

Healthy Ageing Advisory Committee

Terms of Reference – August 2023

<p>What is the Healthy Ageing Advisory Committee (HAAC)?</p>	<p>The Manningham Healthy Ageing Advisory Committee (HAAC) provides strategic advice to Council regarding the needs of older people. The HAAC will strengthen the voice of older residents to engage with Council and support the community to be inclusive for all Manningham residents.</p>
<p>1. Purpose</p>	<p>The HAAC provides a formal way for Council to seek input and guidance from the community. This guidance is used to support quality decision making and help Council to achieve its goals and objectives under the Council Plan. The HAAC will act in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.</p>
<p>2. Role and Objectives</p>	<p>The role of the HAAC is to provide a direct link between Council and people who have expertise, skills and/or lived experience relevant to healthy ageing and knowledge of the needs and aspirations of older residents.</p> <p>Advisory Committee members will:</p> <ul style="list-style-type: none"> • Provide a representative sample of expert, independent and authentic voices of older people with an ability to advise on current and emerging trends in the community or relevant sector. • Contribute constructively to support the delivery of key Council strategies, policies and plans, including Manningham’s Council Plan 2021-2025 and Health and Wellbeing Strategy 2021-2025. This includes: <ul style="list-style-type: none"> ○ Ongoing actions to foster a dementia-friendly community and an Age Friendly City; ○ Harnessing the wealth of knowledge and experience held by our older residents for the betterment of our community; and ○ Better understanding regarding how we can improve outcomes for older people who feel isolated or lonely. • Provide strategic advice and direction on the development and review of key Council strategies, policies and plans. • Contribute to the work of other Advisory Committees where relevant as subject matter experts. • Report to Council via an annual report regarding the Advisory Committee’s activities, advice and achievements.
<p>3. Delegated authority and decision making</p>	<ul style="list-style-type: none"> • Advisory Committees provide advice to Council and officers to assist their decision making. • In accordance with Section 124 of the <i>Local Government Act 2020</i>, it is an offence for a councillor to direct or seek to direct a member of Council staff in the performance of specific types of tasks and specifies a maximum penalty level.

4. Chairperson	<ul style="list-style-type: none"> • Meetings will be chaired by a Manningham Councillor, nominated by Council on an annual basis. If the Chairperson is absent, they are able to nominate another person to chair. • Meetings will be chaired in a way that promotes respectful discussion of the issues, to arrive at an agreed view that fairly reflects the sense and will of the meeting. • The Councillor Chairperson is responsible for reporting to Council any matters of interest that arise as part of meeting procedures.
5. Membership	<ul style="list-style-type: none"> • At least one councillor appointed annually who acts as Chairperson. • A range of up to ten volunteer committee members endorsed by Council following an expression of interest, nomination and assessment process, to provide an even mix of: <ul style="list-style-type: none"> ○ Local community organisations and/or service providers who can add value through their knowledge and practice; and ○ Community members with relevant skills and experience. • Up to three officers comprising: <ul style="list-style-type: none"> ○ A senior Council Officer, either Director or Manager; ○ Service area Coordinator to act as Secretariat; and ○ Subject matter expert.
6. Co-opted Membership	<ul style="list-style-type: none"> • Representatives from peak bodies, service providers and council may be invited to attend Advisory Committee meetings to provide specific advice on an as-need basis, and do not contribute to the Advisory Committee's quorum.
7. Quorum	<p>50% plus one comprising:</p> <ul style="list-style-type: none"> • One councillor or delegated representative; • Five community or service provider representatives. <p>Together with one officer as Secretariat.</p>
8. Membership Criteria	<p>Applications will be assessed on the following criteria:</p> <ul style="list-style-type: none"> • Have lived experience and/or possess knowledge and understanding of the needs and issues addressed by the HAAC. • Older people aged over 65 years who live, work or study in Manningham. • Represent diversity including age, gender, sexuality, ability, cultural background, intersectionality and geographic location. • Bring a variety of experiences, capabilities and backgrounds. • Have an interest in civic participation, community involvement or advocacy. • Willingness and ability to engage in open and respectful discussions that add value to the HAAC. • Availability to attend 80% of the meetings scheduled throughout the year. • Willingness to sign a Code of Conduct for Committee members and abide by the terms of appointment (see Section 10 below).

<p>9. Membership Appointment</p>	<ul style="list-style-type: none"> • Expressions of interest for HAAC membership will be sought in the local media, on Council’s website or by invitation to relevant local or peak agencies or community organisations: <ul style="list-style-type: none"> ○ Nominations shall be submitted via the Council form (available on Council’s website) within the advertised nomination period; ○ Inclusive techniques will be used to ensure access for the broadest reach possible; ○ Applicants will be supported to access, complete and submit the form in the way that best suits them; ○ Applications will be assessed by Officers and recommendations will be presented at a Council meeting for formal approval; ○ Advisory Committee membership appointments will be made by Council and formally endorsed, based on appropriate membership mix responsive to the criteria above. • Casual vacancies that occur due to a representative resigning or membership lapsing may be filled by co-opting suitable candidates identified from the most recent selection process for the remainder of the previous incumbent’s term: <ul style="list-style-type: none"> ○ Officers, in consultation with the chairperson, will make a recommendation to the Chief Executive Officer to appoint a suitable candidate to join the Advisory Committee for the remainder of the previous incumbent’s term; ○ Where there are no suitable candidates identified, a formal expression of interest and formal Council endorsement is required (as outlined earlier in Section 9); and ○ Where a vacancy occurs within six (6) months of the current membership term expiring, and providing that a quorum is maintained, there is no requirement to fill the vacancy for the remainder of the term.
<p>10. Membership Responsibilities</p>	<ul style="list-style-type: none"> • Councillors are bound by the Councillor Code of Conduct. • Council officers are bound by the Employee Code of Conduct. • Committee members are bound by an Advisory Committee member Code of Conduct, which includes the following: <ul style="list-style-type: none"> ○ Act with integrity; ○ Act with impartiality and exercise responsibility in the interests of the local community; ○ Not seek to confer an advantage or disadvantage on any person, including one’s self; ○ Disclose any actual or perceived conflict of interest; ○ Undertake Council values, WE ARE Manningham: <ul style="list-style-type: none"> • Working Together; • Excellence; • Accountable; • Respectful; and • Empowered. ○ Take reasonable care of one’s own health and safety and that of others; ○ Commit to regular attendance at meetings, a minimum of 80%; Members should provide an apology, preferably in writing to the Chair and Secretariat as soon as they are aware that they cannot attend a meeting; ○ Commit to active contribution to the work of HAAC; ○ Committee members must defer any media enquiries to the Chairperson in the first instance and should not to respond as a representative of the committee;



10. Membership Responsibilities (con't)	<ul style="list-style-type: none"> ○ Committee members are also bound by Council's Social Media Policy and must not respond to any media enquiries, but refer same to the Chairperson or Secretariat; and ○ Online behaviour should be consistent with the behaviours outlined above. Committee members must not engage in any conduct online that would not be acceptable in their workplace or that is unlawful. For example, do not make derogatory remarks, bully, intimidate, harass other users, use insults or post content that is hateful, slanderous, threatening, or discriminating. ● A breach of the Code of Conduct may result in HAAC membership terminating.
11. Appointment Terms	<ul style="list-style-type: none"> ● Councillor representatives are appointed annually by Council. ● Volunteer community representatives are appointed for the full four (4) year period: ● A member of HAAC may resign at any time. Notice of resignation or change of service provider/organisation representation can be made at any time in writing to the Chairperson and the Secretariat; ● Service providers and community organisations are able to appoint and/or substitute a representative at their discretion; and ● If a committee member fails to attend three (3) consecutive meetings without giving prior notice, membership is deemed to have lapsed.
12. Committee Administration	<ul style="list-style-type: none"> ● The Secretariat will be responsible for preparation of meeting agendas, minutes, reports and other administrative functions for the HAAC: <ul style="list-style-type: none"> ○ Each agenda must commence with an Acknowledgement of Country; and ○ An agenda, prepared in consultation with the chairperson, will be circulated to Committee members a minimum of seven (7) days prior to the meeting. ● Secretariats will be experienced in minuting advisory committees and the public distribution of minutes; and/or provided with appropriate training. ● Committee members should familiarise themselves with the agenda material prior to the meeting and come to meetings prepared and informed. ● Draft minutes of the committee meeting will be circulated to Committee members within two weeks of the meeting. ● Confirmed committee meeting minutes be placed on the Councillor Hub ● The HAAC will submit a written report and/or presentation to Council by November each year; summarising HAAC's activities and achievements for the preceding 12 months and ensuring continued alignment with Council's strategic objectives. ● The report on HAAC's activities and achievements for the preceding 12 months will be published on the Council website.

13. Meeting Procedures	<ul style="list-style-type: none"> • Quarterly meetings will be pre-scheduled, at a time and place determined by the Chairperson in consultation with HAAC members. • Additional meetings will be subject to approval by both the Chairperson and the relevant senior officer. • With the exception of co-opted members, meetings are closed to the general public. • Any councillor may attend any advisory committee meeting to observe. • Committee members provide advice, as far as practicable, on a consensus basis. • Committee members are supported by Council to participate in meetings remotely if unable to physically attend. • Committee members must not disclose information that they know, or should reasonably have known is confidential information. • Committee members have an obligation to not disclose any materials or information that is not publicly available unless approved by the Chairperson or a representative of Council. • Any actual or perceived conflicts of interests should be declared by councillors, Committee members, or officers prior to the agenda item discussion, with the relevant Committee member leaving the room, with the declaration and absence recorded in the meeting minutes.
14. Review	<ul style="list-style-type: none"> • The HAAC Terms of Reference, membership and productivity will be reviewed at least once every four years to ensure currency and effectiveness. • The Councillor Chairperson is responsible for reporting to Council on the Committee's progress and achievements on behalf of the Committee. • The Terms of Reference may be revoked at any time by Council. • The HAAC will sunset four years from the date of adoption.

Definition of Key Terms	Advisory Committee	<p>Manningham Council's <i>Advisory Committee Policy 2019 - 2023</i> defines the main function of an Advisory Committee as enabling stakeholder engagement that provides input and guidance to support quality decision making and in turn, the achievements of Council's goals and objectives under the Council Plan.</p> <p>Advisory committees facilitate access to independent advice from external stakeholders and collaboration with the community on a range of matters. Advisory committees generally have a lifespan beyond one year and are aligned with a Council plan or strategy.</p>
	Chairperson	The person appointed to facilitate an advisory committee meeting, in this case, a councillor.
	Co-opted membership	Appointment to membership of an advisory committee by invitation of the existing members.

Definition of Key Terms (con't)	Council	The councillor group participating in decision making at a formally constituted Council meeting.
	Councillor	Elected representatives of Manningham Council.
	Intersectionality	The combination of various characteristics such as age, gender, cultural background, sexuality and ability that contribute to a person's lived experience, and in some cases may lead to discrimination or disadvantage.
	Officer or Council Officer	An employee of Manningham Council.
	Peak body	A non-government organisation that consists of individuals or smaller organisations that are united by a shared purpose.
	Quorum	The minimum number of committee members required for a committee meeting to proceed.
	Secretariat	The senior officer appointed to administer the advisory committee, such as the service area Coordinator.
	Strategic	Relating to the goals and objectives contained within documents such as the Council Plan, and how to achieve them.

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