

Positive Ageing Advisory Committee

TERMS OF REFERENCE

1. Purpose

The Positive Ageing Advisory Committee will advocate for and provide feedback and advice on behalf of Greater Bendigo's older adults on matters of concern related to positive ageing and receive information from the Council to share with their networks.

1.1 The Committee's objectives are:

- 1.1.1. To increase opportunities for Greater Bendigo's older adults to participate in and contribute to activities across the Greater Bendigo community.
- 1.1.2. Advocate for the improvement of physical and mental wellbeing of Greater Bendigo's older adults.
- 1.1.3. To integrate the needs and interests of older adults into relevant City plans, projects and initiatives

Council will take the advice and feedback of the Committee into consideration, wherever possible, when developing new plans, services and strategies relevant to older adults. Feedback on how this advice is used by the Council will be provided to the Committee.

2. Membership

2.1 Membership of the Committee shall not exceed 17 persons. Community representatives on the Committee should be aged 50 or above.

2.2 The Committee's membership shall comprise:

2.2.1 Nominated Councillors who shall chair meetings

2.2.2 Community and organisational representatives that represent the diversity of older adult's interests, backgrounds, cultures, ages and experiences in Greater Bendigo.

2.2.3 City staff as deemed relevant to facilitate and organise meetings and other City Staff may attend particular meetings as guest speakers

3. Appointment of Members

- 3.1 Community and organisational representatives shall be appointed by Council following an expression of interest and interview process.
- 3.2 To fulfil membership requirements the EOI process will be publicly advertised and promoted. A panel will be convened to assess all EOI's, shortlist, conduct interviews and make recommendations to Council on member appointments.
- 3.3 In developing its member appointment recommendations for Council, the Panel will have regard for applicants':
 - 3.3.1 Demonstrated understanding of and commitment to positive ageing
 - 3.3.2 Current participation in community groups or activities that support positive ageing. Ability to maintain strong networks and communication pathways that foster exchange of information between the Committee and broader community
 - 3.3.3 Reflectiveness of the diversity of older adults in the Greater Bendigo community
 - 3.3.4 Willingness to support local government processes, including compliance with relevant policies and procedures, and the interests of the organisation.

4. Term of Appointment

- 4.1 Member appointments shall be for a two-, three- or four-year term.
- 4.2 Councillor appointments shall be for a twelve-month term.
- 4.3 Retiring members may apply for further membership terms without expectation of automatic renewal.

5. Cessation or Revocation of Membership

- 5.1 A member may resign from the Committee at any time by providing written notice.
- 5.2 The term of any newly appointed member shall expire at the same time as the member being replaced.
- 5.3 Given the resources required to advertise vacancies through a range of diverse mediums, a minimum of three member vacancies will be required in order to trigger a formal recruitment drive.
- 5.4 If a member misses more than three meetings in succession without informing the City staff, their membership may be revoked through the decision of the Committee;

5.5 Council and the Chief Executive Officer retain the right to revoke the membership of any member deemed to be acting outside the interests of the Committee, the City and Greater Bendigo's senior residents.

6. Conduct of Members

In performing the role of a Committee member, persons are required to:

- 6.1 Participate in an induction session at the commencement of each term.
- 6.2 Comply with relevant City policies e.g. the City's Human Rights Charter, Code of Conduct, Volunteer Policy and organisational values and behaviours.
- 6.3 Act honestly, declare any conflicts of interest and act respectfully with City staff, other Committee members and members of the public.
- 6.4 Not make improper use of their position or improper use of information acquired during their membership term.
- 6.5 No member is authorised to speak on behalf of the Committee without prior support from the Committee or the Chairperson.

7. Conduct of Meetings

Timing and frequency

- 7.1 Meetings will be held every six weeks during the working week at a time that is most convenient for the majority of members.
- 7.2 Special meetings may be called at the discretion of the Chairperson.

Agendas and minutes

- 7.3 The standard agenda items of Committee meetings will include:
 - Acknowledgment of Country.
 - Attendance and apologies.
 - Conflicts of interest.
 - Consideration / endorsement of previous meeting minutes.
 - Sharing of information from community group/s members represent
 - Other business.
- 7.4 The Committee, by resolution or through the Chairperson, may invite any individual, interest group, or agency representative to attend a meeting as a delegation or to present information that will assist the Committee in meeting its objectives.
- 7.5 Minutes of each Committee meeting will be recorded and distributed to all members, Councillors and the City's Executive Management Team.

8. Conflicts of interest

- 8.1 Where a member has a conflict of interest in relation to an item to be discussed, where if any decision made could result in a direct or indirect benefit or loss to them as opposed to a large sector of the community, the member must declare their conflict of interest to the Committee at the beginning of the meeting.
- 8.2 The provisions of the Local Government Act 1989 apply to Councillors members.

9. Insurance

- 9.1 Public Liability Insurance: Members of any Committee established by the Council under the Local Government Act or any other enabling legislation, whilst acting in that capacity within the scope of their duties for and on behalf of the Council, are provided with cover under the LMI Broadform Public and Products Liability and Professional Indemnity Insurance, subject to the LMI policy terms, conditions, endorsements, exclusions and deductible and the like.
- 9.2 Council appointed Committee members, whilst acting in that capacity within the scope of their duties for and on behalf of Council, are covered within the terms and conditions of the Council's LMI Public and Products Liability Insurance Policy for third party personal injury or damage to property (as defined) caused by an occurrence, and where applicable for breach of professional duty, in connection with the Business of the Council.
- 9.3 The City's insurance policies provide indemnity for personal injury, property loss, products liability and claims for breach of professional duty, subject at all times to the Policy "Conditions and Exclusions".

10. Dissolution

- 10.1 The Committee may, at any meeting, agree to disband.
- 10.2 The Council may - for any reason - resolve to disband the Committee and, upon written notice to that effect being given to Committee members, the Committee shall be disbanded.

11. Implementation and Review

- 11.1 A review report will be submitted to Council every two years detailing the activities and achievements of the Committee against its stated objectives and any recommendations for improvements. The report will also outline any suggested amendments to the Committee's Terms of Reference.

12. Resources Provided by the City

The City will provide support to Committee functions. This support will include:

- 12.1 Briefing the Chair on relevant issues and opportunities and suggested meeting agenda items.
- 12.2 Providing secretarial, technical and coordination support for Committee meetings, including organising guest speakers.
- 12.3 Provide a suitable venue for the Committee's meetings.

12.4 Updating the City's website on positive ageing activities and news.

13. Other Matters

13.1 Members are encouraged to provide feedback about participation experiences throughout the year during meetings, via agenda items or by contacting the Chairperson or City staff outside of meetings.

13.2 The last meeting of each year will involve evaluating the past year of Committee functioning, as well as planning for the following year.