

# POSITIVE AGEING ADVISORY COMMITTEE

## TERMS OF REFERENCE

### 1. BACKGROUND

- 1.1 By this Terms of Reference Document, the Ballarat City Council (Council) establishes the Positive Ageing Advisory Committee (Committee) pursuant to section 3 and 76AA of the *Local Government Act 1989* (LGA).
- 1.2 Council will establish from time to time various Advisory Committees. The purpose of advisory committees is to provide Council with expertise in relevant matters to assist its decision making for the Ballarat Community.
- 1.3 The Committee has the functions and responsibilities as set out in this Terms of Reference Document. The Terms of Reference Instrument sets out the structure and basis on which the Committee can make decisions for and on behalf of Council.
- 1.4 This Terms of Reference Document is authorised by a resolution of Council passed on February 22, 2012.

### 2. PURPOSE

In September 2007 Council commissioned the development of a Positive Ageing Strategy in response to the recent and future ageing of the population within the City of Ballarat. The ultimate goal of the strategy is to maximise the quality of life, participation and social recognition of seniors living in Ballarat.

The Committee is established to:

- 2.1 Ensure that Council has a strong connection across the whole of the Ballarat community and will continue to address the needs of people over the age of 55.

### 3. OBJECTIVES

The objective of the Committee is to advocate for positive ageing by:

- 3.1 Providing a senior's voice to Council to represent the interests of people over the age of 55;
- 3.2 Overseeing the actions, implementation and annual review of the Council's Positive Ageing Strategy 2008-2013.

### 4. ROLES AND RESPONSIBILITY

- 4.1 The role of the Committee is:
  - 4.1.1 To act as a peak advisory group and advocate on matters affecting people over the age of 55 within the Ballarat community.
  - 4.1.2 To be ambassadors for the Positive Ageing Strategy and promote the contribution that people over the age of 55 make to our community.

- 4.1.3 Assist in the implementation, annual review and monitoring of the Positive Ageing Strategy 2008-2013.
- 4.2 Committee members are expected to keep confidential all sensitive, commercial and personal information that the members encounter while being a member of the Committee.
- 4.3 As an Advisory Committee of Council, this committee has no authority to make any decision on behalf of Council, including authorisation of expenditure or make any commitments or decisions on behalf of Council.

## **5. MEMBERSHIP**

The Committee will consist of thirteen (13) members comprising:

- 5.1
  - 5.1.1 Six (6) representatives from the community including the Senior of the Year;
  - 5.1.2 Six (6) representatives from relevant community and/or government organisations, who represent the interests of people over the age of 55; and
  - 5.1.3 One (1) Councillor.
- 5.2 Members are appointed for a two-year term. The Senior of the Year will be appointed for a one-year term.
- 5.3 Members may re-nominate for a maximum of two consecutive terms.
- 5.4 Membership of the Advisory Committee must be endorsed by Council
- 5.5 All of the Committee members have voting rights.
- 5.6 Council will revise membership and voting rights of each Committee member as it sees fit.
- 5.7 The committee may co-op other people to the committee by resolution at any time.
- 5.8 Expressions of Interest will be invited via the local media to recruit for membership positions.
- 5.9 Membership will be made up of individuals with a diverse range of skills and knowledge that will assist the Advisory Committee to effectively meet its objectives.
- 5.10 Membership selection is in alignment with the key priority areas and actions outlined in the Positive Ageing Strategy 2008 – 2013.
- 5.11 Council will provide resources via the Positive Ageing Development Officer to support the committee including administrative support. The Positive Ageing Development Officer will provide progress reports against the implementation of the Positive Ageing Strategy at each committee meeting.
- 5.12 The Positive Ageing Development Officer may invite other Council officers to provide advice to the Committee as required.

## **6. MEETINGS**

- 6.1 Committee meetings must be conducted in accordance with:
  - 6.1.1 Council's Meeting Procedure Local Law; and
  - 6.1.2 The Committee's discretion, as exercised from time to time.
- 6.2 The Committee will meet bi-monthly, six times a year.
- 6.3 A quorum of the Committee will be half of the current members plus one
- 6.4 Voting will be by majority of votes.
- 6.5 All members are bound by the Interest Declaration requirements of the Local Government Act 1989.
- 6.6 Council may appoint a Chairperson for the Committee from time to time.
- 6.7 The Committee must appoint and reappoint a Chairperson and Deputy Chairperson annually at the first meeting of the year, held no later than February. Nominations for both positions shall be called for prior to the meeting.
- 6.8 If the Chairperson or Deputy Chairperson is absent from a meeting, the committee must appoint a Chair as its first order of business for the meeting

## **7. REPORTING**

- 7.1 The Committee is responsible for taking proper minutes of all meetings and preparing reports for the Committee's consideration in accordance with:
  - 7.1.1 Council's meeting procedure Local Law; and
  - 7.1.2 The Committee's discretion, as exercised from time to time.
- 7.2 The Committee must ensure appropriate records (Assembly Records) are forwarded to Council's Governance unit after each meeting.
- 7.3 Where requested by Council, the Committee must report its activities and performance to a meeting of Council.
- 7.4 The Advisory Committee will put forward any changes to its terms of reference for adoption by Council.
- 7.5 The Advisory Committee will review its Terms of Reference every two years.
- 7.6 All enquiries from the media relating to the Committee are to be channelled through the Executive Manager Strategic Communication and Stakeholder Management for a response or nomination of appropriate person to respond.

**8. CREATION AND DISSOLUTION**

8.1 These Terms of Reference:

8.1.1 Come into force immediately the common seal of Council is affixed to it; and

8.1.2 Remain in force until Council determines to vary or revoke it.

8.2 By these Terms of Reference the Committee:

8.2.1 Is established; and

8.2.2 Has the responsibilities as set out in the Instrument.

8.3 The Committee can be dissolved by resolution of Council.

Dated this 8<sup>th</sup> day of May 2012

The Common Seal of Ballarat City Council  
was affixed by authority of the Council in the  
presence of: )  
)  
)

.....  
*[Signature]*  
.....  
*[Signature]*  
.....

Mayor/Councillor

Councillor

Chief Executive Officer

