

# **Alliance of Councils for Albury Wodonga Region Health Services**

## **Terms of Reference**

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### **SCOPE**

This group is an independent collective of Councils from the Albury Wodonga Health District and is established solely for the purpose of advocating on matters related to hospital services and healthcare provision.

### **EXTENT OF AUTHORITY**

This group serves in an advisory and consultative capacity. All decisions relating to advocacy for hospital services and healthcare provision remain the responsibility of the elected councillor group of the respective council, in accordance with the Local Government Act 2020 (Vic) and the Local Government Act 1993 (NSW).

### **PURPOSE**

The Alliance of Councils for Albury Wodonga Health District (the Alliance) is united in advocating for health services to provide for the region's growing cross-border communities.

This shared purpose underpins all collaborative efforts and guides the Alliance's actions.

Adopting a set of guiding principles provides a framework for cooperation.

The guiding principles emphasise:

- building trust and respect between members,
- timely and relevant information sharing,
- strategic and united leadership, and
- agreed protocols for public statements.

These principles ensure that members act in good faith, uphold the Alliance's purpose and maintain a strong, credible position in advocacy for a new hospital.

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### MEMBERS

Members will comprise the Mayors, Deputy Mayors and Chief Executive Officers of the following councils.

<b>Victorian Councils</b>	<b>NSW Councils</b>
Alpine shire Council	Albury City Council
Benalla Rural City Council	Edward River Shire
Indigo shire Council	Federation Council
Mansfield Shire Council	Lockhart Shire Council
Moira Shire Council	Murray River Council
Towong Shire Council	
Wangaratta Rural City Council	
Wodonga City Council	

For the purpose of clarity, Council staff are ex-officio.

### Observers and guests (not limited to below):

<b>Organisations</b>
Better Border Health
Border Medical Association
Other council staff may be invited as required by respective CEO's

### PRINCIPLES

#### Trust and Respect

The Alliance is built on mutual trust, professional respect, and a shared commitment to act in the best interests of our communities. Members will engage openly, constructively, and in good faith, recognising the diversity of views and obligations across jurisdictions.

#### Information Sharing

The Alliance will share timely, relevant, and accurate information to strengthen collective understanding, identify opportunities, and provide strategic leadership on cross-border health and infrastructure needs. Information must be balanced, evidence-based, and managed with regard for privacy, governance, and legal obligations.

#### Confidentiality

All parties involved shall respect and maintain the confidentiality of any information, data, or materials obtained in the course of performing the activities outlined in these Terms of Reference.

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Such information shall not be disclosed to any third party without prior written consent from the originating party, except where disclosure is required by law. All participants must ensure that confidential information is stored, handled, and communicated securely and used solely for the purposes of fulfilling the responsibilities described in this document.

### **Strategic Communication and Public Statements**

Public statements will reflect the Alliance's shared position and be delivered with strategic intent. This ensures consistency, reduces reputational and legal risks, and maintains the integrity of the Alliance.

Members are expected to observe Chatham House Rules. Confidential information must not be shared unless with the permission of the relevant CEO.

### **MEETINGS**

Meetings shall be scheduled as determined by the Alliance, or at the discretion of the Chairperson.

Matters will be listed on the agenda for the purpose of debating or building consensus.

Decisions made by the Alliance do not bind member councils, and where appropriate are subject to a decision of each council.

### **QUORUM**

A quorum is a member from Albury City and Wodonga Council plus one other member Council.

### **VOTING RIGHTS**

Each member organisation shall be entitled to one vote on all matters requiring a decision. No organisation may exercise more than one vote, regardless of the number of representatives present.

### **ADMINISTRATION**

Meetings will be conducted as required, aiming for quarterly unless otherwise directed by external influences. Working groups may also supplement the main group to complement the purpose and obtain more information on particular topics.

The CEO associated with the Chairperson will provide administrative support and will coordinate the implementation of actions in association with other CEOs, as appropriate. If operational or other circumstances prevent this, a decision of the group will determine which Council's CEO will undertake the administrative functions of the Alliance.

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## **DECLARATIONS**

If a member of the Alliance has a conflict of interest in any matter, the member must declare and manage the conflict in accordance with the appropriate legislation and policy of the individual Councils.

## **REVIEW**

The Chairperson, in consultation with all Alliance members, may initiate a review of the Alliance at any time to ensure it is meeting its purpose.

The review will be conducted on a self-assessment basis (unless otherwise determined by the members) with appropriate input sought from the members.

At least once every four years the Alliance members will formally review and adopt the Terms of Reference.