



## South Gippsland Active Retirees Advisory Committee

### Terms of Reference 25 July 2018

#### 1. Goal

To advocate for and express the needs and aspirations of older people (55+) within South Gippsland to the South Gippsland Shire Council.

##### **1.1 Mission Statement**

To provide a collective voice representative of the older community and community groups that serves the needs of active Retirees across the South Gippsland community.

To advise Council in the planning and implementation of community events and activities to ensure the suitability and relevance to active retiree community members.

#### 2. Role of Committee

Active Retirees Advisory Committee is an advisory committee of the South Gippsland Shire Council.

The Active Retirees Advisory Committee will be a conduit of information between Council and active retiree residents of South Gippsland Shire.

The Active Retirees Advisory Committee will maintain a strong commitment to the following:

- To increase opportunities for active retirees to have input into South Gippsland Shire Council planning, strategies, policy and program decisions and provide an opportunity for Council representatives to liaise with active retirees
- Provide advice and support in the planning and delivery of Council activities for active retirees
- Facilitate information sharing, both to and from Council, with community groups for active retirees and the broader community
- Explore possible opportunities to share community group resources
- Explore possible relevant funding opportunities and disseminate this information with community groups
- Advocate for the needs of active retiree residents within South Gippsland
- Develop a strong positive image and profile of older people within the community and increase older people's participation within the community
- Encourage Active Retirees Advisory Committee members to represent other older people in their attendance of Regional, State and National Forums
- From time to time issues and opportunities outside these Terms of Reference may arise

#### 3. Role of Council



South Gippsland Shire Council will:

- a) Provide support facilities and resources to enable Active Retirees Advisory Committee to carry out their role
- b) Actively engage with the Active Retirees Advisory Committee when seeking community input to planning, strategies, policy and program decisions
- c) Provide Active Retirees Advisory Committee with the information required to fulfil its role
- d) Work collaboratively with Active Retirees Advisory Committee to pursue relevant grant funding opportunities through its Grants Officer
- e) Acknowledge and respond to formal recommendations made by the Active Retirees Advisory Committee

#### 4. Membership

- a) Active Retirees Advisory Committee will have a minimum of 10 and a maximum of 12 people including:
  - i. 10 community representatives drawn from across the shire covering all three wards, whose primary focus is enhancing the role of active retirees in their community.
  - ii. one (1) Councillor
  - iii. one (1) Council Officer

Additional Council Officers may be invited to the Advisory committee as required, as a guest, to provide their expertise in a specialist area.
- b) Application for Membership by a community representative is made by self-nomination
- c) Council may call for a review of the membership of the Active Retirees Advisory Committee where it does not appear to equitably represent the overall needs or interests of active Retirees in the South Gippsland Shire
- d) Community members can serve for a term of four (4) years, after which they will need to reapply;
- e) In the case of the community representatives, at a particular time, being less than the minimum number of 10; a new member or members shall be sought by the existing community representatives. If the number of community representatives remains less than 10 after a 30 day period, the Chief Executive Officer will appoint new members for a term not exceeding the date set down for the expiry of the term of office of the retiring member or members
- f) Where the number of applicants at a particular time is greater than the number of vacancies then the Chief Executive Officer together with the Councillor and Council Officer will determine the most suitable applicants for appointment



- g) Councillor representatives will be appointed or reappointed as soon as practicable after Council elections and on an biannual basis at the Special (Statutory) Council Meeting
- h) Members may be granted Leave of Absence and replaced by secondment for the period of absence with the agreement of the Chairperson
- i) If an appointed member of the Active Retirees Advisory Committee is absent for 4 consecutive formal meetings without leave (apology) of the committee given prior to the meeting, that member may forfeit his / her membership
- j) A member may have his or her term of office revoked by Council upon request by the Active Retirees Advisory Committee following a resolution carried by a two thirds majority vote of members of the committee
- k) Council may at its discretion, revoke the membership of any member or the entire Active Retirees Advisory Committee at any time
- l) Council has the power to terminate the services of the Active Retirees Advisory Committee at any time
- m) Copies of resignations are to be submitted to the Chief Executive Officer via [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

## 5. Committee Operations

- a) The Active Retirees Advisory Committee will appoint a Chairperson and Secretary at the first meeting on an annual basis
- b) The Active Retirees Advisory Committee does not have the power to direct any Council Officer to undertake any work but may make recommendations to Council, which may be the body of Councillors or the Chief Executive Officer as delegate

## 6. Proceedings

### 6.1 Meetings

- a) The Active Retirees Advisory Committee will meet eight times per annum. The Active Retirees Advisory Committee may meet more frequently as the need arises. From time to time issues may arise in between meetings that require attention by Active Retirees Advisory Committee in such instances an extraordinary meeting may be called
- b) Active Retirees Advisory Committee meetings will normally be held during working hours
- c) Council offices in Leongatha will be available for meetings, meetings can be held in other areas of the Shire if more appropriate
- d) Meetings will follow standard meeting procedures. Council's Meeting Procedure Local Law will be used as a basis for determining these standards



- e) The Secretary will prepare and distribute an Agenda at least five (5) days prior to the meeting. All members will have the opportunity to contribute matters for consideration through the Secretary
- f) Minutes from each meeting will be recorded by the Secretary or if he or she is unavailable for a meeting then the Chairperson shall arrange for the minutes to be recorded by another member. Minutes will be distributed to all members and appropriate staff within the following fortnight and will be stored in a minute folder maintained by the Secretary. A copy of all minutes should be formally provided to Council [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

## **6.2 Quorum**

- a) A majority (is a half of the formal members plus one) of members constitutes a quorum
- b) If at any meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting will not be able to make any binding decisions. The notes from this meeting can be ratified at the next meeting, provided of course a quorum is present at that meeting

## **6.3 Voting**

- a) The Active Retirees Advisory Committee will make every effort to arrive at its decisions by consensus
- b) If consensus is not possible matters can be resolved by a majority of the votes of members present. The Chairperson shall have the casting vote if the votes are equal

## **7. Reporting**

- a) In reporting to Council, recommendations should, where possible, reflect a consensus view. Where a consensus cannot be reached, reports will clearly outline differing points of view
- b) Technical reports to Council will be co-ordinated through the relevant Council Officer
- c) Meeting minutes of Active Retirees Advisory Committee will be sent to Council for distribution to Councillors
- d) The Active Retirees Advisory Committee will disseminate information about its activities to the broader community on a regular basis
- e) The Active Retirees Advisory Committee can expect a response from Council to recommendations they make

## **8. Communication**

Effective communication via a number of means will be used including: meetings, forums, written, verbal and active use of social media.



## **9. Evaluation**

In order to monitor and evaluate the effectiveness of the Active Retirees Advisory Committee there will be an annual evaluation process undertaken by the Active Retirees Advisory Committee members with assistance from Council Officers. The results of the evaluation will be submitted to the committee for comment before being reported to Council via Governance Services Department.

## **10. Council Review**

Council will undertake a review of the operations and Terms of Reference of the Active Retirees Advisory Committee every four (4) years.

## **11. Conflicts of Interest**

Active Retirees Advisory Committee members are to disclose any conflict of interest to the nominated Council Officer. The conflict of interest may be of a direct or indirect nature. Any committee member can seek the advice of the nominated Council Officer on any perceived conflict of interest.

The disclosure must be made at the beginning of the meeting and the member should leave the meeting when the matter is being considered. The member may return to the meeting immediately after the matter is decided.

Active Retirees Advisory Committee members should be guided by the Conflict of Interest legislation and guidelines as they apply to Councillors. A copy of this legislation and guidelines can be obtained from Council's Governance Officer.

## **12. Confidentiality**

On some occasions the Active Retirees Advisory Committee may deal with items of a confidential nature. Members are to deal with all such items and issues with confidentiality, discretion and sensitivity. If there are members of the public in attendance (that are not official members of the Active Retirees Advisory Committee), they should be asked to leave during such discussions.

## **13. Misconduct**

Council retains the right to withdraw the membership of any person found to be acting outside the interests of the South Gippsland Shire Council.

## **14. Dispute Resolution**

Should a dispute or grievance arise in the operation of the Active Retirees Advisory Committee the Committee in the first instance should attempt to resolve the matter. If unable to resolve the matter it should refer the matter to



Council's **Director Corporate and Community Services** who will arrange guidance and an appropriate dispute resolution process if necessary.