**Positive Ageing Advisory Committee**

**Terms of Reference**

Purpose

The Positive Ageing Advisory Committee has been established to provide advice to Council in relation to positive ageing of older people in the community and on the implementation of a Positive Ageing Plan for the City of Greater Dandenong.

There is no formal or legislative requirement for Council to engage with the community in relation to Aged Services. However, the establishment of a Positive Ageing Advisory Committee (PAAC) provides an important forum for identifying current issues and advising Council about effective policy and service provision regarding older people in the City of Greater Dandenong.

The Advisory Committee does not replace other forms of community engagement used by Council to consult with and engage with the community. However, it is envisaged that the Positive Ageing Advisory Committee will complement and enhance community engagement. A core purpose is to add value to the provision of aged services at a policy and strategic level.

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

Objectives

The Advisory Committee will provide advice to Council about:

* Current and emerging issues regarding the health and wellbeing of older people and policy issues affecting the area of aged services
* Strategic issues regarding positive ageing about which Council can advocate to the State and Federal Governments and other relevant authorities and stakeholders
* Ways that community benefits can be maximised and the success of the Positive Ageing Plan can be enhanced
* How the Positive Ageing Strategy could be implemented
* Effective ways to engage with the City of Greater Dandenong community regarding positive ageing and the health and wellbeing of older people
* Effective ways to engage with the community regarding the implementation and the review of the Positive Ageing Strategy.

At the conclusion of the implementation of the Positive Ageing Plan, it is expected that the following outcomes will be achieved:

* A more engaged and informed community
* More effective strategic outcomes as a result of collaborative participation
* Improved partnerships between Council and the community.

Reporting Requirement

In accordance with Council’s statutory reporting, a periodic report will be submitted to Council on achievements against the objectives.

Term of Appointment

The Positive Ageing Advisory Committee will be appointed for a period of four years. Should there be a need for the Positive Ageing Advisory Committee to continue beyond this time, a re-appointment process will be undertaken for all members in accordance with the selection process outlined in these Terms of Reference.

Membership

The Positive Ageing Advisory Committee will consist of:

* Councillor representative/s (appointed as part of the annual statutory process)
* Manager Community Care
* A maximum of 12 independent members consisting of local residents, representatives from service providers/agencies and organisations who have expertise and experience in the provision of aged care in the City of Greater Dandenong. A balance of local residents and service providers will be sought to ensure that there is significant and relevant input from the community.

Membership of the Positive Ageing Advisory Committee is voluntary and all members must be over 18 years of age.

Up to two members of the Community Care Department will be ex-officio members of the Advisory Committee to support the work of the Committee.

Role of the Councillor

The Councillor Representative/s on the Positive Ageing Advisory Committee:

* Are appointed by Council in accordance with the annual statutory Council appointments
* Participate as member/s of the Positive Advisory Committee
* Act as a link between Council and the Positive Ageing Advisory Committee
* Raise issues as relevant with both Council and the Committee

Selection Process

The selection of the membership will involve calling for applications. An advertisement may be placed in the local media and on Council’s website. Specific representatives may be invited to apply. An application form must be completed by interested representatives and all applications will be assessed against the Criteria for Membership.

Criteria for Membership of the Positive Ageing Advisory Group

Nominees for membership of the Advisory Committee must be able to demonstrate:

* Understanding and experience/interest in service provision, policy or program development in the area of aged services
* An ability to represent a broad range of views that reflect the diversity of the community through strong community networks and linkages
* An ability to constructively participate in an advisory capacity including the understanding of issues and contribution to meetings
* A strong understanding of the local community and its social, environmental and economic influences
* Good knowledge and understanding of the local issues that are relevant to aged services
* A willingness to contribute positively to meetings in a fair and unbiased manner
* An ability to look beyond personal interests, or that of a particular organisation, for the benefit of the community and residents of the City of Greater Dandenong
* An ability and willingness to encourage participation from and provide feedback to the community regarding positive ageing
* A capacity to commit to the Advisory Committee for the required duration.

Selection Panel

A selection panel will consist of at least two of the following:

* the Director Community Services or representative
* Manager Community Care
* A relevant Community Services staff member
* a senior member from the Municipal Association of Victoria, State Government or appropriate stakeholder agency.

A recommendation about the membership of the Committee will be made for the endorsement of Council.

Should vacancies arise, during the life of the Positive Ageing Advisory Committee, these shall be addressed through a selection committee (as previously outlined). A recommendation will be prepared for the endorsement of Council. The term for any member appointed part way through the life of the Positive Ageing Advisory Committee shall expire in line with the other members of the Advisory Committee.

From time to time, as vacancies arise or due to needs identified by the committee, new committee members may be seconded for a limited period of time. In this instance, a recommendation will be prepared for endorsement by Councillors.

Responsibilities of the Positive Ageing Advisory Committee

Specific responsibilities of the Positive Ageing Advisory Committee related to the health and well being of older people in Greater Dandenong are:

* Representing the interests and views of the local community and service issues rather than individual interests
* Capturing and sharing information regarding issues affecting older people
* Advising Council on the impact of the State and Commonwealth Government policy changes in the area of aged services
* Where appropriate, advocating to the community the progress being made in the City of Greater Dandenong in the area of aged services
* Providing advice about important issues to be considered during the preparation of the Positive Ageing Plan
* Advising Council about the most effective ways to engage the community to assist in the development and implementation of the Positive Ageing Strategy
* Celebrating the success and achievements of positive ageing in the City of Greater Dandenong

Meetings of the Positive Ageing Advisory Committee

* **Chairperson**

The Chairperson shall be one of the independent Advisory Committee members. The Chairperson will be appointed for a period of 12 months through a vote or consensus among the independent members.

The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.

* **Meeting Frequency, Venue and Duration**

Meetings of the Positive Ageing Advisory Committee will be held at least quarterly, and more frequently if agreed. A Schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled or re-scheduled. A Council venue that is central for all members to access will be nominated for meetings.

* **Attendance and Record of Meetings**

It is expected that each member of the Positive Ageing Advisory Committee will attend the meetings as per the annual schedule. If a committee member misses more than two meetings in a row their circumstances and committee membership will be reviewed.

All meetings will have an agenda with minutes recording attendees, apologies, decisions and outcomes. The Chairperson will oversee the preparation of the agenda in consultation with senior Council staff. It is noted that any member can submit agenda items prior to the finalisation and distribution of the agenda.

A Community Care staff member will provide the administrative support to the Positive Ageing Advisory Committee and will ensure the timely preparation and distribution of agendas and minutes. This staff member will not be a formal member of the Advisory Committee and will attend meetings only for the purpose of providing administrative support.

Quorum and Voting

Decisions require more than half of the membership of the Positive Ageing Advisory Committee to be present at meetings.

It is preferable that decisions of the Positive Ageing Advisory Committee are made by consensus however; there may be circumstances where a matter is decided by a vote. Each member is entitled to one vote.

Conflict of Interest

The Local Government Act identifies direct and indirect conflicts of interest which require disclosure as and when they arise. Members of the Positive Ageing Advisory Committee must be fully aware of their responsibilities with regard to the management of interests in relation to the discharge of their duties as members of the Positive Ageing Advisory Committee.

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed.

**Code of Conduct for members of the Positive Ageing Advisory Committee**

I agree to:

* Attend Advisory Committee meetings and provide apologies in advance where attendance is not possible
* Act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives of aged services
* Seek at all times to obtain and represent the views of the broader community
* Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate
* Contribute in a positive way to finding solutions to issues or concerns
* At all times act in good faith, with honesty and integrity and apply the skills and expertise I posses with diligence and care
* Represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group (not applicable to the independent Chairperson)
* Notify Council of any potential conflict of interest that may arise with respect to my participation on the Advisory Committee
* Allow Council to promote my participation in the Advisory Committee in order to facilitate community feedback and participation
* Not disseminate confidential information that is discussed at the Advisory Committee meetings as advised by the Advisory Committee chair
* Not make any media comment on behalf of the Advisory Committee in relation to the project unless approved by the Advisory Committee chair

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_