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**Strengthening Seniors Inclusion and Participation Project Leadership Group**

**Terms of reference**

**Role**

The role of the Project Leadership Group (PLG):

* To actively engage in the development of place based project plan.
* To provide leadership on the project concepts and implementation.
* To ensure their local area priorities are identified and addressed.

**Membership**

The PLG shall comprise up to fifteen (15) members, either individual community representatives or organisational and/or agency representatives.

The PLG will be supported and resourced by Frankston City Council and Mornington Peninsula Shire officers.

**Membership Eligibility Criteria**

1. Community members should be a resident of Frankston City or Mornington Peninsula or use services within the area and meet at least one of the following criteria:

* Have some expertise on issues affecting socially isolated older people within the area, whether personal or otherwise
* Have the capacity to consult with and represent a broad spectrum of older people and groups
* Willingly contribute to and share the PLG work load
* Respond in a timely manner to items of group business
* Complement clear and concise information back to older people and groups.

1. Organisation representatives should meet at least one of the following criteria:

* Represent Frankston City or Mornington Peninsula Shire Community group with a clear interest in issues pertaining to social isolation and older people
* Represent an organisation operating in Frankston City or Mornington Peninsula Shire involved in service provision to older people

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**Terms of Appointment**

1. Members will be appointed for a term of fourteen (14) months or until the conclusion of the project.
2. A member shall be deemed to have resigned if that member fails to attend three (3) consecutive meetings PLG.
3. Frankston City Council and Mornington Peninsula Shire will undertake the selection process of the PLG.

**Project Leadership Group Meeting Proceedings**

1. The PLG will meet no less the four (4) times throughout the course of the projects. Meeting time and dates and venues to be agreed.
2. A quorum will consist of half the number of the PLG plus one.
3. The PLG shall aim to operate on a consensus model of decisions making. In the event of a vote occurring and that vote being tied, the organisations, Frankston City Council and Mornington Peninsula Shire representatives in addition to a deliberate vote, have a second or casting vote.
4. The function and progress of the PLG will be reviewed as needed.
5. Minutes shall be recorded, circulated to members and present to the following meeting of the PLG.
6. Frankston City Council and Mornington Peninsula Officers will be appointed to provide administrative support and advice to the PLG.
7. The PLG has no power to make decisions, take actions or expend funds on behalf of Council.