



Positive Ageing Advisory Committee Terms of Reference (October 2021)

Purpose

The Positive Ageing Advisory Committee (the Committee) will collect and consider evidence, ideas and community input about how Council can best create an Age Friendly Surf Coast where older people are valued, supported and empowered to live well. The Committee will represent and advocate on behalf of older people from our community.

The Committee will provide input and recommendations into the planning stage of Council strategies, plans and policies which relate to older people. Council will consider the Committee's recommendations and advice when making decisions on these strategies, plans and policies.

The Committee will consider Council's role in providing services, programs and facilities to older people, within the context of changing community needs and government regulations.

The Committee will provide advice and leadership on the implementation of Council's *Age Friendly Strategy 2020- 2024*, based on the World Health Organisation's framework, outlining 8 key focus areas.



Composition

The Committee will comprise of a maximum of 15 individuals and organisational representatives, including:

- Up to 11 Community representatives that reflect the diversity of the Shire including gender, cultural diversity and geographic location
- One Councillor; appointed by Council annually. Other Councillors may attend from time to time as observers.
- Council's Manager of Community Strengthening
- Council's Coordinator of Age & Access
- Council's Age Friendly Officer/s

Term of Appointment and Vacancies

Community representatives will be appointed by resolution of Council for a term of three years. Existing members can re-apply for two further terms of three years (total of nine years).

When vacancies occur, Council shall be responsible for filling these through an open expression of interest process. Expressions of interest for vacancies may be targeted to the local area in which the vacancy has become available, if deemed appropriate by the Committee. Any person who fills a vacancy shall hold office for a three year term, commencing from the time of their appointment.

Meetings

The Committee will meet at least bi-monthly. Sub-committees can be set up as needed, for specific tasks or projects for interested and available members.

Meeting Procedures

- Quorum for decision making will be a minimum of 50% of Committee members external to Council.
- Members are expected to attend Committee meetings and contribute to outputs of the group.
- Three or more consecutive, unexplained non-attendances by a member without Committee approval will deem that member's position as having being vacated. The Committee shall allow the granting of leave of absence as required.
- Surf Coast Shire staff will be responsible for the taking of minutes and the preparation of the agenda.
- Committee members are required to send agenda items at least 10 business days prior to the meeting, to Surf Coast Shire staff who will prepare the agenda in consultation with the Chairperson.
- All agenda items should be covered in the meeting, where possible.
- Recommendations for action by Council may be included in the minutes.

Chairperson

At the first Positive Ageing Advisory Committee meeting of each year the Committee will call for nominations for the position of Chair and Deputy Chair. The Chair and Deputy Chair positions will not be held by Council officers. Should there be more than one nomination the members will elect the Chair or Deputy Chair by simple majority vote.

The role of the Chair will be to:

- Liaise with the responsible Council officer to set meeting agendas
- Chair the meeting and direct discussion
- Engage all members in Committee activities and to bring forward issues

The Chairperson shall have a casting vote as well as a normal vote to resolve a deadlock.

Process for Raising Concerns

If an advisory committee member wishes to raise an issue of concern or make a complaint relating to the Committee, the following procedures should be followed:

- All issues of concern or complaints should be referred to the Coordinator of Age and Access in the first instance.
- The Coordinator of Age and Access will follow Council's complaints procedures to resolve issues and complaints raised.
- Council operational matters, requests for service / information, compliments or complaints can be lodged directly online via www.surfcoast.vic.gov.au or by calling 5261 0600.

Urgent Business

Business must not be admitted as urgent business unless:

- It relates to or arises out of a matter which has arisen since distribution of the agenda; and
- It cannot safely or conveniently be deferred until the next Committee meeting; or
- The Committee resolves to admit an item considered to be urgent business.

Declaration of Interest

If a member of the Committee believes they have a conflict of interest in a matter before the Committee, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting. A person may have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

Council's Role

Council will as soon as practicable after a Committee member is appointed, organise an induction program for the Committee member focusing of, but not limited to, the roles and responsibilities of the Committee and its relationship with Council and the relevant area of interest.

The Committee will be supported by the Coordinator of Age & Access / Age Friendly Officer, who will attend meetings of the Committee, prepare the agenda with the Chairperson, take minutes and arrange for the circulation of agendas and minutes and other coordination activities. Council will also provide a suitable venue for Committee meetings.

Council will give due consideration to the recommendations and advice provided by the Committee.

Council will, whenever possible, make decisions that promote the values and principles that are central to the World Health Organisation Global Network of Age Friendly Cities and Communities approach and to the process of creating age-friendly communities.

Change to Terms of Reference

These terms of reference shall be reviewed every three years and only be amended or varied by resolution of the Surf Coast Shire Council.