

Ageing Well Advisory Group

Adopted by Council:
25 July 2023

Review Date:
4 years (or within 12 months of a general election)

1. Background

- 1.1. Pursuant to the Code of Practice for Working Groups, the Council established by resolution at its meeting of 25 July 2023 the Ageing Well Advisory Group ("the Advisory Group").
- 1.2. Subject to clause 1.3, the Advisory Group is established from 25 July 2023 and will continue in existence unless and until wound up by Council by resolution.
- 1.3. The Advisory Group may be wound up at any time by the Council by resolution.
- 1.4. The Advisory Group is not a Committee of the Council under Section 41 of the *Local Government Act 1999* ("the Act").

2. Function of the Ageing Well Advisory Group

The Advisory Group is established for the purpose of:

- a. Advising Council of community driven initiatives that are in line with Council's Ageing Well Framework.
- b. Advising Council of any gaps around community driven initiatives that are in line with Council's Ageing Well Framework.
- c. Offering feedback and advice to Council Staff on initiatives that are in line with Council's Ageing Well Framework.
- d. Where relevant, share information regarding age friendly initiatives with local stakeholders.

3. Membership

- 3.1. A minimum of two (2) Council Members will be appointed by the Council by resolution as members of the Advisory Group, for a period determined by Council.
- 3.2. A minimum of three (3) community members will be appointed by the Council by resolution as members of the Advisory Group, for a period determined by Council.
- 3.3. A minimum of two (2) Council Staff representatives will be appointed by the Council by resolution as members of the Advisory Group, for a period determined by Council.
- 3.4. The Advisory Group may, by a vote supported by a majority of all members of the Advisory Group, make a recommendation to the Council to remove a member of the Advisory Group from office where a member has failed (without the leave of the Advisory Group) to attend three consecutive meetings of the Advisory Group.

- 3.5. All members of the Advisory Group must comply with the Behavioural Standards for Council Members, the general duties set out in Section 62 of the Act and the conflict of interest provisions set out in Sections 73 – 75D of the Act as if the Advisory Group were a Council and the members of the Advisory Group were Committee members.

4. Chairperson

- 4.1. The Advisory Group will appoint a Chairperson of the Advisory Group at the first meeting of the Advisory Group.
- 4.2. The role of the Chairperson includes:
- 4.3. Overseeing and facilitating the conduct of meetings of the Advisory Group in a timely and efficient manner.
- 4.4. Ensuring that the business discussed at Advisory Group meetings is limited to the relevant functions of the Advisory Group.
- 4.5. Ensuring all persons present have an opportunity to participate in discussions.
- 4.6. Determining the time and place of the next meeting of the Advisory Group in consultation with the members and the Council Staff representatives.
- 4.7. If the Chairperson of the Advisory Group is absent from a meeting then a member of the Advisory Group, chosen from those present, will preside at the meeting until the Chairperson is present.

5. Meeting Details

- 5.1 The Advisory Group will meet a minimum of three (3) times per calendar year, on such dates, at such times and at such places as determined by the Advisory Group.
- 5.2 All Advisory Group meetings will be conducted in accordance with the Code of Practice for Working/Advisory Groups.
- 5.3 Items for discussion at meetings of Advisory Groups must be submitted in writing to the Chairperson. The Chairperson is responsible for compiling the list of items for discussion that have been provided and may include other matters the Chairperson considers fit. The agenda for Advisory Group meetings is to be provided to Council Staff at least five (5) business days prior to the meeting for comment, finalisation and distribution to the Advisory Group members.

6. Reporting Requirements

- 6.1. The Minutes of every Advisory Group meeting must include a record of the persons present at the meeting, a brief summary of the matters discussed and any agreements or conclusions reached including matters that need to be taken to Council or a Committee by a Council Member or a Council Officer for decision.

TOWN OF GAWLER

Terms of Reference



- 6.2. The Advisory Group must ensure a copy of the Minutes of each meeting is provided to Council Staff within 7 days of the meeting.