



## **LITHGOW CITY COUNCIL Men's Health Advisory Committee**

### **Terms of Reference**

#### **Working Party Name: Men's Health Advisory Committee**

#### **Establishment**

The Men's Health Advisory Committee is established under section 355 of the Local Government Act 1993 by resolution of Council

#### **Resolutions**

#### **Delegations**

The Men's Health Advisory Committee has no delegations from the Council other than to convene working parties to research and report on Men's issue for report back to committee and ultimately Council. No member of the Committee has authority to speak on behalf of Lithgow Council.

#### **Financial Arrangements**

The Men's Health Advisory Committee has no power to commit nor expend any Council funds.

#### **Term of the Men's Health Advisory Committee**

The Men's Health Advisory Committee shall operate for the term of Council

Council reserves the right to dissolve the Men's Health Advisory Committee at any time by a motion successfully carried in Council.

#### **Working Party Responsibilities**

The principal responsibilities of the Men's Health Advisory Committee are to:

- Undertake Research to identify existing groups that have been formed to advocate welfare and health issues for men and to liaise with those groups accordingly.

- Identify areas in which men suffer detriment and disadvantage in health and welfare.
- Examine and report on the potential for establishing an entity external to Council capable of advocating for relevant Health and welfare issues on behalf of men.
- Examine and report on the reasons for the increasing rate of suicide in men, particularly under the age of 35 years.

### **Working Party Membership**

The Men's Health Advisory Committee will comprise 7 community members including two councillors supported by Council Administration. The community members will be selected from those that respond to an invitation to apply for membership extended publicly by Council.

### **Working Party Member Responsibilities**

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's OHS system objectives and instructions.

### **Appointment**

All members of the Men's Health Advisory Committee will be appointed by a resolution of the Council.

### **Executive Support**

Council Administration will provide executive support for the duration of the life of this working party and will:

- be responsible for preparing the agenda and minutes of working party meetings and Men's Health Advisory Committee
- be responsible for preparing a report to Council containing the minutes; and, providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Men's Health Advisory Committee the outcome and resolutions of the Council regarding each recommendation.

## **MEETING PRACTICE**

### **Code of Meeting Practice**

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the working party unless otherwise outlined below.

### **Office Holders**

The Chair of the Men's Health Advisory Committee shall be a member of Men's Health Advisory Committee This position shall be determined by an election at the first meeting of the term of the Men's Health Advisory Committee.

### **Frequency of Meetings**

Meetings shall be held as required by the Men's Health Advisory Committee.

### **Meeting Protocol**

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all members.

### **Minutes and Reports to Council**

- Minutes of meetings will be kept of all meetings and will be reported to the Men's Health Advisory Committee



## **9. GOVERNANCE**

Policy 9.12

**MEDIA AND SOCIAL MEDIA POLICY**

Version 2

## **9. GOVERNANCE**

### **9.12 MEDIA AND SOCIAL MEDIA POLICY**

#### **1 OBJECTIVES:**

- a) To provide a policy for the release of information relating to Council business through media outlets.
- b) To endorse Council's use of social media for the dissemination of information and to facilitate discussion as part of a community engagement strategy.
- c) To clearly identify authorised spokespersons on behalf of Council.
- d) To provide guidelines to those authorised spokespersons when making statements regarding Council business.

#### **2 DEFINITIONS**

##### **Media**

The term commonly given to various means of communication that reaches a broad cross-section of the community such as television, radio and newspaper.

##### **Social Media**

The term commonly given to web-based tools that allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

This includes blogs, message boards, social networking websites (such as Facebook, twitter, LinkedIn, MySpace) content sharing websites (such as Flickr, YouTube) and many other similar online channels.

#### **3 PURPOSE**

The purpose of this policy is to inform the community of Lithgow City Council's use of media and social media platforms for the distribution of information and community consultation pertaining to the business of Council.

## **BACKGROUND**

Lithgow City Council is committed to making the best use of all available media to improve communication with the public. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the different communities we serve.

Social media and the media are the Council's most important channels of communication with the community. They are effective mediums which the Council works with to provide factual and positive information on policies, initiatives, performances and achievements.

It is important that any potential risks are managed through a common-sense approach and framework as well as proactively monitoring the development of such applications.

It is important that the Council builds on its relationship with the media and the community and continues to issue timely, informative and interesting media releases and to provide other information as necessary.

It is also important that each media release and the distribution of information through social media is approved through the correct Council channels.

## **4 LEGISLATION**

Actions and comments are governed by various legislative and Council requirements.

Councillors and staff members may expose themselves to legal action or sanctions under these requirements unless complying with this policy and relevant Standard Working Procedures.

The following legislation is applicable to this policy:

- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Copyright Act 1968
- Defamation Act, NSW 1974
- Privacy Act, 1988
- Lithgow City Council policies
- Lithgow City Council Code of Conduct
- Workplace Surveillance Act.

## **5 AUTHORISED REPRESENTATIVES**

Statements, relating to Council business, can be made to the media or via social media in the form of a media release or a comment by:

- (a) the Mayor (or Deputy Mayor in the Mayor's absence);
- (b) a Councillor nominated by the Mayor;
- (c) the General Manager;
- (d) a staff member nominated by the General Manager.

Statements by authorised representatives will only relate to policies and resolutions adopted by the Council and other initiatives and activities the Council is involved with. Comments are to be made on behalf of the Council.

The Council's General Manager or authorised staff may provide information on the Council's operational matters and respond to specific inquiries on policy interpretation or guidelines. They may exercise discretion to determine the appropriateness of the response and where such matters should be referred to the Mayor or Council for endorsement of a policy. Authorised persons are entitled to decline comment.

These guidelines do not apply to personal Letters to the Editor, Councillors and employees are able to issue personal letters that make no reference to their relationship with Council if it is considered appropriate.

## 6. CONFIDENTIAL DOCUMENTS

Confidential information will not be released by Council via any form of media or social media.

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