

Positive Ageing Advisory Committee

Terms of Reference

Classification

Advisory Committee of Council

Purpose

To provide a mechanism in which community representatives can discuss, advise on and action ideas around opportunities and challenges related to positive ageing in Nillumbik.

Goal

That Nillumbik has an older population (aged 55 and over) that is informed, connected and supported to live well and age even better.

Objectives

- Act as the peak advisory committee to advocate on barriers and/or issues affecting older people to age well in Nillumbik
- Consult with and represent the voice and interests of Nillumbik residents aged 55 and over
- Respond to and provide input and feedback on proposed strategies, policies or action plans developed by Council
- Provide a forum to discuss, facilitate and support local initiatives (where possible) that aim to promote healthy and active ageing across Nillumbik
- Provide a mechanism for Council to communicate, consult and engage more effectively with the wider Nillumbik community
- Act as Ambassadors for Positive Ageing by actively promoting news, events, activities and issues relating to older people in Nillumbik

Membership and chairperson

- Community Service Portfolio Councillor to act as chairperson
- Up to 16 representatives will be appointed to represent the diversity of Nillumbik's older adult population and inducted as Nillumbik Shire Council Volunteers

Term of appointment

- Members will be appointed for a two-year term in line with the financial year calendar (July – June)
- Members completing their two-year term may re-apply for a further two-year term
- Should a member wish to resign prior to their term of appointment finishing, written notification (via email and/or mail) must be given to the Council Officer of their intent

- A members' term of appointment may also cease if they fail to attend three consecutive meetings without notice of an apology
- Where a member resigns before the end of their term, a replacement committee member may be appointed by a Council Officer

Co-opted members

- The Advisory Committee may invite suitable people to join in an advisory capacity, for a specified purpose and for a specified period of time.
- Where appropriate, working groups and sub-committees may be established to provide an opportunity for members to work collaboratively on specific projects, issues or areas. Membership of the working groups will be open to members and non-members. A working group or sub-committee member will be nominated to provide feedback at meetings.

Quorum

Decisions can only take place with a quorum defined as the majority of the total number of committee members.

Member responsibilities

- Commit to serving a two-year term
- Prepare for, attend and actively participate in regular group meetings
- Keep the committee informed of current developments, issues and concerns relating to positive ageing
- Be aware of the activities, interests and concerns of residents, organisations and groups in the Shire
- Help disseminate and communicate information to the Nillumbik community
- Respond to requests for input into and/or feedback on Council activities, policies and reports
- Represent the diverse needs and interests of older people across Nillumbik Shire rather than individual interests
- Work collaboratively to identify ideas, issues and ways to engage with the community
- Be respectful of other members and open to new ideas and ways of thinking.

Meeting frequency

Meetings are held on the first Friday of the month between 12pm -2pm unless otherwise arranged by a Council Officer due to special circumstances. Meeting days and times may change as voted on by the committee and where quorum has been met.

Management of the committee

- The Community Support Services Unit or nominated delegate will resource the Committee and attend all meetings, provide information, support and technical advice.
- A Council Officer will be responsible for the preparation of meeting agendas, minutes, reports and other administrative functions

Evaluation and Review

- An annual review will be carried out to review successes, achievements and challenges, and prioritise a work plan for the coming year
- The Terms of Reference and membership will be reviewed biennially or where a need has been identified by the Positive Ageing Advisory Committee and endorsed by Council

Reporting procedure

- Minutes of the meetings are presented to Council for information at the next scheduled Council Meeting
- Recommendations made by the Advisory Committee require consideration and approval by Council before being fully endorsed and acted upon

Public statements

Members of the Committee cannot make public statements on behalf of Council.

References

- Ageing Well in Nillumbik Action Plan 2019 – 2022
- Council Plan 2017 – 2021
- Municipal Public Health and Wellbeing Plan 2017 - 2021

Contact details for Positive Ageing Advisory Committee

Fiona Vuong, Positive Ageing Officer (03) 9433 3345

Updated

July 2020

Next review date

July 2022

Communications Plan – Recruitment for Positive Ageing Advisory Committee

This plan supports the recruitment of members into Council's Positive Ageing Advisory Committee.

This plan has been designed to raise awareness of the Nillumbik's Positive Ageing Advisory Committee, and encourage diverse and passionate community members to nominate themselves for committee membership.

Objectives

- To encourage older adults in Nillumbik that represent different townships, backgrounds, interests and experiences to nominate themselves for committee membership
- To encouraged older adults with lived experience of (but not limited to) caring for someone with dementia, or a disability

Key messages

- Are you passionate about the health and wellbeing of older adults in Nillumbik?
- We are seeking community representatives to join our Positive Ageing Advisory Committee to influence Council on issues and opportunities for people aged 55 and over.
- We are seeking people who will use their individual knowledge and experiences who would like to play a role in supporting Nillumbik's older adults to live and age well.
- Older adults with lived experience of the below are strongly encouraged to apply:
 - Being a carer
 - Disability
 - Dementia (eg. caring for someone with)
- Older adults who are from diverse cultural backgrounds, from LGBTQI+ community, across rural and urban townships encouraged to apply
- All older adults have valuable insights to share and will be supported to participate and affect meaningful change in Nillumbik.

Project background

Council is committed to supporting older adults to live and age well in Nillumbik, and providing opportunities for older adults to participate in and shape planning and services is fundamental to this pursuit. In 2036, it is estimated that people over the age of 55 will comprise of 32% of the population of Nillumbik.

The Positive Ageing Advisory Committee (PAAC) was formally endorsed by Council as an Advisory Committee on 30 October 2018. The PAAC played a significant role in the development of the Ageing Well in Nillumbik Action Plan 2019-2022, developing the vision and identifying seven priority areas for Council to action to ensure that all residents can live and age well in Nillumbik, and is a key partner in supporting the implementation of the Action Plan.

The PAAC aims to actively promote and support positive ageing across the wider Nillumbik community. The purpose of the committee is to provide a mechanism for Council to consult with community representatives in seeking advice and guidance around issues and barriers affecting people aged 55 and over.

Deliverables

- Recruitment of new members

- Renomination of interested current standing members
- Council to endorse newly recruited members.

Stakeholders

External
Nillumbik older adults and families
Community groups including but not limited to: University of The Third Age U3A, Senior Citizens Clubs, Men's Sheds, OMNI groups, Historical Societies, Friends of and Landcare groups
Mecwacare aged care services clients
Residents of residential aged care facilities
HealthAbility carer support groups, dementia social support groups, parkinsons support group
Allwood Community House
St Andrews Community Centre
Yarra Plenty Regional Library
Traders associations
Internal
Positive Ageing Advisory Committee
Nillumbik Community Support Services
Nillumbik Community Partnership
Living & Learning Nillumbik
Nillumbik Volunteer Development
Nillumbik Communications and Marketing

Tools & Channels for promotion:

- Nillumbik publications:
 - Nillumbik News
 - Ageing Well in Nillumbik newsletter
 - E-newsletters (Arts and Cultural Development, Community Parnterhips, Hurstbridge Hub, Living & Learning Nillumbik, Environetmn, Business Development)
- Nillumbik social media (facebook) – target ad
- Advertising:
 - Local papers (Warrandyte Diary, Whittlesea Town Crier)
 - Plenty Valley FM
- Website landing page: www.nillumbik.vic.gov.au/Positive-Ageing-2020
- Invitations sent to all above external stakeholders

Recruitment period:

Mid August until 2 October.

ASSESSOR: (insert name)

POSITIVE AGEING ADVISORY COMMITTEE NOMINATIONS 2020-2022

Assessment				
Quality - % Weighting of Total Score	100%			
Quality Tender Evaluation Criteria	Criteria % Weighting	Mark out of 100	Score	Mark out of 100
An understanding of and interest in the issues facing older people in the Nillumbik community (Question 1)	30%		0.0	
Commitment to improving quality of life for older people in Nillumbik (Question 2)	60%		0.0	
Level of contribution and connection to the older adult community (Question 3 + 4)	10%		0.0	
Quality Score out of 100	100%		0.0	
Final Ranking (officer to complete)				

Standard Marking Criteria	
Excellent	100/100
Very Good	80/100
Good	60/100
Fair	40/100
Poor	20/100
Unacceptable	0/100

Question 1	I'm intere
Question 2	I believe
Question 3	I am i

ASSESSOR: (insert name)

POSITIVE AGEING ADVISORY COMMITTEE NOMINATIONS 2020-2022

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Commitment to improving quality of life for older people in Nillumbik (Question 2)	60%	0.0		0.0
Level of contribution and connection to the older adult community (Question 3)	10%	0.0		0.0
Quality Score out of 100	100%	0.0		0.0
Final Ranking (officer to complete)				

Standard Marking Criteria		
Excellent	100/100	From EOI Form
Very Good	80/100	listed in becoming a member of PAAC
Good	60/100	I can make a positive contribution to the
Fair	40/100	involved in the following groups or networks
Poor	20/100	
Unacceptable	0/100	

ASSESSOR: (insert name)

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Commitment to improving quality of life for older people in Nillumbik (Question 2)	60%		0.0
Level of contribution and connection to the older adult community (Question 3)	10%		0.0
Quality Score out of 100	100%		0.0
Final Ranking (officer to complete)			

Standard Marking Criteria		
Excellent	100/100	
Very Good	80/100	because:
Good	60/100	the PAAC
Fair	40/100	works:
Poor	20/100	
Unacceptable	0/100	

ASSESSOR: (insert name)

POSITIVE AGEING ADVISORY COMMITTEE NOMINATIONS 2020-2022

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Quality Tender Evaluation Criteria	Criteria % Weighting	Mark out of 100	Score	Mark out of 100
An understanding of and interest in the issues facing older people in the Nillumbik community (Ques	30%		0.0	
Commitment to improving quality of life for older people in Nillumbik (Question 1)	60%		0.0	
Level of contribution and connection to the older adult community (Question 2 + 3)	10%		0.0	
Quality Score out of 100	100%		0.0	
Final Ranking (officer to complete)				

Standard Marking Criteria	
Excellent	100/100
Very Good	80/100
Good	60/100
Fair	40/100
Poor	20/100
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POSITIVE AGEING ADVISORY COMMITTEE NOMINATIONS 2020-2022

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Commitment to improving quality of life for older people in Nillumbik (Question 1)	60%	0.0		0.0
Level of contribution and connection to the older adult community (Question 2 + 3)	10%	0.0		0.0
Quality Score out of 100	100%	0.0		0.0
Final Ranking (officer to complete)				

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Very Good	80/100
Good	60/100
Fair	40/100
Poor	20/100
Unacceptable	0/100

ASSESSOR: (insert name)

POSITIVE AGEING ADVISORY COMMITTEE NOMINATIONS 2020-2022

Assessment			
Quality - % Weighting of Total Score	100%		
Quality Tender Evaluation Criteria	Criteria % Weighting	Mark out of 100	Score
An understanding of and interest in the issues facing older people in the Nillumbik community (Questions 1 + 2)	30%		0.0
Commitment to improving quality of life for older people in Nillumbik (Question 1)	60%		0.0
Level of contribution and connection to the older adult community (Question 2 + 3)	10%		0.0
Quality Score out of 100	100%		0.0
Final Ranking (officer to complete)			

Standard Marking Criteria	
Excellent	100/100
Very Good	80/100
Good	60/100
Fair	40/100
Poor	20/100
Unacceptable	0/100

Positive Ageing Advisory Committee Information and Expression of Interest

Background

The Positive Ageing Advisory Committee (PAAC) was established as a reference group in August 2012, and became formally endorsed as an advisory committee by Council in 2018. Council recognised then, as it does now, the importance of including and amplifying the voices of older people so that we can create an age-friendly community for all Nillumbik residents to live and age well. Council also recognises that representatives of our older community are best placed to provide input to policy and planning so that programs and services are inclusive, and respond to current and emerging needs of older adults.

The PAAC has a vision to assist Council in supporting our older population (aged 55 and over) to be informed, connected and supported to live well and age even better.

How does PAAC help?

The PAAC have amassed a significant list of achievements since it was established as a reference group, with valued input into countless Shire policies and strategies. A recent highlight was their tireless work in supporting the Shire to develop the most recent Ageing Well in Nillumbik Action Plan 2019-2022.

Furthermore, the PAAC provides advocacy and insight into what our older community members need and want, leading the way in the creation and dissemination of information guides and toolkits, organising and running information community awareness sessions. The PAAC play a vital role in providing guidance and advice from community representatives, so that Council can be responsive to emerging issues and opportunities for older people.

What's involved?

The PAAC meet monthly on a Friday at Civic Drive, with other meeting locations in the Shire as suggested by the group. Members who do not drive can be assisted to attend meetings.

Who are we looking for?

We are looking for residents over 55 years of age who live in Nillumbik, and are representative of the diversity of our community- in terms of age, township, background, interests and ability.

We are seeking people who will use their individual knowledge, experiences and skills to help us achieve our strategic goals, and make a positive difference through our work.

The PAAC will represent a diversity of views, with members bringing different perspectives and belonging to different communities, and community groups.

How do I apply?

If you would like to play a role in supporting Nillumbik's older adults to live and age well, we would love to hear from you. Please send your completed expression of interest form to positive.ageing@nillumbik.vic.gov.au or by posting it to the address below.

After we have considered your expression of interest, we might ask to speak with you to learn more. Shortlisted applications will be interviewed by a selection panel, which will make recommendations to the PAAC and to Council. We will let everyone who applied know the outcome of their application.

For more information and to lodge your application:

E: positive.ageing@nillumbik.vic.gov.au

T: 03 9433 3345

M: 0437 676 617

Or Post to:

Positive Ageing Advisory Committee,
Nillumbik Shire Council, Community
Services, PO Box 476
Greensborough VIC 3088

Name	
Email	
Mailing Address	
Phone	
Township	

Where did you hear about the Positive Ageing Advisory Committee (PAAC)?

<input type="checkbox"/> Council website	<input type="checkbox"/> Nillumbik News
<input type="checkbox"/> Family and/or friends	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> General internet search	<input type="checkbox"/> Social media
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other (please specify)

I'm interested in becoming a member of PAAC because:

I believe I can make a positive contribution to the PAAC because of my (skills, experience, knowledge etc):

I am involved in the following groups or networks:

I confirm that I have read and accept the Terms of Reference