



KNOX CITY COUNCIL AGENDA

STRATEGIC PLANNING COMMITTEE

Meeting of the
Strategic Planning Committee of Council
To be held at the Civic Centre,
511 Burwood Highway, Wantirna South
on Tuesday 9 February 2016 at 7.00pm

Under Section 89 of the Local Government Act 1989, Council may resolve that the Meeting be closed to members of the public if the Meeting is discussing any of the following issues Personnel Matters, Personal Hardship of any resident or ratepayer, Industrial Matters, Contractual Matters, Proposed Developments, Legal Advice, Matters affecting security of Council property, any other matter which the Council or Special Committee considers would prejudice the Council or any person

APOLOGIES

DECLARATIONS OF CONFLICT OF INTEREST

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Item 3. (Confidential)	Sale of Council Property, 7 Church Street, Bayswater By Public Auction	24.
Item 4. (Confidential)	Chief Executive Officer Recruitment Process Update	24.

Joanne Truman
Acting Chief Executive Officer

ALL WARDS**1. CONFIDENTIAL INFORMATION REGISTER**

SUMMARY: *Manager – Governance and Innovation
(Fleur Cousins)*

This report seeks a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989.

RECOMMENDATION

That Council, in accordance with section 77(2)(b) of the Local Government Act 1989,

1. Declare the information referred to in Confidential Appendix A as confidential information on the grounds as specified in the attachment.
2. Declare Confidential Appendix A as confidential information in accordance with the grounds specified in section 89(2)(h) of the Local Government Act 1989, as a matter which the Council considers would prejudice the Council or any person.

1. INTRODUCTION

Section 77(2)(c) of the Local Government Act 1989 enables the Chief Executive Officer to designate information that is confidential, specifying the relevant ground/s applying under section 89(2) of the Act. Such information is designated confidential for a period of 50 days only and requires a Council resolution in order to remain confidential in perpetuity.

2. DISCUSSION

The definition of ‘confidential information’ in section 77 of the Local Government Act is as follows:

- “(2) For the purposes of this section, information is “confidential information” if-
- (a) the information was provided to the Council or a special committee in relation to a matter considered by the Council or special committee at a meeting closed to members of the public and the Council or special committee has not passed a resolution that the information is not confidential; or
 - (b) the information has been designated as confidential information by a resolution of the Council or a special committee which specifies the relevant ground or grounds applying under section 89(2) and the Council or special committee has not passed a resolution that the information is not confidential; or

1. Confidential Information Register (cont'd)

- (c) subject to sub-section (3), the information has been designated in writing as confidential information by the Chief Executive Officer specifying the relevant ground or grounds applying under section 89(2) and the Council has not passed a resolution that the information is not confidential.
- (3) Confidential information referred to in sub-section (2)(c) ceases to be confidential at the expiry of the period of 50 days after the designation is made unless sub-section (2)(a) or (2)(b) applies to the information.”

Under section 77(3), if the Chief Executive Officer has designated in writing that the information is confidential information, the information will cease to be confidential at the expiration of 50 days after the designation was made.

A Council resolution is now required to ensure the confidential status and legislative protection of documents designated as confidential by the Chief Executive Officer in accordance with Section 77 of the Act. It is important to note, that confidential information can, by subsequent resolution of Council, become non confidential.

3. CONSULTATION

No consultation has occurred in relation to the preparation of this report, however, a Council resolution to declare information confidential in accordance with the requirements of section 77(2)(b) of the Local Government Act 1989 is consistent with Council's Confidential Information Policy and Procedure.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental/amenity issues associated with the preparation of this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

There are no financial implications associated with this report.

6. SOCIAL IMPLICATIONS

There are no social implications associated with this report.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

This process supports the City Plan aspiration of Democratic and Engaged Communities by ensuring good governance through the application of appropriate processes and protocols to facilitate effective and democratic government.

1. Confidential Information Register (cont'd)**8. CONCLUSION**

In adopting the attached confidential schedule, Council ensures that documents that have previously been declared confidential by the Chief Executive Officer remain confidential in perpetuity.

9. CONFIDENTIALITY

Due to the confidential nature of the information to be included in the register, a detailed listing of the documents for adoption by Council has been circulated separately as Confidential Appendix A.

***Report Prepared By: Manager – Governance and Innovation
(Fleur Cousins)***

***Report Authorised By: Acting Director – Corporate Development
(Kath Oakley)***

1. Confidential Information Register

CONFIDENTIAL APPENDIX A DISTRIBUTED SEPARATELY

ALL WARDS

2. KNOX ACTIVE AGEING ADVISORY COMMITTEE – MEMBERSHIP APPOINTMENTS AND REVISED TERMS OF REFERENCE

SUMMARY: *Coordinator Age Friendly Planning (Teresa Donegan)*

The Knox Active Ageing Advisory Committee (KAAAC) was established by Council on 13 October 2009; formerly known as the Knox Healthy Ageing Advisory Committee.

At Council's Strategic Planning Committee meeting on 8 September 2015, Council approved another two (2) year term of the KAAAC and the process for selection of external community and industry members to the Committee. A total of 9 vacancies were available to be filled as part of the recruitment and selection process, six (6) community members and three (3) industry representatives.

The KAAAC provides Council with advice and recommendations on the implementation of the relevant Strategic Objectives under the Council Plan and emerging issues affecting older people within the Knox community.

This report recommends the appointment of five (5) community members, of which at least one (1) must have an understanding of the needs of a culturally diverse community and three (3) industry representatives, to the KAAAC for two (2) year appointments.

The report also presents a revised Terms of Reference including amendments that enable agendas and minutes from the KAAAC to be made available on the internet to the public with the exception of reports and attachments that are confidential in nature. These amendments reflect Council's updated Council's Committee Policy.

RECOMMENDATION

That Council:

- 1. Appoint the following applicants to the KAAAC for a two (2) year period from 9 March 2016 to 10 March 2018 as provided in Appendix A;**

Name	Category
1.	Community Member
2.	Community Member
3.	Community Member (Multicultural Appointment)
4.	Community Member

2. Knox Active Ageing Advisory Committee – Membership Appointments and Revised Terms of Reference (cont'd)

5.	Community Member
6.	Industry Representative
7.	Industry Representative
8	Industry Representative

2. Advise the successful and unsuccessful applicants of Council's decision, as detailed in the confidential Appendix A.

3. Approve the revised Terms of Reference, contained in Appendix D.

1. INTRODUCTION

The Knox Active Ageing Advisory Committee (KAAAC) was established in 2009 to provide advice to Council on the implementation of the Healthy Ageing Strategic Plan 2009 – 2013 and emerging issues affecting older people within the Knox community. At the Strategic Planning Committee meeting of 8 September 2015 Council endorsed a further two (2) year term of the KAAAC as well as the appointment of Cr Nicole Seymour to be a member of the selection panel for the KAAAC. In addition, at the Strategic Planning Committee meeting of 8 September 2015, revised Terms of Reference were approved, including the process for external community members to be selected and appointed to the Committee.

1.1 Objectives of the KAAAC.

The objectives of the KAAAC, are detailed within the Terms of Reference see Appendix C and are as follows:

- Provide advice and recommendations to Council on:
 - a) The implementation of the Strategic Objectives under the Council Plan, in particular:
 - To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation
 - b) Effective communication and consultation strategies to facilitate engagement with older people and other key stakeholders
- Provide advice to Council on emerging issues affecting all older people within the Knox community.

2. Knox Active Ageing Advisory Committee – Membership Appointments and Revised Terms of Reference (cont'd)

Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

2. DISCUSSION

2.1 Recruitment

Appointment to a Council Advisory Committee is required to be in accordance with the Knox Council Committees Policy updated 26 August 2014. The policy requires that every effort should be made to ensure a representative cross section of people from the municipality is selected to the committee as appropriate. Thus, the KAAAC recruitment process focused on attracting high quality community candidates who had experience utilising a cross section of aged services and who participate in a range of different older persons' groups, while at the same time ensuring representatives came from across the geographic area of the Knox municipality.

The recruitment process for industry representatives focused on attracting high quality candidates who had a range of experiences working with older community members either from a research, advocacy, service delivery or policy perspective. It is notable that a number of highly experienced professionals who expressed interest in becoming members of the KAAAC are also Knox residents and therefore have a potentially holistic perspective to offer the Committee.

Nominations for the community members and industry representatives of the KAAAC opened on 6 October 2015 and closed on 6 November 2015. Information was posted on Council's website, Councils facebook page and advertised in the Knox Leader and the Rowville Lysterfield Community News and Boronia & The Basin Community News. Call for nomination letters were sent to a range of older person's groups' i.e. senior citizens clubs, as well as to maternal child health centres and playgroups and to a number of professional agencies that work within the aged care sector within Knox. Call for nomination emails were also sent to all current members of the KAAAC.

It is noteworthy that this recruitment round was the first time online nominations were an option for both community and industry applicants via the Knox website. Four (4) online nominations were received; eight (8) nominations were received via application forms either by email or post. A total of twelve (12) nominations were received for the nine (9) available member positions. Copies of the twelve (12) nominations are contained in the confidential Appendix B.

2. **Knox Active Ageing Advisory Committee – Membership Appointments and Revised Terms of Reference (cont'd)**

2.2 **Selection Process**

The Selection Panel consisting of Councillor Nicole Seymour and two (2) Council Officers assessed the written applications in November 2015. Three (3) of the nominations were from current members who had been interviewed prior to the previous term of the KAAAC and had provided written updates on their community and professional activities. The Selection Panel deemed these applications as fulfilling the requirements of the expression of interest process, as per the Terms of Reference and did not re-interview these members. The nine (9) new applicants who submitted a nomination for membership to the KAAAC were all invited to interview. Eight (8) were interviewed. One Industry applicant did not attend the scheduled interview and, therefore did not complete the recruitment process. This Industry applicant was invited to nominate for future recruitment to the KAAAC.

The key criteria used by the Selection Panel to assess written nominations and face to face interviews included:

- Personal experience, knowledge and interest in active ageing and aged services issues;
- Ability to identify issues and solutions and provide advice to Council;
- Skills relevant to the Advisory Committee's Terms of Reference;
- Ability to promote awareness and understanding of active ageing issues in the wider community.

Following the interviews eleven (11) eligible nominations were considered for the available nine (9) member positions.

Five (5) nominees to fill the community membership and three (3) nominees to fill the industry representative positions are recommended for appointment to KAAAC by Council, with one (1) community member vacancy remaining to be appointed at a later date.

Details of the recommended nominees and their applications are provided in the confidential Appendix A.

Due to the strong interest demonstrated by two (2) community nominees with regards to transport and mobility issues, they have been referred to the recruitment process of the Knox Transport and Mobility Advisory Committee. Discussions have taken place with the Coordinator of the Knox Transport and Mobility Committee and the individual nominees have given permission for their applications to be forwarded for consideration in the recruitment process of the Knox Transport and Mobility Advisory Committee to be undertaken early in 2016. One (1) nominee was deemed ineligible to fill a community member position as they are a current employee of Knox City Council.

2. Knox Active Ageing Advisory Committee – Membership Appointments and Revised Terms of Reference (cont'd)

2.3 Revised KAAAC Terms of Reference

The current KAAAC Terms of Reference are contained in Appendix C. A further review of the Terms of Reference was conducted with the KAAAC during the Committee meeting of the 18 November 2015 with the focus on enabling agendas and minutes to be made available on the internet to the public, with the exception of reports and attachments that are confidential in nature. These amendments reflect Council's updated Council's Committee Policy, which encourage committees as a general rule to provide agendas and minutes to the public. The revised Terms of Reference, incorporating the identified amendments, are attached at Appendix D for Council's approval.

3. CONSULTATION

Prior to the commencement of the process for selection, the current KAAAC members and representatives were advised of the proposed recruitment and selection process for the new committee.

As outlined, the KAAAC through effective communication and consultation strategies with older people and other stakeholders enables advice and recommendations to be provided to Council. All members of the KAAAC bring a range of viewpoints to the Committee. In 2015 discussions about strategies to engage with the broader Knox community resulted in the Committee forwarding a submission in response to the Knox Draft Housing Strategy & the Knox Draft Rowville Plan and Planning Scheme amendment C131.

The KAAAC has been consulted on a range of Council strategies during their development, including the Community Health and Wellbeing Strategy, the Draft Public Toilet Management Policy and the review of Knox's Local Laws Guidelines, with a focus on footpath trading.

4. ENVIRONMENTAL/AMENITY ISSUES

There are no environmental or amenity issues related to this report.

5. FINANCIAL & ECONOMIC IMPLICATIONS

The annual cost of conducting the Committee is approximately \$1,800 to cover catering and administration costs and is provided for in Council's operating budget. The Coordinator Age Friendly Planning provides support and coordination of the Committee. It is considered that there is a cost benefit to Council, given that the KAAAC provides Council with the opportunity to directly engage with community and industry representatives on issues affecting older people and can assist Council to respond to the Strategic Objectives within the Council Plan 2013-17 identified in Section 7 of this report.

2. **Knox Active Ageing Advisory Committee – Membership Appointments and Revised Terms of Reference (cont'd)**

6. SOCIAL IMPLICATIONS

The KAAAC has provided a positive mechanism to achieve greater engagement and civic participation of the older community in Knox by providing a formal advisory structure for the provision of advice and recommendations to Council and Council officers on issues affecting older residents.

The Committee has taken an active role in recommending initiatives to recognise and celebrate older persons in Knox, promoting active ageing and encouraging full participation of all residents in the social, economic and cultural life of the community.

7. RELEVANCE TO CITY PLAN 2013-17 (INCORPORATING THE COUNCIL PLAN)

The appointment of community members and industry representatives to Council Advisory Committees fosters an increased level of engagement with the community and encourages greater participation in local government.

The Council Annual Plan 2013-17 identifies the key directions and strategic objectives to achieve Council's purpose of enhancing the quality of life of the Knox community. The theme of particular relevance for older people in Knox is: "Healthy, Connected Communities", which includes the objective: "To improve planning for an ageing population across Council's services to build capacity to respond to an ageing population". This key strategic direction has been directly linked into the Community Health and Wellbeing Strategy 2013-17 and incorporated into the Knox Integrated City Strategy 2015-17.

The appointment of the five (5) Community members and three (3) Industry representatives will enable a new term of the KAAAC to continue this important work.

8. CONCLUSION

In accordance with the Knox Council Committees Policy, updated 26 August 2014, the appointment of representatives to the KAAAC requires the endorsement of Council.

The recruitment process commenced in October 2015, to attract appropriate candidates, to fill six (6) community members and three (3) industry representative positions. A total of twelve (12) nominations were received, representing a range of experience, skills and knowledge that would be valuable to the Committee. One (1) industry applicant was unable to complete the recruitment process, one (1) community applicant was deemed ineligible due to their employment status at Knox City Council and following the interview process two (2) community applicants were referred to the recruitment process of the Knox Transport and Mobility Advisory Committee, identified in the confidential Appendix A.

Knox Active Ageing Advisory Committee – Membership Appointments and Revised Terms of Reference (cont'd)

This report recommends the appointment of five (5) community members, of which one (1) is identified to have an understanding of the needs of a culturally diverse community and three (3) industry representatives, to the KAAAC for two a (2) year appointment. Details of the recommended nominees and their applications are provided in the confidential Appendix A and B.

In addition, this report also seeks adoption of revised Terms of Reference to enable agendas and minutes to be made available on the internet to the public with the exception of reports and attachments that are confidential in nature. The revised Terms of Reference, incorporating the identified amendments, are attached at Appendix D.

9. CONFIDENTIALITY

In the interests of personal privacy, names and details of candidates in Appendix A and B are treated as confidential.

**Report Prepared By: *Coordinator Age Friendly Planning
(Teresa Donegan)***

**Report Authorised By: *Acting Director – Community Services
(Kathy Parton)***

**Knox Active Ageing Advisory Committee – Membership
Appointments and Revised Terms of Reference**

CONFIDENTIAL APPENDICES A AND B DISTRIBUTED SEPARATELY

Appendix C**TERMS OF REFERENCE****KNOX ACTIVE AGEING ADVISORY COMMITTEE**

Directorate	Community Services
Responsible Officer	Manager Active Ageing & Disability Services
Committee Type	Advisory
Approval Date:	8 September 2015
Review Date:	12 November 2017

1. PURPOSE

The Local Government Act 1989 defines an advisory committee as any committee established by Council to provide “advice to the Council”.

The main purpose of the Knox Active Ageing Advisory Committee is to enable stakeholder engagement that provides input and guidance from older people and other key stakeholders, to support quality decision making of Council and in turn the achievements of Council’s goals and objectives under the City Plan, incorporating the Council Plan.

2. OBJECTIVES

The objectives of the Committee are to:

- Provide advice and recommendations to Council on:
 - a) The implementation of the Strategic Objectives under the Council Plan, in particular:
 - To improve planning for an ageing population across Council’s services to build capacity to respond to an ageing population
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation
 - b) Effective communication and engagement strategies to facilitate engagement with older people and other key stakeholders
- Provide advice to Council on emerging issues affecting all older people within the Knox community.
- Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of nine (9) community members (of which at least one must have an understanding of the needs of a culturally diverse community);
- A maximum of five (5) Industry members (including relevant government agency representatives).
- Two (2) Councillors, appointed annually by Council;

Community & Industry Members

- Community and Industry members will be sought through an expression of interest process. The process to appoint community and industry members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via the expression of interest process.
- Eligible community members may include a person residing in Knox or a member of a Knox based community group which has an interest in responding to the needs of older people in Knox. Every effort should be made to ensure a representative cross section of people from the municipality are elected to the committee.
- Eligible Industry members may include persons employed by organisations operating within the City of Knox, responding to the needs of older people.
- Up to five (5) community members and three (3) industry members will be appointed annually for a period of two (2) years, subject to the number of available vacancies and the continuation of the committee.
- Council will be responsible for appointing all community and industry members.
- New community and industry members will be recommended by a panel comprising one (1) Councillor and two (2) Council Officers including one from the Active Ageing & Disability Services Department.
- Industry members nominating for appointment to the Committee on behalf of a Knox focussed organisation may be requested to provide a letter of support from their organisation.
- Casual vacancies which occur due to community or industry members being unable to complete their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Councillors

- Council will appoint Councillor representation annually.
- It should be noted that the Mayor is, by virtue of the Office, ex officio a member of the Knox Active Ageing Advisory Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the committee.

Council Officers

- Council Officers will be nominated by the Chief Executive Officer or relevant Director to provide administrative support and advice to the committee;

Commitment from Members

- To provide consistent representation.
- To attend meetings as required.
- To carry out specified tasks as designated.

4. DELEGATED AUTHORITY AND DECISION MAKING

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

The Knox Active Ageing Advisory Committee is to provide advice to Council and staff to assist them in their decision-making.

5. MEETING PROCEDURES

The Knox Active Ageing Advisory Committee will meet once every two months and an annual schedule of meetings will be agreed upon at the first meeting of the Committee.

Industry members unable to attend a committee meeting are able to nominate a proxy, from the organisation that they represent, to attend on their behalf. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected that the appointed industry member provide an appropriate introduction and overview of the committee purpose and objectives to any nominated proxy prior to attendance of any meeting to enable active participation and contribution.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;

- Encourage fair and reasonable discussion and respect of each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. CHAIR

The position of Chairperson shall be agreed by the Councillor representative(s) on the Knox Active Ageing Advisory Committee.

The position of Chairperson will be reviewed immediately following Councillor appointments to Committees annually. If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed as Chairperson.

In the absence of any other Councillor representative(s), the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

7. AGENDAS AND MINUTES

Agendas and minutes will be prepared for each meeting. The agenda will be provided to the committee not less than seven (7) days before the time fixed for the next meeting.

The minutes will:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self explanatory; and
- In relation to resolution recorded in the minutes, incorporate relevant reports or a summary of relevant reports considered in the decision making process.

The minutes shall be made available to the Chairperson within five working days of the conclusion of the meeting. The minutes will be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agenda and minutes will be made available on the Council Intranet for information purposes.

8. VOTING

When the Committee is unable to determine a matter by consensus, the matter will be determined by a vote.

All Committee members have voting rights.

Council staff provide support and advice to the Committee only and have no voting rights.

In the event of an equality of votes, the Chairperson will have a second (and casting) vote.

9. CONFLICT AND INTEREST PROVISIONS

In performing the role of a Knox Active Ageing Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and Council Officers are required to comply with the conflict of interest provision as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The Councillor or Council Officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within five (5) working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

Where a community or industry member of the Committee has an interest or Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned or is likely to be considered or discussed, the community or industry member must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community or industry member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

10. REPORTING

The Committee will provide an annual report to Council on Committee activities and achievements in accordance with the objectives stated in these Terms of Reference.

The report will be presented to Council for noting under the Community Services Directorate reports.

11. ADMINISTRATION SUPPORT

Administration Support will be provided by Council's Active Ageing & Disability Services Department.

12. CONTACT WITH THE MEDIA

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies. Community and Industry members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Knox Active Ageing Advisory Committee.

13. REVIEW DATE

The Committee will conclude in November 2017 unless Council endorses a recommendation to continue the Committee's role for a further period.

14. MEALS

The provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

Appendix D

TERMS OF REFERENCE

KNOX ACTIVE AGEING ADVISORY COMMITTEE

Directorate	Community Services
Responsible Officer	Manager Active Ageing & Disability Services
Committee Type	Advisory
Approval Date:	8 September 2015
Review Date:	12 November 2017

1. PURPOSE

The Local Government Act 1989 defines an advisory committee as any committee established by Council to provide “advice to the Council”.

The main purpose of the Knox Active Ageing Advisory Committee is to enable stakeholder engagement that provides input and guidance from older people and other key stakeholders, to support quality decision making of Council and in turn the achievements of Council’s goals and objectives under the City Plan, incorporating the Council Plan.

2. OBJECTIVES

The objectives of the Committee are to:

1. Provide advice and recommendations to Council on:
 - a) The implementation of the Strategic Objectives under the Council Plan, in particular:
 - To improve planning for an ageing population across Council’s services to build capacity to respond to an ageing population
 - Provision of a range of programs, services and partnerships which aim to build local connections between people and reduce social isolation
 - b) Effective communication and engagement strategies to facilitate engagement with older people and other key stakeholders
2. Provide advice to Council on emerging issues affecting all older people within the Knox community.
3. Consider and provide input to advice and information made available through other Council advisory and community consultation processes related to older people and healthy ageing issues.

3. MEMBERSHIP, PERIOD OF MEMBERSHIP AND METHOD OF APPOINTMENT

The Knox Active Ageing Advisory Committee shall comprise the following:

- A maximum of nine (9) community members (of which at least one must have an understanding of the needs of a culturally diverse community);
- A maximum of five (5) Industry members (including relevant government agency representatives).
- Two (2) Councillors, appointed annually by Council;

Community & Industry Members

- Community and Industry members will be sought through an expression of interest process. The process to appoint community and industry members will be advertised in local newspapers, on Council's internet site and through local networks. Applicants must make application via the expression of interest process.
- Eligible community members may include a person residing in Knox or a member of a Knox based community group which has an interest in responding to the needs of older people in Knox. Every effort should be made to ensure a representative cross section of people from the municipality are elected to the committee.
- Eligible Industry members may include persons employed by organisations operating within the City of Knox, responding to the needs of older people.
- Up to five (5) community members and three (3) industry members will be appointed annually for a period of two (2) years, subject to the number of available vacancies and the continuation of the committee.
- Council will be responsible for appointing all community and industry members.
- New community and industry members will be recommended by a panel comprising one (1) Councillor and two (2) Council Officers including one from the Active Ageing & Disability Services Department.
- Industry members nominating for appointment to the Committee on behalf of a Knox focussed organisation may be requested to provide a letter of support from their organisation.
- Casual vacancies which occur due to community or industry members being unable to complete their appointments may be filled by co-opting suitable candidates from a previous selection process for the remainder of the previous incumbent's term. The selection panel will make a recommendation to the CEO, who will have the authority to appoint the recommended candidate to the Committee for the remainder of the previous incumbent's term.

Councillors

- Council will appoint Councillor representation annually.
- It should be noted that the Mayor is, by virtue of the Office, ex officio a member of the Knox Active Ageing Advisory Committee. It is important that whilst the Mayor may not chair these meetings, appropriate recognition should be given to the presence of the Mayor if in attendance. The Mayor has no voting rights in their capacity as an ex officio member of the committee.

Council Officers

- Council Officers will be nominated by the Chief Executive Officer or relevant Director to provide administrative support and advice to the committee;

Commitment from Members

- To provide consistent representation.
- To attend meetings as required.
- To carry out specified tasks as designated.

4. DELEGATED AUTHORITY AND DECISION MAKING

The Committee acts in an advisory capacity only and has no delegated authority to make decisions on behalf of Council.

The Knox Active Ageing Advisory Committee is to provide advice to Council and staff to assist them in their decision-making.

5. MEETING PROCEDURES

The Knox Active Ageing Advisory Committee will meet once every two months and an annual schedule of meetings will be agreed upon at the first meeting of the Committee.

Industry members unable to attend a committee meeting are able to nominate a proxy, from the organisation that they represent, to attend on their behalf. Any proxy attendance should be notified to Council's nominated officer at least 24 hours prior to the meeting. It is expected that the appointed industry member provide an appropriate introduction and overview of the committee purpose and objectives to any nominated proxy prior to attendance of any meeting to enable active participation and contribution.

The Committee is not required to give public notice of its meetings and its meetings are not open to the public.

Meetings will follow Knox Council meeting procedures, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member;
- Encourage fair and reasonable discussion and respect of each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

6. CHAIR

The position of Chairperson shall be agreed by the Councillor representative(s) on the Knox Active Ageing Advisory Committee.

The position of Chairperson will be reviewed immediately following Councillor appointments to Committees annually. If the Chairperson is not present at a meeting, any other Councillor representative shall be appointed as Chairperson.

In the absence of any other Councillor representative(s), the committee members shall appoint a Chairperson for the purpose of conducting the meeting.

7. AGENDAS AND MINUTES

Agendas and minutes will be prepared for each meeting. The agenda will be provided to the committee not less than seven (7) days before the time fixed for the next meeting.

The minutes will:

- Contain details of the proceedings and resolutions made;
- Be clearly expressed;
- Be self explanatory; and
- In relation to resolution recorded in the minutes, incorporate relevant reports or a summary of relevant reports considered in the decision making process.

The minutes shall be made available to the Chairperson within five working days of the conclusion of the meeting. The minutes will be approved by the Chairperson before being published or distributed and then formally endorsed at the subsequent meeting.

Agenda and minutes will be made available on the Council Intranet [and Internet](#) for information purposes. [In accordance with Council's Committee's Policy this information will be made available to the public with the exception of reports and attachments that are confidential in nature.](#)

8. VOTING

When the Committee is unable to determine a matter by consensus, the matter will be determined by a vote.

All Committee members have voting rights.

Council staff provide support and advice to the Committee only and have no voting rights.

In the event of an equality of votes, the Chairperson will have a second (and casting) vote.

9. CONFLICT AND INTEREST PROVISIONS

In performing the role of a Knox Active Ageing Advisory Committee member, a person must:

- Act with integrity;
- Impartially exercise his or her responsibilities in the interests of the local community;
- Not improperly seek to confer an advantage or disadvantage on any person;
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other persons;
- Commit to regular attendance at meetings; and
- Not make improper use of information acquired because of their position or release information that the member knows, or should reasonably know, is confidential information.

Meetings of an Advisory Committee may potentially form an Assembly of Councillors. When this occurs, Councillors and Council Officers are required to comply with the conflict of interest provision as set down in the Local Government Act 1989.

Where a Councillor or officer declares a conflict of interest in relation to a matter in which the committee is concerned, they must disclose the interest to the committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest and be recorded in the minutes of the meeting. The Councillor or Council Officer must leave the room while the matter is being considered and may return only after consideration of the matter and all votes on the matter.

Where a meeting is identified as an Assembly of Councillors, staff must complete a Record of Assembly of Councillors form. Where a Conflict of Interest is identified by a Councillor or staff member at an Assembly of Councillors, the relevant Conflict of Interest form must also be completed. Forms should be forwarded to the Manager – Governance within five (5) working days of the meeting. This information will be published at the next available Ordinary Council Meeting.

Where a community or industry member of the Committee has an interest or Conflict of Interest (as defined in the Local Government Act) in relation to a matter in which the Committee is concerned or is likely to be considered or discussed, the community or industry member must disclose the interest to the Committee before the matter is considered or discussed at the meeting. Disclosure must include the nature of the relevant interest or conflict of interest and be recorded in the minutes of the meeting. It will be at the discretion of the Chairperson if the community or industry member remains or leaves the room whilst the matter is discussed, and this must also be recorded in the minutes of the meeting.

10. REPORTING

The Committee will provide an annual report to Council on Committee activities and achievements in accordance with the objectives stated in these Terms of Reference.

The report will be presented to Council for noting under the Community Services Directorate reports.

11. ADMINISTRATION SUPPORT

Administration Support will be provided by Council's Active Ageing & Disability Services Department.

12. CONTACT WITH THE MEDIA

Contact with the Media by members of the Committee will be conducted in accordance with the Councillor and Staff Media Policies. Community and Industry members should defer any media enquiries to the Chairperson in the first instance and should take care not to respond as a representative of the Knox Active Ageing Advisory Committee.

13. REVIEW DATE

The Committee will conclude in November 2017 unless Council endorses a recommendation to continue the Committee's role for a further period.

14. MEALS

The provision of refreshments during the course of a Committee meeting will be provided in accordance with the Meals and Beverages for Council Committees Policy.

DINSDALE WARD**3. SALE OF COUNCIL PROPERTY, 7 CHURCH STREET, BAYSWATER BY PUBLIC AUCTION (Melway Ref: 64 E3)**

SUMMARY: *Property Management Coordinator (Angela Mitchell)*

A confidential report is circulated separately.

Report Prepared By: *Property Management Coordinator
(Angela Mitchell)*

Report Authorised By: *Acting Director – Corporate Development
(Kath Oakley)*

ALL WARDS**4. CHIEF EXECUTIVE OFFICER RECRUITMENT PROCESS UPDATE**

SUMMARY: *Manager People Performance (Mary-Anne Palatsides)*

A confidential report is circulated separately.

Report Prepared By: *Manager People Performance
(Mary-Anne Palatsides)*

Report Authorised By: *Acting Chief Executive Officer (Joanne Truman)*