

# Ageing Well Advisory Committee

## Terms of Reference



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## 1. Purpose of the committee

The Ageing Well Advisory Committee has been established to work with the Federation Council to support local residents to age well in the Federation Council area.

The establishment of an Ageing Advisory Committee provides an important forum for identifying current issues and advising Council about effective policy and service provision regarding older people in the Federation Council area.

The Advisory Committee does not replace other forms of community engagement used by council to consult with and engage with the community. The Ageing Well Advisory Committee will complement and enhance community engagement.

The Ageing Well Advisory Committee is a non-constituted committee of Council with a Councillor being nominated through the annual statutory appointment process to be a member of this committee.

## 2. Objectives

The objectives of the Ageing Well Advisory Committee is to:

- Represent and advocate for older people in the community.
- Act as a conduit for exchange of information and views between community, Council and other representative bodies on issues affecting the lives of older people.
- Respond to enquiries from the Council regarding specific older issues in Federation Council.
- Help Council to identify issues of importance to older people in the Federation Council and assist to meet senior's needs.
- Provide advice and guidance to Council on the delivery of the Ageing Well Strategy 2018-2022.
- Work with Council to initiate actions from the Ageing Well Strategy 2018-2022.
- To support Council in informing stakeholders of activities, outcomes and achievements of the Ageing Well Advisory Group and the Ageing Well Strategy.
- Advise Council of effective ways to engage with the Federation Council community regarding ageing well and the health and wellbeing of older people
- Help Council define the important strategic issues regarding ageing well about which Council can advocate to State and Federal Government and other relevant authorities and stakeholders.
- Support Council in a manner that is consistent with Council values and decisions of Council.
- Abide by Council's Code of Conduct, Social Media Policy, Media Policy and all other council policies.

## 3. Selection Criteria

Members will be selected based on the following criteria:

Aged 55 years or over.

Reside in the Federation Council area.

Good communication skills.

Have a strong network in the community which enables you to bring other people's perspectives to the group, take information out to the community for discussion, and identify opportunities for wider community engagement;

Have strong knowledge of issues facing older people now and into the future.

Understand the needs of older people and be prepared to advocate for on their behalf

Have the capacity to consult and represent a wide range of views.

Ability to work with other people and in a team.

Able to attend and participate in meetings regularly.

## 4. Selection Process

The Federation Council will invite the current Ageing Well Ambassadors to consider appointment on the Ageing Well Advisory Committee.

If more members are required for the establishment of the group, or at the next term, Council shall call for expressions of interest from the general public via the following media:

- Via local media outlets.
- Inclusion in the Federation Council snippets.
- Notices to a wide range of community groups.
- Council website and Facebook page.

Candidates for appointment must lodge a written and signed Application Form with the Federation Council.

Candidates will be expected to address other Committee members and/or the Facilitator explaining why he/she is the best person for a position.

## 5. Membership and Roles

The Ageing Well Advisory Committee will comprise of a Councillor, a Council staff member who will facilitate the committee and up to 10 older people.

Ageing Well Advisory Committee members volunteer their services as a member.

It is expected where possible, all members of the Ageing Well Advisory Committee attend meetings for the duration of each, and participate in Ageing Well Working Groups as agreed. This may include providing input into specified projects.

Consideration will be given to professional development and team building opportunities for the Ageing Well Advisory Committee where applicable.

## 6. Establishment and Dissolution

Federation Council resolved at the June 2018 Ordinary Council Meeting to establish an Ageing Well Advisory Committee to enable older residents in the Federation Council area to have direct input into issues affecting them in the community.

The Ageing Well Advisory Committee may be dissolved by resolution of Council.

## 7. Term of Appointment

The term of appointment will be for twelve months, with the option for renomination for current members.

Council will call for Expression of Interest at the commencement of each term. A term will be a twelve-month period from July to June. Candidates for appointment must lodge a written and signed Application form with the Federation Council.

## 8. Volunteer Tenure

In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. This will be determined by Council's Code of Conduct and all Council policies and procedures.

If a member misses more than two consecutive meetings without providing an apology, their membership on the Ageing Well Advisory Committee will cease.

Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.

A member may resign at any time, in the event that their circumstances change and they are no longer able to commit to attending and participating.

Should a volunteer wish to resign they should submit a resignation letter to the Chair and the Facilitator and the resignation should be recorded in the minutes of the next meeting.

Where vacancies occur, the group may on the recommendation of the Facilitator, appoint additional members at any time.

Should an Ageing Well membership become available throughout the year, other candidates from the election process will be considered as a replacement.

## 9. Declaration of Interest

Members will declare any conflict of interest at the beginning of any meeting, consultation and decision-making process.

## 10. Dispute Resolution

Dispute resolution will be processed in accordance with Council's Dispute Resolution Policy.

## 11. Decision Making Process

In accordance with Council's reporting, a periodic report will be submitted to Council on achievements against the objectives, and the Councillor Representative will speak to the report on behalf of the Ageing Well Advisory Committee.

Project decisions will be made based on majority agreement unless bound by council Policy or Procedure etc.

## 12. Delegated authority

In carrying out its responsibilities, the Ageing Well Advisory Committee must at all times recognise the responsibility for management of the Federation Council rests with the Council and the General Manager, as provided in the Local Government Act 1993.

The Committee has no delegated authority.

## 13. Working Groups

The Ageing Well Advisory Committee may use working groups to progress on a specific action or project.

The Facilitator of the Ageing Well Advisory Committee would act as the Convenor of the working groups.

Other community members may be co-opted into a Working Group and other group members may use their discretion to seek input from other people with knowledge or with an interest in the groups' specific interest or subject.

## 14. Meetings

### 14.1 Frequency

The Ageing Well Advisory Committee will meet bi-monthly on a Wednesday at 10:00 am. Meetings will not exceed two hours in duration, unless otherwise advised.

The format will alternate between meetings and workshops.

Additional meetings will be called if required for a special purpose. Such meetings will be notified at least one week in advance.

### 14.2 Guests

Guests will be invited to attend Ageing Well Advisory Committee meetings as required, to either report on specific matters of interest or participate in discussion. Guests will be made to feel welcome and their contribution respected.

Guests will be provided with adequate notice and the agenda will reflect the attendance of a guest.

### 14.3 Chairperson and Secretariat Support

A Chair and Deputy Chair will be appointed at the first meeting of each year.

The role of the chair is to:

- Work with Council offices to compile the agenda.
- Run the meeting according to the agenda.
- Be the spokesperson for the group as required.

In absence of the Chair, the Deputy Chair will fill these positions.

Secretariat will be provided by the Community Development Team of Federation Council. A member of the Community Development Team will attend the Ageing Well Advisory Committee meetings and provide advice and information, including the distribution of minutes to the members after meetings.

## 14.4 Agendas, Minutes and Materials

The Agenda, Meeting Minutes and Materials will be prepared by the Chair with support from the Facilitator.

Meeting minutes will be distributed within a week of the meeting via email and/or post (as nominated by each member) and agendas will be distributed a week prior to the next meeting.

All agendas, meeting minutes and materials will be stored electronically on Council's information management system (TRIM) and are subject to the Freedom of Information Act.

The group will utilise the Council Agenda Management Tool (refer 18/945) to identify agenda items. Items must be added by 5pm on the Thursday prior to the meeting. The Chairperson and the Facilitator will collate agenda items and circulate the final agenda by 12 noon on the Friday prior to the meeting.

## 15. Policy History

Version	Date	Changes / Amendments
1.0	27/06/2018	To be reviewed after one full term.

## 16. Reviews

The Ageing Well Advisory Committee will reviewed in twelve months' time.

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