

# POSITVE AGEING ADVISORY COMMITTEE

**Terms of Reference**

1. Purpose

The Positive Ageing Advisory Committee has been established to:

* monitor the implementation and review of the Age Well, Live Well strategy;
* provide advice to Council on key policy issues that relate to Positive Ageing; and,
* enable greater communication between the community and Council.

1. Objectives

The Committee is an Advisory Committee of Council with the following functions:

1. Provide oversight and monitoring of the implementation of the Age Well, Live Well Strategy;
2. Identify issues affecting older people within Moorabool Shire;
3. Provide a voice for older people on Council strategies and plans and their impact on older people;
4. Participate in community consultation;
5. Contribute to discussions and activities within meetings;
6. Assist and provide feedback on the positive profile of older people through Council publications, media and social media;
7. Advocate for improvements to access, services, social and built infrastructure;
8. Participate in forums or events.

The Positive Ageing Advisory Committee will provide an opportunity for informed discussion on issues impacting upon older members of the Shire and increase Council and community awareness of the particular needs and aspirations of older members of the community through collaboration and consultation.

The Positive Ageing Advisory Committee will provide oversight, review and recommendations for the on-going implementation process of the Age Well, Live Well Strategy. The Committee will also assist in shaping and creating inclusive communities for older people in the Moorabool Shire by utilising the experience and expertise of older people in bringing new perspectives to both existing and emerging issues.

1. Definitions

* **Chairperson** refers to the person responsible for chairing meetings as appointed by the Committee
* **Committee** means the Positive Ageing Advisory Committee
* **Community Member** is a member of a Committee who is not a Councillor or a member of Council staff
* **Council** means Moorabool Shire Council
* **Councillor** means a Councillor of Moorabool Shire Council
* **Deputy Chairperson** refers to the person responsible for chairing meetings in the absence of the Chairperson, as appointed by the Committee.

1. Dates, Times and Places of Meetings
   1. Meetings of the Positive Ageing Advisory Committee shall be held bi-monthly on the second Tuesday of the month at a time to be determined by the Committee.
   2. The Advisory Committees will hold a minimum of 5 meetings over the February – November period inclusive. Where required or requested, Community Representatives may elect to meet independently each alternate month to discuss key issues, engage guest speakers or progress key actions as approved by the Chairperson.
   3. Meetings shall be held alternatively at the Council Chambers in Ballan and the James Young Room, Lerderderg Library in Bacchus Marsh, or virtually where required.
   4. An agenda for meetings held, will be delivered to each Committee member at least 48 hours prior to the date of each meeting via email.
2. Membership and Attendance
   1. **Appointments to Committees**
3. Council shall undertake an expression of interest process calling for community members when membership for the Positive Ageing Advisory Committee has expired or a position becomes vacant.
4. The following criteria shall apply for the selection of members:
5. Skills and other attributes of the applicant;
6. Qualifications of the applicant;
7. The level of experience and interest in the work of the Committee;
8. A broad distribution of applicants, in terms of the geographic and physical location within the municipality; and,
9. Broad representation of applicants that reflect the diversity of Moorabool.
10. Necessary arrangements will be made by Council administration to facilitate the short-listing and selection of community applicants for Committee.
11. The Committee will be convened by Council and shall comprise:
12. Councillor
13. Relevant Council Officers
14. 2 Representatives from Western Health
15. 2 Representatives from Mecwacare
16. 8 Community Representatives

Other representatives from community organisations, agencies or networks not listed above will be invited to attend as required.

* 1. **Term of Appointment**

Councillors shall be appointed for a period, as deemed appropriate, so long as the period of appointment does not extend past the Council term.

The period of appointment for Community Representatives shall be for a 3-year term with a staggered membership every 18 months to enable consistency and continuity of members.

* 1. **Appointment of Chairperson**

A Chairperson and Deputy Chairperson will be a Community Representative and will be appointed by the Committee and reviewed on an annual basis. The Deputy Chairperson will be responsible for chairing meetings in the absence of the Chairperson.

* 1. **Attendance**

A Committee member shall endeavour to advise the Chairperson and/or delegate of non-attendance at any meeting.

* 1. **Failure to Attend Meetings**

Any member who is unable to attend three (3) consecutive Positive Ageing Advisory Committee meetings shall notify the Chairperson in writing as to his/her availability to continue to be a member of the Committee.

* 1. **Resignation of Committee Member**

A Committee member may resign from the Committee by advising the Chairperson in writing.

1. Conflict of Interest and Confidentiality
   1. Committee Members must disclose a Conflict of Interest in accordance with the *Local Government Act 2020*.
   2. In the event of a Conflict of Interest arising the Committee Member:

##### a) Must disclose the interest and clearly state the nature of the interest at the meeting before the matter is considered.

##### b) Must leave the room and not participant in any discussion and/or decision pertaining to disclosed interest.

##### c) The disclosure must be recorded in the meeting minutes.

1. Quorum
   1. A quorum is the majority of appointed members but must include either the Chairperson or Deputy Chairperson. A quorum for the meeting will require a minimum of 4 Community Representatives to be in attendance, with a minimum of 50% overall attendance of members present.
   2. If a quorum is not present within 30 minutes of the time appointed for the commencement of the meeting, the meeting shall lapse. If a quorum fails after the commencement of the meeting, the meeting shall lapse.
   3. Business that is unfinished at the completion of a meeting may at the discretion of the Chairperson be referred to the next meeting of the Committee.
2. Chairperson
   1. Meetings will be chaired by the Committee endorsed Chairperson.
   2. Duties and Discretions

The Chairperson:

##### must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, Committee Member, member of Council staff, or member of the community; and

##### must call to order any person who is disruptive or unruly during any meeting.

1. Operations
   1. The Committee has no budgetary responsibilities, decision-making powers or delegated authority but serves to make recommendations for Council’s consideration.
   2. The Committee shall follow the general consensus principle, when determining its preferred position on matters under discussion.
   3. Committee members will not publicly comment on behalf of the group. Neither will it seek to advocate on the needs of individual organisations.
   4. The Council will provide the necessary support to assist the Committee to function effectively including:

##### Maintaining contacts details of members.

##### Preparing and distributing agendas and prior reading materials.

##### Preparing and distributing meeting minutes.

1. Media
   1. Committee Members are not to represent the Committee to the media.
2. Reporting
   1. Endorsed minutes of the Committee meetings shall be presented to the next practicable Ordinary Meeting of Council.
3. Review
   1. A review of the role, function, membership and productivity of the Positive Ageing Advisory Committee will be conducted once every four years or as required to ensure currency, effectiveness and stakeholder engagement.
   2. Council retains the right to:

##### Review, amend or alter the operations and membership of this Committee as it deems appropriate and necessary.

##### Revoke these Terms of Reference at any time.