

# Positive Ageing Advisory Committee

## Terms of Reference

### Name

Positive Ageing Advisory Committee (PAAC)

### Introduction

The Positive Ageing Advisory Committee (PAAC) was established as an advisory committee by Council in 2018.

### Policy Statement

The PAAC is an advisory committee in which community representatives can discuss, advise on and action ideas around opportunities and challenges related to ageing in Nillumbik.

### Goal

That Nillumbik has an older population that is informed, connected and supported to live well and age even better.

### Objectives

- Support the implementation and delivery of actions within Council strategies and plans relating and concerning older people
- Advocate on barriers and/or issues affecting older people to age well in Nillumbik
- Consult with and represent the voice and interests of older residents
- Respond to and provide input and feedback on proposed strategies, policies or action plans developed by Council
- Provide a forum to discuss, facilitate and support local initiatives (where possible) that aim to promote healthy and active ageing across Nillumbik
- Provide a mechanism for Council to communicate, consult and engage more effectively with the wider Nillumbik community
- Act as Ambassadors for positive ageing by actively promoting news, events, activities and issues relating to older people in Nillumbik

### Membership

The PAAC will consist of up to 14 members, and will include representation from:

- Representative/s of the Nillumbik Shire Council (Councillor/s)
- Up to ten (10) community representatives will be selected to represent the diverse and varied needs of the older community in Nillumbik including but not limited to living in rural Nillumbik, LGBTIQ+, Aboriginal or Torres Strait Islander, Carers, People with a Disability, and Culturally and Linguistically Diverse communities.

- Up to four (4) representatives of local aged care service providers, or community organisations providing services and programs for older people in Nillumbik.

Council endeavours to maintain the composition of the PAAC at 5:2 of community representatives and service provider representatives.

All Advisory Committee positions are unpaid positions.

### **Council Directorate**

The PAAC falls within Council's Community Services Directorate and will be resourced by Council's Ageing Well team.

### **Meeting frequency**

Meetings are held on the first Friday of every second month between 10.30am – 1.30pm unless otherwise arranged by a Council Officer due to special circumstances.

Meeting days and times may change as voted on by the committee and where quorum has been met.

Subcommittees and working groups for specific projects may be convened as required and meet on a more regular basis.

### **Endorsed by Council**

These Terms of Reference were endorsed by Council on 13 December 2022.

### **Next review date**

February 2027

## **Informal Meetings of Councillors and Conflicts of Interest**

The Advisory Committee is considered an Informal Meeting of Councillors as defined in Clause 19 of Council's Governance Rule - Meeting Procedure.

An Informal Meeting of Councillors Record must be completed and sent to Council's Governance team as soon as possible at the completion of the meeting for inclusion in the Agenda for the next Council Meeting.

The Informal Meeting of Councillors Record must outline:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor, Committee member or Council staff member; and
- whether an individual who has disclosed a conflict of interest leaves the meeting.

The Minutes of the meeting, including the matters discussed at the meeting must be tabled at the next convenient Council Meeting and recorded in the minutes of that Council Meeting.

Conflicts of Interest as defined by sections 126-131 of the Local Government Act 2020 Councillors, Committee members and Council staff are expected to understand the concept of conflicts of interest in the Local Government Act 2020 and follow Council's procedure for disclosure in the Governance Rule – Decision-making.

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### **Co-opted members and Working groups**

- The Advisory Committee may invite suitable people to join in an advisory capacity, for a specified purpose and for a specified period of time.
- Where appropriate, working groups and subcommittees may be established to provide an opportunity for members to work collaboratively on specific projects or issues. A working group or sub-committee member will be nominated to provide feedback at advisory committee meetings.
- Membership of the working groups will be open to members and non-members.

### **Recruitment Process**

Nominations for appointment of individual members shall be invited through local media and Council publications. Invitations will also be circulated through relevant Council Committees and networks. Representatives of key organisations will be recruited directly by Council staff members, and from other organisations will be sought through advertising.

## ***Selection Criteria for Membership of the Positive Ageing Advisory Committee***

Nominees for membership must be able to demonstrate:

- Living, working or engaging in activities in Nillumbik Shire.
- Qualification skills and expertise in a specific area – where necessary depending on the issue/project/topic, and or lived experience
- A strong understanding of the local community and the social, cultural and economic influences on ageing
- Good knowledge and understanding of the local issues that are relevant to ageing in Nillumbik.
- Endorsement by their own organisation (if appropriate)
- An ability to represent a broad range of views that reflect the diversity of the ageing community.
- Strong community networks and linkages.
- An ability to constructively participate in an advisory capacity.
- A willingness to contribute positively to meetings in a fair and unbiased manner.
- An ability to look beyond personal interests for the benefit of the community and residents in the Shire.
- An ability and willingness to encourage participation from and provide feedback to the community regarding an issue.
- A capacity to commit to the Advisory Committee for the required duration.
- A willingness to celebrate the success and achievements of the issue/s.

In addition to the above, representatives of organisations may be selected on the basis of that organisation:

- Having involvement and providing services and programs to older Nillumbik residents
- The nature of the service the organisation provides to older Nillumbik residents.
- Having capacity to provide a consistent representative for a two-year term.
- The resources and expertise that the organisation can offer the Committee.

All Advisory Committee applications will be considered based on the Key Selection Criteria and Application.

### ***Selection Panel to make recommendation of members on Advisory Committees***

- Senior member of Council (CEO or Director/Executive Manager – or delegated Manager)
- Nominated Council staff member from the specific service area related to the issue
- Senior Manager of a local provider or local industry (if appropriate)

A recommendation about the membership is made for the endorsement of Council.

It is noted that once the committee has been appointed, this selection panel is disbanded.

A Councillor must not participate as a selection panel member because in doing so it will trigger the conflict of interest provision of the Local Government Act 2020 whereby they will have to remove themselves from the decision making process at Council.

### **Gender Equality, Diversity and Inclusiveness**

The Gender Equality Act 2020 commenced on 31 March 2021 and seeks to improve workplace gender equality in the Victorian public sector, universities and local councils.

Local councils are required to promote gender equality in policies, programs and services that impact the public. The committee will actively consider how community members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if there are any barriers which may hinder these groups from accessing these policies, programs or services.

### **Term of appointment**

- Members will be appointed for a two-year term from date of endorsement
- Members completing their two-year term may re-apply for a further two-year term (for a maximum total of 4 years)
- Should a member wish to resign prior to their term of appointment finishing, written notification (via email and/or mail) must be given to the Council Officer of their intent
- A members' term of appointment may also cease if they fail to attend three consecutive meetings without notice of an apology
- Where a member resigns before the end of their term, a replacement committee member may be appointed by a Council Officer

### **Role of Councillor**

The role of the Councillor is:

- To act as Chairperson of the Advisory Committee.
- To be the link between Council and the Advisory Committee.
- To table issues and concerns to Council on behalf of the Advisory Committee.

Should the Chairperson be absent from the meeting, the Advisory Committee is to appoint a temporary Chairperson by a majority vote of those members present.

### **Observers**

When observers are invited to attend Advisory Committee meetings, their role is to observe only unless called upon by the Chairperson to participate.

## **Executive Support**

Council's nominated Department or team managing the Advisory Committee will provide executive support to the Advisory Committee.

## **Public statements**

Members of the Committee cannot make public statements on behalf of Council.

## **Quorum**

Decisions can only take place with a quorum defined as the majority of the total number of committee members.

## **Member responsibilities**

- Commit to serving for two (2) years
- Prepare for, attend and actively participate in regular group meetings
- Keep the committee informed of current developments, issues and concerns relating to positive ageing
- Be aware of the activities, interests and concerns of residents, organisations and groups in the Shire
- Help disseminate and communicate information to the Nillumbik community
- Respond to requests for input into and/or feedback on Council activities, policies and reports
- Represent the diverse needs and interests of older people across Nillumbik Shire rather than individual interests or issues, and personal concerns

## **Code of Conduct**

- Work collaboratively
- Be respectful of other members and open to new ideas and ways of thinking.
- Contribute openly, honestly and constructively to the discussion of the Committee
- Respect other members and recognise and encourage individual values, diversity of views and experiences

## **Accountability and Extent of Authority**

- All Advisory Committee members have an active role to provide feedback and advice to Council on issues relating to the aims and objectives of the Advisory Committee within the municipality.

- All Advisory Committee members participate in discussions at Advisory Committee meetings.

All Advisory Committee members have an advisory role and do not hold any authority to make decisions or commitments on behalf of Council.

### **Monitoring and reporting**

- The minutes of Advisory Committee meetings will be circulated to members via email for confirmation, and then placed on Council's Advisory Committee website for viewing.
- All Committee minutes will be presented to Council at the next available Council Meeting for noting.
- Recommendations and requests arising from Advisory Committee meetings will be presented to Councillors for consideration. Where this occurs, the request will require the majority support of the Advisory Committee members present. Responses to recommendations will be determined based on Council's legislative role, stated commitments in Council's policies and plans and budgetary processes.
- Unless the Council staff member managing the Advisory Committee holds the appropriate delegation from Council to act on formal advice provided by the Committee, that advice must be referred to Council for formal resolution to act. Where formal advice provided by the Advisory Committee cannot be acted on with the delegated power of Council staff, it must be referred to Council for formal resolution before being acted on.

### **Evaluation and Review**

The Advisory Committee Terms of Reference and membership will be reviewed and evaluated on an annual basis or as required for any significant changes.

### **Support to participate in meetings**

Council will provide reasonable support for members to participate in the meetings. This will be negotiated with the members as needed.

### **Induction and Orientation**

An induction and orientation process will occur for all members at the beginning of the term of the Advisory Committee. This process will include:

- Briefing members on the expectations and requirements of membership of the Advisory Committee.
- Providing members with an overview of the advisory structures (including working groups and subcommittees) and decision making processes of Council.

- Introduction to the Council Plan and other relevant Council policies, strategies and plans.
- An overview of key issues relating to the aims and objectives of the Advisory Committee.
- Establishing clear objectives and priorities for the two-year term of the Committee.
- Reviewing Advisory Committee Policy and expectations of members at Advisory Committee meetings and each member signing a declaration to abide by the conduct Obligations
- Providing information to members to ensure their understanding of obligations relating to:
  - Conflicts of interest
  - Confidentiality
  - Privacy
  - Health and safety, equal opportunity, bullying and harassment
  - Child Safe Standards
  - Social Media Protocol

### **Confidentiality**

Councillors and other members of Advisory Committees established by Council must not disclose information defined in section 3(1) of the Local Government Act 2020 as “confidential information”.

### **Privacy**

Councillors and committee members on advisory committees established by Council are subject to the requirements of the Privacy and Data Protection Act 2014 and Council’s Information Privacy Policy.

### **Breaches**

Breaches of the Advisory Committee Policy or Terms of Reference will be dealt with under the Advisory Committee Policy.

### **Relevant Council Policies and Strategies**

- Nillumbik Shire Council Advisory Committee Policy
- Council Plan 2021 – 2025 and Council Plan 2025-2029
- Municipal Public Health and Wellbeing Plan 2021 – 2025 and MPHWP Plan 2025-2029