

	<p>Committee Charter</p> <p>Lake Macquarie Ageing & Disability Advisory Panel</p>	
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1 PURPOSE

To represent the interests of older people, carers, and people with a disability to ensure equity of access to services and facilities for all residents of Lake Macquarie.

2 AUTHORITY

The Committee is an Advisory Committee of Council established by resolution of Council, and will at times make recommendations that should be considered by the general Manager and/or full Council.

3 RESPONSIBILITIES AND FUNCTIONS

- Identify actions that Council can take to improve access to services and facilities for people in the target groups.
- To promote an awareness of ageing and disability issues within Council and the community.
- To support initiatives which promote non- discriminatory access and use of services and facilities.
- To monitor Council's non- discriminatory access and use policies and their implementation.
- To contribute information for Council's plans and policies relevant to the target groups.
- To provide advice to Council on programs and events to ensure the inclusion of people from the target groups.

4 PRIORITIES

To provide advice to Council on the needs of the target groups.

5 COMPOSITION OF THE COMMITTEE

The Panel shall consist of a minimum of twelve (12) persons representing the target groups and up to three (3) Councillors and Council's Community Planner Ageing and Disability and Council's Ageing and Disability Officer.

The following groups who reside or work in the City of Lake Macquarie are eligible to nominate as target group members:

- individuals from the target groups.
- representatives from local organisations providing services to people within the target groups.

Council will call for nominations for the Panel following a Council election.

Councillor Representatives on the Panel, following consideration of nominations will appoint Panel members.

Members will have recent and relevant experience and knowledge in;

- the ageing, disability and/or carer sector.

- representing and working with others to promote the needs of the target group within the wider community.
- connections and networks within the community.

Council will consider the balance of representation from all sections of the target groups when appointing members.

Councillor Representative on the Panel may appoint to fill any vacancies should the need arise.

6 TERM OF APPOINTMENT

The independent members of the Lake Macquarie Ageing & Disability Advisory Panel will be appointed for a term of four years coinciding with the four-year term of Council. At the end of each term of Council, all positions on the Committee will become vacant and new Committee members will be sought in accordance with Part 5 of this Charter

- A person ceases to be a Panel member if they:
- resign that membership;
- are absent from three (3) consecutive meetings without notification;
- fail to follow the Terms of Reference and Council's Code of Conduct

7 OBLIGATIONS OF MEMBERS

Members of the Lake Macquarie Ageing & Disability Advisory Panel, shall act in accordance with Council's Code of Conduct and, in performing their duties, will:

- Act honestly and in good faith;
- Actively participate in the work of the Committee;
- Perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the Committee;
- Declare any perceived, potential, or actual conflict of interest in relation to any matter before the Committee;
- Conduct the business of the Committee with the care, diligence and skill appropriate to the role;
- Declare any change in employment status; and
- Comply with the Committee's Charter.

8 PRIVACY AND CONFLICT OF INTEREST

The Lake Macquarie Ageing & Disability Advisory Panel will comply with Council policies in relation to confidentiality, privacy and reporting. Members of the Committee will not disclose matters dealt with by the Committee to third parties except with the approval of the Committee.

A member of the Committee who may have a pecuniary interest in any matter before the Committee must disclose the nature of the interest to the meeting as soon as practicable and must not be present at, or in sight of, the Committee meeting:

- At any time during which the matter is being considered or discussed by the Committee, or

- At any time during which the Committee is voting on any question in relation to the matter.

This Clause does not apply where the member's interest in a matter is of a kind referred to in Section 448 of the Local Government Act.

9 MEETINGS

- Meetings will be held bi-monthly or as deemed necessary by the Panel.
- Notice of Panel meetings will be given to members at least fourteen (14) days prior to each meeting.
- A quorum at any Panel meeting shall be five (5) plus at least one (1) ex officio member.
- Minutes will be taken by an ex officio member.

10 WORKING PARTIES

- The Committee may co-opt members and other persons on matters raised by the Committee from time to time.
- The Panel may appoint time limited sub committees to investigate matters on a specific brief.
- Membership of sub committees may be extended to non- members on approval of the Panel.
- All sub committees are to provide a report to each Panel meeting.

11 REPORTING

The minutes of the meetings will be distributed to all members and made available to Councillors on request.

Items requiring resolution by Council will be incorporated in a report to Council by the Community Planner Ageing and Disability.

12 INDEPENDENT PROFESSIONAL ADVICE

The Committee may, at Council's expense, request the General Manager to obtain such legal, accounting or other professional advice as it reasonably considers necessary for the performance of its duties.

13 EVALUATION AND REVIEW

The Committee will review its Charter once every four years to ensure the Charter adequately reflects the functions and responsibilities of the Committee.

The Committee Charter is to be reviewed and adopted by the Committee at least once in each term of Council. The Committee may adopt administrative and minor changes to the Charter at other times.

Significant changes to the Charter must be referred to the department responsible for administering the Committee for concurrence with the proposed amendments, following consideration by the Committee.

Controlled Document Information

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Officer:	Community Planner (Ageing & Disabilities Services) - Jennifer Linton-Webb		
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Related Document Information, Standards & References

Related Legislation:	(Legislation Name)	(Relationship/Context)
Related Policies (Council & Internal):	(Policy Name)	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	(Document Name)	(Relationship/Context)
Standards COP's & Other References	(Standard, COP or Other References)	(Relationship/Context)

Definitions

Term / Abbreviation	Definition

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Ageing and Disability Advisory Panel
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Version History

Version No	Date Changed	Modified By	Details and Comments
1	15/02/2017	J Linton-Webb	New Charter

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