Services Directorate.

APPROVED