

## Greater Shepparton City Council Positive Ageing Advisory Committee (PAAC)

### Terms of Reference

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#### 1. PURPOSE

To provide a platform where representatives of the ageing community can discuss and provide advice to Council on opportunities and challenges relating to positive ageing within Greater Shepparton.

The Positive Ageing Advisory Committee (PAAC) will have an active role in formalising the establishment and implementation of the Committee Action Plan. The Action Plan will align with the Council Plan 2021 - 2025, the Greater Shepparton Public Health Strategic Plan 2018 – 2028, and other relevant documents that support the aged care sector. The Action Plan will guide the portfolio areas in which the PAAC, supported by Council, will actively contribute to. These areas can include but are not limited to:

- the Positive Ageing Newsletter – *Ageing Well*
- co-ordinating an event for the Victorian Senior's Festival
- contributing to the recognition of World Elder Abuse Awareness Day and other relevant days of recognition.

While the role of the PAAC is to provide advice and recommendations to Council on matters relating to positive ageing, it should be noted that the PAAC can hear issues raised by community members, however there is no capacity for an individual Committee member to take action on the issue or provide an immediate response.

#### 2. GOAL

The older population of Greater Shepparton are informed, connected and supported to live and age well.

#### 3. OBJECTIVES

- a) Promote community participation in and awareness of issues faced by older people within the municipality.
- b) Consult with and represent the needs and interests of Greater Shepparton residents aged 60 years and older
- c) Work in partnership with Council and community towards acknowledging and valuing older people.
- d) Provide advice and recommendations on proposed strategies, policies and other documents relating to older people when referred to or brought to the Committee.
- e) Make recommendations to Council about further work required to identify, document and promote inclusion of older people in Greater Shepparton.

#### 4. COMMITTEE MEMBERSHIP

It is desirable that the PAAC will represent our diverse community through the appointment of community members and service providers who will reflect this. All PAAC members must be aged 18 years and over.

To fulfil membership requirements the EOI process will be publicly advertised and promoted. A panel will be established to assess all EOIs, shortlist, conduct interviews and make recommendations to Council on member appointments.

Appointed members will attend an orientation organised and delivered by Council Officers.

- a) Community members will be selected on a variety of criterion including:
  - i. community engagement through involvement in community groups and/or participation in other aspects of the community
  - ii. willingness to be involved in the implementation of the PAAC action plan
  - iii. diversity of interests, background, culture, age, gender and experiences
  - iv. passion for ageing well demonstrated through one's own life experience/s
  - v. knowledge of/or demonstrated willingness to gain a knowledge of, local, state and national strategies, policies and frameworks that have direct linkages to the senior community.
  
- b) The PAAC will comprise of a maximum of twelve individuals and organisational representatives including:
  - i. Council-nominated councillor (x1)
  - ii. nominated community members (x9)
  - iii. community aged/Industry service providers (x2).
  
- c) The PAAC will be supported by a minimum of two Council Officers including:
  - i. Positive Ageing Officer
  - ii. Council Officer
  - iii. Team Leader Aged & Disability Services
  - iv. Manager Community Wellbeing.

Support members will not have voting rights (including motions) and are intended to act in a resource and advisory role only.

#### **4.1 Co-opted Members**

The PAAC may invite suitable people to join in an advisory capacity, for a specified purpose and for a specified period of time. Co-opted members will not have voting rights but are subject to the same obligations as committee members, these are outlined under *Committee Member Responsibilities*.

Sub-committees and working groups may be formed to work collaboratively on specific items, issues or projects. A sub-committee member will be nominated to provide feedback to the PAAC at the bi-monthly meetings.

#### **4.2 Term of Appointment**

Length of membership will be three (3) years from date of appointment. Committee members who reach the end of their tenure and wish to serve another term will need to reapply via the same process as outlined under *Committee Membership*.

A member's term of appointment may cease if they fail to attend three consecutive meetings without notice of apology.

If a Committee member requires extended leave, they may submit this request in writing (via email and/or mail) to a Council Officer.

In the case of a committee member resigning before the end of their term, a replacement committee member can be appointed by a Council Officer.

#### **4.3 Committee Member Responsibilities**

Committee members are expected to:

- a) actively prepare for and participate in Committee discussions and offer their opinions and views
- b) treat all persons with respect and have due regard to the opinions, rights and responsibilities of others
- c) be aware of the activities, interests and concerns of residents, organisations and groups within Greater Shepparton
- d) represent the diverse needs and interests of older people across Greater Shepparton rather than individual interests
- e) attend each meeting where practical
- f) avoid conflicts of interest and releasing of confidential information.
  - Conflicts of interest may be personal or on behalf of any organisation the committee member represents. Conflicts of interest must be declared and documented as per Appendix 1.
  - Confidential information includes information designated as confidential by GSCC and GSCC information that has not yet been released to the general public.

PAAC Members are not permitted to speak on behalf of Council or the Committee unless approval has been granted by a relevant Council Officer.

PAAC Members are required to acknowledge their commitment to comply with the Terms of Reference by signing the attached declaration (Appendix 2).

## **5. MEETINGS**

Meetings will be held on the second Friday of every second month for a two hour period. Meetings will be held from February-December. Meeting days and times may change as voted on by the Committee.

The location of the Committee meetings may vary but it will be ensured by Council Officers that the meeting is accessible to all attendees. It should be noted that if necessary, meetings may be held virtually.

### **5.1 Meeting Procedures**

A Council Officer will be responsible for the preparation of meeting agendas, minutes, reports and other administrative functions.

A Chairperson and Deputy Chairperson will be elected by the Committee for the duration of a one (1) year term, with eligibility for no more than two (2) consecutive terms. The Chairperson of any Sub-Committee will also be appointed by the Sub-Committee for the duration of one (1) year.

If the Chairperson is not present at a Committee meeting, the Deputy Chairperson must preside. If the Chairperson and Deputy Chairperson are both absent committee members must appoint a Chairperson for that meeting. This will be done by way of a vote of present committee members.

Motions cannot be adopted if a quorum does not exist. Quorum for decision making will be a minimum of half the membership plus one (7 Committee Members). Council employees do not have voting rights. In the event of a quorum not being reached the meeting will not go ahead.

## **6. REVIEW OF DOCUMENTS**

The Terms of Reference Document will be formally reviewed every three years however a member of the PAAC can request an amendment in a formal motion.

The PAAC Action Plan will be reviewed annually to review successes, achievements and challenges. At the beginning of each year the Action Plan will be discussed and changes will be made to reflect the PAAC's priorities for the coming year.

**Appendix 1: Declaration of interests**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Advisory Committee Member	
Registrable Interests	Details of Interests
1. Any other interests (whether of a pecuniary nature or not) of yours or a person related to you by blood or marriage, of which you are aware and which you ought reasonably to consider might appear to raise a material conflict between your private interest and your duty as a member of a GSCC Advisory committee.	

I declare this information is complete, true and correct at the date of signing:

Signature of declarer.....

Date .....

Signature of witness.....

Name of witness .....

**Appendix 2: Declaration**

I have read and understood the Greater Shepparton City Council Terms of Reference for the Positive Ageing Advisory Committee.

I hereby undertake to comply with the Terms of Reference.

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_