

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