

TERMS OF REFERENCE

COMMUNITY WELLBEING ADVISORY COMMITTEE

1. PURPOSE

The Community Wellbeing Advisory Committee (CWAC) provides strategic advice to Council relating to the actions and priorities of the Inclusive, Diverse and Accessible Policy Framework, specifically towards achieving the three key elements of the City of Palmerston Community Plan:

- Palmerston is a welcoming vibrant family city that fosters diversity and unity
- In Palmerston everyone belongs
- In Palmerston everyone is safe

2. COMMUNITY OBJECTIVES

- 2.1. Provide advice to Council about strategies, programs and initiatives which increase access, inclusion, and participation of people from the community, in accordance with legislation and council policy.
- 2.2. Consider and endorse recommendations from the committee's associated community networks to put forward for Council's consideration.
- 2.3. Provide a structure through which the views and interests of the Palmerston community can be articulated for the attention of Council on inclusion matters.
- 2.4. Increase partnerships in place between the Council and other levels of government which seek to address Community Wellbeing.
- 2.5. Draw on and shares the expertise of specialists, as appropriate.

3. AUTHORITY/DELEGATION

The CWAC is an advisory body to Council and does not hold any decision-making powers. The Committee is authorised to recommend a course of action to Council on matters falling within its objectives.

4. MEMBERSHIP

- 4.1. Members are appointed by the Council.
- 4.2. Council shall appoint suitably qualified or experienced individuals to be Members of the Committee based on its purpose, being:
 - One Councillor as Chairperson
 - One Councillor as Member
 - One Senior Community Member
 - One Youth Community Member
 - One Representative from the Department of the Chief Minister and Cabinet
 - Maximum three representatives from key government and community organisations
- 4.3. The Mayor will be an ex-officio Member.
- 4.4. Council staff will attend in an advisory capacity, to provide information and updates. Staff do not hold voting rights and do not participate in group decisions unless invited to by the committee.

5. TERMS AND VACANCIES

- 5.1. Membership term of a Councillor will be for one year, by nomination at an Ordinary Council Meeting.
- 5.2. Membership term for all other Members will be for two years from date of appointment.
- 5.3. Council officers will invite relevant key community organisations to hold representation on the Committee.
- 5.4. Representatives shall be nominated by the appointed organisations.
- 5.5. A Member who fails to attend three consecutive meetings without providing an apology to the Chairperson is considered to have resigned their membership.
- 5.6. Following the confirmed resignation of a member, Council will actively fill the position.
- 5.7. The Terms of Reference and membership profile will be reviewed by the Committee every two years from the commencement of the Committee term, or as required.

6. COMMUNITY MEMBER SELECTION PROCESS

- 6.1. In considering expressions of interest, applicants are expected to:
 - Hold a special interest in the Diversity, Accessibility, and Inclusiveness for the Palmerston community
 - Contribute positively to the work of Committee by actively participating in meetings
 - Represent community interest as a whole and not as individual interest
 - Be respectful of diverse views and work collaboratively
 - Be a resident of Palmerston
 - Meet the requirements of a senior or youth for representative membership
- 6.2. Community representatives can be considered by submitting an Expression of Interest Form, which is available on the Council website [HERE](#).
- 6.3. Submissions received will be submitted to a confidential Ordinary Council Meeting for consideration.

7. MEETINGS

7.1. Notice of Meetings and Business Papers

The Chief Executive Officer will convene meetings and will distribute business papers no later than three business days prior to a meeting.

7.2. Meeting Schedule

7.2.1. Meetings will be held quarterly, or more frequently as required.

7.2.2. The meeting schedule will be proposed to the committee in the last meeting of the quarter and submitted to the next Ordinary Council Meeting for endorsement.

7.3. Attendance

7.3.1. Meetings are open to the public unless confidential business is being considered.

7.3.2. Guests or community network Members may be invited to attend meetings by the committee to provide advice or updates on relevant matters.

7.4. Quorum

Quorum consists of a majority of committee Members holding office at the time of the meeting, maintaining one Councillor as the Chairperson. If no Councillor is available, the meeting will be postponed.

7.5. Chairperson Responsibilities

7.5.1. To ensure meetings are conducted in accordance with the *Palmerston (Procedure for Meeting) By-Laws*, legislation, Council policies and according to the agenda.

7.5.2. Ensuring all discussion items end with a decision, action, or appropriate outcomes.

7.5.3. Should the Chairperson be unable to attend a meeting, the alternate Councillor or Mayor shall perform the duties of Chairperson.

7.6. Voting

7.6.1. For voting purposes, the Chairperson shall accept motions moved and seconded by Members of the Committee, by show of hands.

7.6.2. A Committee decision is by majority vote of voting Members present at a meeting.

7.7. Minutes

Meeting minutes will be distributed to Members within ten working days after a meeting and presented to Council at its next Ordinary Council Meeting.

8. REMUNERATION

8.1. Entitlement

8.1.1 Community Members of the Community Wellbeing Advisory Committee shall receive remuneration of \$200 per meeting attended.

8.1.2 Members entitled to this remuneration include:

- Senior Community Member Representative
- Youth Community Member Representative

8.2. Applicable Meetings

Remuneration is applicable for attendance at formally convened committee meetings.

8.3. Exclusions

Remuneration does not apply to informal meetings, workshops, or other activities outside the scope of formally convened committee meetings.

8.4. Payment Process

Payment will be processed by City of Palmerston's finance department following confirmation of attendance in the meeting minutes.

9. CONDUCT

9.1. Conflicts of interest

Committee Members must declare any real or perceived conflicts of interest on the approved Council form when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda items.

9.2. Code of Conduct

All Committee Members are required to abide by Schedule 1 of the *Local Government Act 2019*, the Code of Conduct for Elected Members and Committee Members.

9.3. Committee Representation

Committee Members must not speak on behalf of Council or the Committee without the approval of the Chief Executive Officer. Failure to abide by this requirement will constitute grounds for removal from the Committee.

10. PERFORMANCE REVIEW

The Committee will provide an annual summary of the Committee's performance to Council prior to the end of the financial year.



COMMITTEE NAME	Community Wellbeing Advisory Committee	TYPE	Council Advisory Committee
OWNER	Chief Executive Officer	RESPONSIBLE OFFICER	General Manager Community
APPROVAL DATE	21/01/2025	NEXT REVIEW DATE	January 2027
RECORDS NUMBER	615407	COUNCIL DECISION	10/1700