

## Terms of Reference

Name: Active and Healthy Ageing Community Advisory Committee

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Approved by: Council

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Date Approved: 18 October 2022

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Last reviewed: September 2022

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### 1. PURPOSE

The purpose of the Active and Healthy Ageing Community Advisory Committee is to provide information, support and advice to Council on the interests, wellbeing and needs of people over the age of 60 within the local community.

### 2. OBJECTIVES

- 2.1. To inform Council on the emerging needs, issues and barriers facing seniors within Maribyrnong, and act as conduit for the exchange of information and views between the communities on issues affecting the lives of people over the age of 60.
- 2.2. That the Active and Healthy Ageing Community Advisory Committee collaborates with Council and the community in raising awareness of ageing and promotes a culture of responding to the needs and aspirations of people 60 years and above.
- 2.3. Support a human-rights based approach, where people of all ages and abilities are included, respected and welcomed within the City of Maribyrnong.
- 2.4. To consider and provide advice to Council on key initiatives and programs where people from all ages and abilities are included, respected and welcomed within the municipality
- 2.5. To promote the independence, wellbeing, autonomy and quality of life through the ageing journey.
- 2.6. To actively promote the substantial positive social and economic contribution people over the age of 60 make to the broader community

### 3. DEFINITIONS

- a) **Deputy Chairperson** means an alternative delegate, in the absence of the Chairperson.
- b) **Chairperson** means either the Councillor as appointed by Council, or a relevant Senior Officer of Council Staff, or delegate.
- c) **Group** means the Maribyrnong Active and Healthy Ageing Community Advisory Committee.
- d) **Community Member** is a member of the Group who is not a Councillor or a member of Council staff.
- e) **Council** means Maribyrnong City Council
- f) **Councillor** means a Councillor of Maribyrnong City Council.
- g) **Council Officers** means employees of Maribyrnong City Council.

#### 4. ROLE AND RESPONSIBILITIES OF GROUP MEMBERS

The role of the Member is to support Council by providing information and considered advice on the needs of people over the age of 60 within Maribyrnong City Council area.

The role of Member is to also support Council in promoting and advocating for the needs of seniors over the age of 60, and when appropriate, to help disseminate key Council information to the community.

The core responsibilities of the Group are:

- a) Assist Council in understanding the lived experience, local needs and issues associated with people over the age of 60, their families and communities.
- b) Provide a forum to engage and strengthen stakeholder relationships, networks within Maribyrnong
- c) Identify and advocate for new initiatives and partnership opportunities with Council and people over the age of 60, Victorian Government, community organisations and the private sector.
- d) Provide advice to Council on projects, programs and/or initiatives that would benefit from a seniors perspective.

#### 5. MEMBERSHIP

The Group will be convened by Council and shall comprise:

- a) One Councillor as Chairperson and 2<sup>nd</sup> Councillor as Deputy Chairperson.
- b) At least one senior Council Officer from the Community Service Directorate.
- c) Up to 10 community members.

- d) Up to 3 representatives from community controlled organisations, agencies or service providers who have a strategic link with senior communities in Maribyrnong.

A broad representation of the community will be sought, based on ensuring a balance of gender, cultural diversity and disability backgrounds.

## **6. DATES, TIMES AND PLACES OF MEETINGS**

Times and dates of meetings of the Group shall be at the discretion of the Chairperson, after seeking the views of Members and the Chief Executive.

The Group will hold up to six (6) meetings throughout the year. Additional meetings throughout the period will be subject to the approval of the Chairperson.

Meetings shall be held at the Maribyrnong Town Hall or virtually via zoom.

An agenda for meetings held, will be delivered to each Member at least 48 hours prior to the date of each meeting.

## **7. MEMBERSHIP AND ATTENDANCE**

### **7.1. Appointments to the Group**

Council shall undertake an expression of interest process calling for community members to establish the Group.

The following criteria shall apply for the selection of Members:

- a) Applicants must have a connection with the City of Maribyrnong e.g. live, work, study or have another demonstrated affiliation with the municipality;
- b) Qualifications, skills and other attributes of the applicant;
- c) A broad geographic distribution of applicants, in terms of the physical location and connection within municipality;
- d) Broad representation of applicants that reflect the diversity of Maribyrnong;
- e) Applicants must have an understanding of needs and aspirations of people over the age of 60 and communities within Maribyrnong.

### **7.2. Guest Speaker**

The Group may invite suitably skilled persons to attend a meeting at the request of the Chairperson as a guest speaker.

The role of the guest speaker is temporary and consultative and does not form part of the quorum.

### 7.3. Term of Appointment

Councillor members shall be appointed as members of the Committee for a period of one year, and will be appointed in November each year.

The period of appointment for Community members shall be for a maximum of two years.

### 7.4. Attendance

A Member shall endeavour to advise the Chairperson and/or Council Officer/delegate of non-attendance at any meeting.

### 7.5. Failure to Attend Meetings

Any Member who is unable to attend three (3) consecutive Group meetings shall notify the Chairperson or Council Officer/delegate in writing as to their availability to continue to be a member of the Group.

### 7.6. Resignation of a Member

A Member may resign from the Group by advising the Chairperson or Council Officer in writing.

### 7.7. Termination of Appointment

Council Officers may terminate a Member's appointment, declare the position vacant and seek to appoint a new member, should a Member breach the Terms of Reference for this Group.

## 8. CONFLICT OF INTEREST

Members must disclose a Conflict of Interest in accordance with the *Local Government Act 2020*.

In the event of a Conflict of Interest arising the Member:

- (a) Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.
- (b) Must leave the room and not participant in any discussion and/or decision.
- (c) The disclosure must be recorded in the meeting minutes.

## 9. QUORUM

A quorum is the majority of appointed Members, but must include either the Chairperson or Acting Chairperson.

If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse. If a quorum fails after the commencement of the meeting, the meeting shall lapse.

Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Group.

## 10. CHAIRPERSON

One Councillor as Chairperson and 2<sup>nd</sup> Councillor as Deputy Chairperson.

## 11. DUTIES AND DISCRETIONS OF THE CHAIRPERSON:

- a) Act as the Chairperson of the Group, as appointed by Council.
- b) Acknowledge and value the diverse views of all Group members.
- c) Listen to, and represent the views of the Group by acting as the link between the Council and the Group.
- d) Must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Group member, member of Council staff, or member of the community.
- e) Must call to order any person who is disruptive or unruly during any meeting.

## 12. OPERATIONS

The Group has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council's consideration.

The Group shall follow the general consensus principle, when determining its preferred position on matters under discussion.

Members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations.

The Council will provide the necessary support to assist the Group to function effectively including:

- (a) Maintaining contacts details of members.
- (b) Preparing and distributing agendas and prior reading materials.
- (c) Preparing and distributing meeting minutes.

### 13. CONFIDENTIALITY

Information discussed, received, used or created by the Group is confidential, unless otherwise stated by the Chairperson.

A Member must not disclose, discuss or make public confidential information, unless authorised by Council Officers.

A Member must not permit any person who is not a member of the Group to view, read, and photocopy, make notes of or in any way record confidential information, unless authorised by Council Officers.

### 14. REVIEW

A review of the role, function, membership and productivity of the Terms of Reference will be conducted once every four years or as required to ensure currency, effectiveness and stakeholder engagement.

Council retains the right to:

- (a) Review, amend or alter the operations and membership of this Group as it deems appropriate and necessary.
- (b) Revoke these Terms of Reference at any time.

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**Date of Lodgement:**

**Date of Review:**