



Healthy Lifestyle Group (HLG)

TERMS OF REFERENCE

PURPOSE:

To advocate for and increase opportunities for the broader Bundaberg community to adopt active and healthy lifestyles.

ROLE:

By developing and strengthening partnerships for lead agencies, all tiers of government to advocate, plan and implement healthy and active lifestyles and support local environments.

WE WILL ACHIEVE THIS THROUGH THE FOLLOWING GOALS:

- Advocate and promote healthy lifestyle initiatives
- Lobby relevant agencies and governments
- Identify, encourage and support participation of key sectors and stakeholders to build community capacity
- Identify, implement and review priorities in an annual action plan
- Implement and review the Communication Strategy to raise the awareness of the role of the group in the community.

CORE MEMBERSHIP OF HLG:

Membership will be inclusive of key community organisations, various levels of government and inclusive of culturally and linguistically diverse representation with a professional interest in Healthy and Active Lifestyles.

RESPONSIBILITIES OF CORE MEMBERS:

- Actively participate in the role of HLG;
- Provide a professional and representative viewpoint, disregarding personal opinion or individual agendas;
- Regularly inform their respective departments or organisations of HLG initiatives and outcomes.

NETWORK MEMBERS:

- Comprises individuals and organisations that have common interests with the purpose and role of the HLG
- Network members participate in information sharing, communication and implementation of HLG initiatives.

DECISION MAKING:

- Decisions will be based on evidence, likelihood of success and available capacity and resources.
- It is preferred that consensus be reached, if not possible, the decision is to be determined by a majority of members present.
- Members need to be aware that decisions may be made in their absence.

COMMUNICATION:

- Network members maintain communication with HLG via email network, attendance at selected HLG Meetings and Working Group participation.

MEETING DETAILS:

LOCATION:

School of Arts meeting room, 184 Bourbong Street, Bundaberg

MEETING FREQUENCY:

Meeting held first Wednesday monthly

DURATION:

1.5 Hours (10.00am – 11.30am)

FACILITATOR:

The HLG Facilitator will be appointed annually

CHAIRPERSON and SECRETARY:

Will be on a rotational basis for each meeting

MINUTES:

Minutes will be distributed by the Facilitator

AGENDA:

Agenda to be prepared prior to the meeting with contributions invited from the group

All other correspondence will be disseminated as per the HLG communication plan

WORKING GROUPS:

Working groups will be established as projects arise and meeting times be determined by the working group members

LEGAL:

The HLG is not a legal entity and as such has no authorisation to enter into any legal or financial arrangements.

CURRENT FACILITATOR DETAILS:

Sport and Recreation Team
Community and Cultural Services
Bundaberg Regional Council
Ph: 07 4130 4170

Email: sportandrec@bundaberg.qld.gov.au

The Terms of Reference is to be reviewed annually

TOR Confirmed: December 2010