

THE CITY OF  
GREATER GEELONG

# AGED CARE ADVISORY COMMITTEE

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## TERMS OF REFERENCE

### VERSION: 1

|                     |                                 |
|---------------------|---------------------------------|
| Approval Date       | <b>28 April 2026</b>            |
| Approved by         | Council                         |
| Review Date         | 31 May 2027                     |
| Responsible Officer | Manager Community<br>Care       |
| Authorising Officer | Executive Director City<br>Life |

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# Introduction

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The Aged Care Advisory Committee (the Committee) provides advice, transparency, oversight and assurance to Council in relation to legislative and regulatory compliance, governance, risk management and continuous improvement.

## PURPOSE

To provide advice to Council on the governance, oversight and assurance of Council's aged care services in accordance with the Aged Care Act 2024 (Cth), including quality and safety of care, risk management, compliance monitoring, consumer outcomes, workforce capability and continuous improvement.

As an established Advisory Committee, it supports Council and Responsible Persons to discharge their statutory duties and to maintain transparency, accountability and confidence in Council's aged care governance arrangements.

## AUTHORITY

The committee:

- does not have delegated authority.
- may appoint working groups and approve their terms of reference on an as-needed basis. The Committee will receive reports from, and oversee the activities of, any working groups against their approved terms of reference.

The Committee does not have decision-making authority to commit Council to expenditure or policy changes; its role is to provide advice and recommendations to Council and the Audit and Risk Committee.

## OBJECTIVES AND FUNCTIONS

The Committee will provide advice to Council on the governance of Council's aged care services in accordance with the *Aged Care Act 2024*, including matters relating to:

- quality and safety of care
- risk management and assurance
- compliance monitoring
- consumer outcomes
- workforce capability and culture
- continuous improvement

The Committee supports Council and Responsible Persons to discharge their statutory duties and to maintain transparency, accountability and confidence in Council's aged care governance arrangements.

Provide advice and recommendations to Council and the Audit and Risk Committee, including at least an annual report of activities and effectiveness.

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# Definitions

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## **Act**

The *Local Government Act 2020*.

## **CEO**

The Chief Executive Officer of the City appointed by Council.

## **City**

The administration of the Greater Geelong City Council, led by the Chief Executive Officer.

## **Council**

The Greater Geelong City Council.

## **Councillor**

Elected officials representing the City of Greater Geelong, including the Mayor.

## **Council officer**

All staff of the City, including all contractors and volunteers engaged by the City, and the Executive Leadership Team.

## **Conflict of interest**

Has the same meaning as defined in the *Local Government Act 2000*.

## **Election Period**

The period that starts at the time nominations close on nominations day and ends at 6.00 p.m. on election day.

Commonly referred to as Caretaker Period.

## **ELT**

Executive Leadership Team consisting of the Executive Directors of the City who all report to the Chief Executive Officer.

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# Terms of Reference

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## COMMITTEE TERM

### Term starts

1. The Committee's term starts no earlier than 30 May 2026.

### Term ends

2. The Committee is operational for the term of the current Council.

## MEMBERSHIP

### Make-up of the committee

3. The composition of the Committee will be both internal and external members.
4. The Committee will consist of up to four Councillors and up to three external members qualified in in Aged Care service provision, clinical governance, enterprise risk or finance.
5. This Committee will be constituted to promote inclusive and balanced representation, including a balance of genders, where practicable.

### Features of effective members

6. The features of an effective member include:
  - 6.1. Good judgement and balanced consideration of issues.
  - 6.2. Understanding of the Committee's role and expectations.
  - 6.3. Awareness of changes affecting objectives, functions and risks.
  - 6.4. Relevant knowledge and expertise to inform deliberations.
  - 6.5. Constructive engagement and effective communication.
  - 6.6. Commitment of sufficient time and preparation for meetings.
  - 6.7. Independence of mind and willingness to test assumptions.
  - 6.8. Ability to meet, and ongoing commitment to comply with, the requirements of a Responsible Person under the Aged Care Act 2024, including completing all suitability checks, declarations, training and any related obligations.

### Role and responsibilities of members

7. The role of an Advisory Committee is to provide appropriate advice on matters relevant to its Terms of Reference to support decision making by the Council in relation to the discharge of its responsibilities.
8. Members are expected to:
  - 8.1. Maintain knowledge of aged care governance and service delivery matters relevant to the Committee's objectives.
  - 8.2. Engage with stakeholders as appropriate and maintain two-way communication, while respecting confidentiality.
  - 8.3. Review papers in advance and attend meetings regularly.
  - 8.4. Declare and manage conflicts of interest.

## Nomination of members

9. Councillor members are nominated and appointed by Council resolution.
10. External members are appointed following an expression of interest process approved by the CEO.

## Length of appointment of members

### 11. Councillor Members:

Councillors appointed to the Committee will serve for the duration of the current Council term unless changed via a Council resolution.

### 12. External Members:

External member tenure will be structured as follows:

#### 12.1. Initial Term (Establishment Term):

As the Committee is being established approximately 18 months into the current Council term, all external members appointed in the first intake will serve an initial term of three (3) years.

#### 12.2. Subsequent Terms:

After the initial establishment term, all future external member appointments will be for four (4) year terms, aligned with the Council election cycle to ensure synchronisation of governance oversight.

#### 12.3. Maximum Tenure:

No external member may serve more than two consecutive terms on the Committee (i.e., a maximum of 7 years for those appointed in the first cycle, or 8 years in subsequent cycles).

### 13. Appointment Process:

Independent members will be appointed to the committee by the CEO through a process of seeking expressions of interest. Selection will be made by a working group who will oversee the recruitment process of members.

### 14. Remuneration:

Remuneration will be paid to independent members. Fees will be based on a fee per meeting, set by the Chief Executive Officer, which will be indexed by 2% each 1 July.

15. Members must continue to meet membership requirements to maintain their membership. Members must notify the CEO immediately where they are no longer qualified.

16. If a member no longer meets membership requirements, their membership will be revoked.

17. Where a member does not attend three consecutive meetings without adequate cause, that person's membership may be revoked.

## Filling casual vacancies

18. Casual vacancies will be filled for the remainder of the term following the relevant nomination and appointment processes.

## CHAIRPERSON

### Appointment of the chairperson

19. A meeting of a Committee established by a Council must be chaired by a Councillor appointed by the Council or the Mayor to chair meetings of the advisory committee; or if the Councillor appointed by the Council or the Mayor to chair meetings of the advisory committee is not present at the meeting, a Councillor who is present at the meeting and is appointed by the members of the advisory committee who are present at the meeting.

20. The Chairperson is expected to perform the following roles:

- 20.1. Ensure Committee functions are carried out in accordance with the Terms of Reference.
- 20.2. Approve the agenda.
- 20.3. Conduct meetings with appropriate formality and facilitate effective discussion.
- 20.4. Approve draft minutes after each meeting.

## **MEETING VISITORS**

21. Persons may be invited to attend meetings to provide information relevant to the Committee's business. Visitors must comply with confidentiality and conflict of interest requirements.

## **MEETINGS**

### **Frequency of meetings**

- 22. Meetings will be held every four months, with the Chair able to call additional meetings as required.
- 23. Future meeting dates, times and broad tasks may be decided by the committee.

### **Minimum meeting attendees**

- 24. A quorum is at least one more than half of appointed members and must include at least one Councillor member.
- 25. If after 30 minutes from the scheduled starting time of any meeting, the minimum number of attendees cannot be obtained:
  - 25.1. Those members present;
  - 25.2. Or if there are no members present, an authorised officer, must adjourn the meeting for a period within four weeks from the date of the meeting.
- 26. The minimum number of meeting attendees must always include at least one representative of Council.

### **Conflicts of interest**

- 27. Conflicts of interest must be declared at the start of each meeting; members with a conflict must abstain from discussion and/or leave the room while the item is considered.
- 28. For avoidance of doubt, the City's Conflict of Interest Policy applies to the Advisory Committee Members.
- 29. Upon declaration of a conflict of interest, members must complete the relevant conflict of interest form with a copy being provided to Governance.

### **Misuse of information**

- 30. All information received by members in the course of their work as members is confidential and must not be shared with any party outside Council.

### **Election Period (Caretaker)**

- 31. External members will remain on the Advisory Committee until the end of the Council term, but the Advisory Committee operations will cease during the election Caretaker Period as per the Election Period Policy.

## **REPORTING**

- 32. Accurate minutes will be kept of each meeting and provided to members no later than one week following the meeting.
- 33. Committee meeting notes will be made available to Councillors via the Councillor portal within 10 business days.
- 34. The Committee will report to Council and the Audit and Risk Committee at least annually, providing advice and assurance to Council on the effectiveness of governance and compliance arrangements under the Aged Care Act 2024, including Responsible Persons arrangements (suitability, training and record-keeping), and a summary of risks, incidents, complaints and improvement actions.

## **SECRETARIAT**

- 35. Community Care will convene meetings and ensure a quorum. The Community Care Department will prepare agendas and papers, provide administrative support, record minutes and implement agreed actions, including an annual report to Council and public communication as appropriate.

## **REVIEW**

- 36. The Terms of Reference will be reviewed as required during the current Council term.
- 37. The Committee's effectiveness will be assessed annually as part of the report to Council, and the Terms of Reference will be updated to reflect legislative or organisational changes.

## **SUNSET**

- 38. The membership of Councillor members on the Committee will conclude at the end of the current Council term (unless otherwise resolved by Council).

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# Records

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Records shall be retained for at least the periods shown below.

**Table 1: Record retention and disposal schedule**

| Record                                                                                                                                                                                                                            | Retention / Disposal Authority                                                                 | Retention Period | Location                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------|
| Records relating to arranging and facilitating committee meetings.                                                                                                                                                                | PROS 09/05 VAR 1<br>Retention and Disposal Authority for Records of Local Government Functions | Temporary        | Destroy after administrative use has concluded. |
| Records of general administrative nature relating to management of committee meetings, including the preparation and circulation of minutes, use of premises where the meetings take place and travel arrangements for attendees. |                                                                                                |                  |                                                 |

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**CUSTOMER SERVICE CENTRE**

Wurriki Nyal  
Wadawurrung Country  
137-149 Mercer Street  
Geelong VIC 3220  
8:00am – 5:00pm

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