



## **Positive Ageing Advisory Committee**

### **Terms of Reference**

### **June 2019 Update**

#### **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, including but not limited to these topics:

- Social inclusion, social and civic participation
- Built environment, transport and housing
- Community support and health services.

The Committee will represent and advocate on behalf of older persons from our community including people with a disability, people who identify as lesbian, gay, bisexual, transgender or intersex (LGBTIQ+), people of Aboriginal or Torres Strait Island background, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and multicultural and multifaith communities.

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 when making decisions on these strategies, plans and policies.

In considering community support and health services, the Committee will consider Council's future role in providing services, programs and facilities to older people, within the context of the federal government's Aged Care Reforms and changing community needs. The Committee will provide advice to Council as it undertakes Reform Readiness Planning, which may include consideration of:

- Continuation of existing Council services to older people
- Expansion, growth, reduction or adaptation of existing Council services, including creating efficiencies and reviewing fees and charges for current Council services.
- Transitioning clients of identified existing Council services to other service providers over time

- Supporting the growth of the aged and disability service sector within Surf Coast Shire
- Establishing new or additional services, programs or facilities for older people
- Development of principles that will guide the planning of Council's future role in providing services and facilities for older people.

### **Composition**

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

- Up to three clients of Surf Coast Shire's positive ageing service
- Up to three family or carers of clients of Surf Coast Shire's positive ageing service
- Up to three local community members
- Council's Coordinator Positive Ageing
- Council's Project Manager Positive Ageing
- Council's Manager Aged & Family
- One Councillor; appointed by Council annually. Other Councillors may attend from time to time as observers.

### **Term of Appointment and Vacancies**

Community and organisational representatives will be appointed by resolution of Council for a term of three years. Members can reapply once, for a second term of three 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 once every two months, with more frequent meetings in the early stages of the Committee. 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 five 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.
- Surf Coast Council staff will record the minutes of the meeting and present these to the Chairperson for approval, prior to sending out to the Committee members.
- 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 secret ballot by exhaustive preferential voting.

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
- Communicate with Councillors and senior management in relation to Committee activities.

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

### **Process for Raising Concerns**

If a Committee member wishes to raise an issue of concern, make a complaint or provide advice relating to aged friendly cities or positive ageing, the following procedures should be followed:

- All issues of concern, complaints or advice relating to aged friendly cities or positive ageing by members of the Committee should be referred to the Chairperson in the first instance.
- The Chairperson will decide if a matter will be tabled at the next Committee meeting, or whether the matter will be dealt with prior to the next meeting. If the matter is dealt with prior to the next meeting, a summary of the conclusion of the matter will be communicated to members at the next meeting.
- If an issue or concern, complaint or provision of advice is to be tabled at a Committee meeting, the Committee can make a recommendation to Council.

## **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 Project Manager Positive Ageing, 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 of the Committee. Council will, whenever possible, undertake to represent the community on a range of issues that are relevant to community support and health services for older people in the Shire.

## **Reform Readiness Plan**

The Committee will develop a Reform Readiness Plan that will inform Council's role in community support and services for older people and people with a disability. This Plan will be presented to Council for endorsement.

## **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.