

Knox Dementia Advisory Group

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| Directorate: | Connected Communities | Responsible Officer: | Manager, Community Access and Support |
| Approval Date: | | Committee Group: | N/A |
| Review Date: | June 2024 | | |

1. Background

Over 400,000 people are estimated to be living with dementia in Australia, with approximately 70% living in the community. In Knox, it is estimated that over 12,700 people will be living with dementia by 2050.

Knox City Council is partnering with Dementia Australia to implement the Dementia Friendly Communities program. The program aims to build understanding, awareness and acceptance of dementia in the community so that people living with dementia can participate and remain active in the community.

2. Purpose

The purpose of this Advisory Group is to guide Council on its dementia friendly journey and to support quality decision making. This will support the implementation of the following strategy and initiative in the Knox Council Plan 2021-2025:

- Strategy: Foster inclusivity, equality, belonging and safety within the community
- Initiative: Develop and implement the Dementia Friendly Action Plan

In addition, to support implementation of the following action in the Knox Child Youth and Seniors Plan 2021-2025:

- Action: Support the development of new dementia support pathways, build workforce capacities, and apply dementia friendly principles to the design of new facilities.

3. Objectives

The objectives of the Advisory Group are to provide guidance to Council on:

- a) Effective communication and engagement strategies to facilitate the interaction and participation of people living with dementia, their carers, and family and friends, and other key stakeholders in the Dementia Friendly Communities program
- b) The development of a community survey to understand people's views and opinions on what a dementia friendly community should look like
- c) The conducting of focus groups to understand survey results, explore themes and identify actions
- d) The development, implementation and review of the Dementia Friendly Knox action plan, and new initiatives, to help foster positive change for people living with dementia
- e) The transitioning of the Dementia Advisory Group to an independent Dementia Community Alliance Group.

To receive recognition from Dementia Australia as a dementia friendly organisation, Knox City Council commits to delivering on the following five (5) principles:

1. People living with dementia are involved in, and support the development of, the action plan
2. Dementia awareness training and education is provided to management and staff
3. Improving the customer service, communication techniques, positive language, and compassionate attitudes for management and staff when communicating with people living with dementia
4. Environmental improvements to facilitate inclusion and accessibility for people living with dementia
5. Commitment to implement a dementia friendly strategy and submission of an action plan to Dementia Australia

4. Membership and Method of Appointment

The Knox Dementia Advisory Group will comprise the following:

- One or more people living with dementia who actively participate in the Group
- Up to ten (10) members consisting of community members and industry representatives who indicate their interest in joining and actively participating in the Group

Whilst membership on the Advisory Group is voluntary, there is an expectation of a minimum two-year commitment for continuity purposes and to support the progression of actions.

4.1 Recruitment and Selection of Community and Professional Industry Representative Members

The planned establishment of the Group and the recruitment process will be widely advertised. Eligible members will have a keen interest in, and good working knowledge of, the aspirations and needs of people living with dementia; the challenges facing them to stay active in their communities; and, live, work or study in the municipality (or have a demonstrated connection to Knox through professional, technical or other industry partnerships).

The approach to and method for appointing representatives will include the following:

- Application via an expression of interest process;
- Review of expressions of interest against the selection criteria by a panel consisting of three Council Officers;
- Members will be appointed for a two-year term and will be eligible to re-apply for appointment;
- The Advisory Group will consist of a spread of community and industry representatives;
- Any community representative that resigns may be replaced by another candidate who expressed their interest. In the event no other candidate exists or is still interested, then Council will determine whether the position remains vacant or a new recruitment process is commenced; and
- Any industry representative that resigns may be replaced by another member of their group or organisation.

Advisory Group members may invite guests to attend and participate at meetings for a specific purpose. This is at the discretion of the Group.

5. Delegated Authority and Decision Making

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

6. Meeting Procedures

The Advisory Group will meet on a bi-monthly basis for two hours either online or at a local venue (in accordance with Government imposed restrictions). An annual schedule of meetings will be agreed upon at the first meeting of the Group each year.

Council Officers will be responsible for chairing the Advisory Group meetings and providing secretariat support. Meeting agendas will be distributed to members one week prior to the meeting. Minutes of the meetings will be circulated to members within two weeks after the meeting.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time;
- Be scheduled and confirmed in advance;
- Encourage fair and reasonable discussion, participation and respect for each other's views;
- Focus on the relevant issues at hand; and
- Provide advice to Council as far as possible on a consensus basis.

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

7. Conflict and Interest Provisions

In performing the role of Advisory Group member, a person must:

- Act with integrity;
- Impartially exercise their 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 people;
- 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.

8. Contact with the Media

Contact with the media by Advisory Group members will be conducted in accordance with Council's Staff Media Policy. Community 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 Advisory Group.