

# TERMS OF REFERENCE

## BALRANALD WELLBEING & HEALTH ADVISORY COMMITTEE (BWHAC)

The Balranald Wellbeing & Health Advisory Committee has the following terms of reference:

### **Terms of Reference**

- i. Map and monitor provision of health, well-being and connection/inclusion services and programs for the community.
- ii. Plan and advocate regarding closing community service gaps and improving public access and amenity for all.
- iii. Support and promote community knowledge of, and access to, all available services.
- iv. Identify and promote inclusion of community diversity, events and programs which celebrate diversity.
- v. Develop an annual action plan to focus Advisory Committee priorities and actions.
- vi. Facilitate and assist in the operation of the Balranald Emergency Accommodation facility.

### **Membership**

- 7 Community Representatives to be appointed by Council following a public expression of interest process.
- 2 Councillors
- No more than three staff nominated by the General Manager (Observers)

### **Support**

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

### **Quorum**

A majority of the membership must be present at the meeting or via audio-visual link for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

### **Delegation**

No delegation.

### **Meeting Frequency**

As required but no less than three times per year.

### **Voting**

Recommendations are made by a majority vote of voting members at the meeting.

### **Meeting Minutes**

Within one-month minutes are to be submitted to the General Manager to be reported to the next Council meeting for consideration.

Minutes may be approved “off-line” by an email to all members and with a majority of voting members agreeing in writing or via email that the minutes are a true and accurate record of the meeting.

### **Term of Membership**

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council’s discretion.