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Federation Ageing Well Advisory Committee Terms of Reference



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1. Federation Ageing Well Advisory Committee

1.1 Overview

Federation Ageing Well Advisory Committee provides feedback and advice to Council on how to support residents to age well in the Federation Council Local Government Area. It is an advisory committee of Council.

1.2 Purpose

The purpose of the *Federation Ageing Well Advisory Committee* is to provide a platform for ageing residents to have a voice, provide feedback, advice and views on the liveability and wellbeing needs and interests of people aging in our community.

Members also assist Council on the implementation of the actions from the Federation Ageing Well Strategy.

The *Federation Ageing Well Advisory Committee* does not replace other forms of community engagement used by council to consult with and engage with the community. The committee complements and enhances community engagement.

1.3 Objectives

The objectives of the *Federation Ageing Well Advisory Committee* are to:

- Consult with, represent and advocate the voice of people aged over 55 that live, work or connect with the Federation Council area.
- Act as a conduit for exchange of information and views between community, Council and other representative bodies on issues affecting the lives of those ageing in our community.
- Advise Council on the needs, interests and wellbeing of people who are ageing who live in our community.
- Inform the council on the barriers that prevent people over 55 participating in programs, services and facilities run or managed by the Council.
- Help define the important strategic issues for people ageing in our community in which Council can advocate to State and Federal Government and other relevant authorities and stakeholders.
- Respond to and provide input and feedback on proposed strategies, policies or actions plans, activities, projects and masterplan developed by Council.
- Provide a platform for Council to communicate, consult and engage more effectively with residents aged 55 years and over.
- Contribute expertise and knowledge on the implementation of the Federation Ageing Well Strategy.
- Work with Council to initiate actions from the Federation Ageing Well Strategy.
- Support Council in informing the broader community of activities, outcomes and achievements of the Federation Council, *Federation Ageing Well Advisory Committee* and the Ageing Well Strategy.
- Provide guidance to the council in relation to its communication, engagement and consultation with people who are ageing in our community.
- Provide input into decisions relating to alterations to Council buildings and the streetscape, and the development of programs that may influence the quality of life of people ageing in our community.
- Assist the council annually to deliver an initiative such as event or activity to celebrate the NSW Seniors Festival.
- Support Council in a manner that is consistent with Council values and decisions of Council.
- Abide by Council's Code of Conduct and the Model Code of Conduct for Local Councils in NSW, Social Media Policy, and Media Policy.

2. Composition of the Committee

2.1 Membership

The *Federation Ageing Well Advisory Committee* will primarily comprise of:

- Up to 12 community members;
- A Councillor delegate and alternative; and
- A Council staff member who will facilitate the committee.

Community members represent the opinions of the broader community, acting in a supportive role to Council through the provision of strategic information, informed feedback and information about ageing in the Federation Council area. As far as practicable, the composition of the community members will:

- Exhibit a varied viewpoint on ageing well.
- Represent community interest and not individual or sectional interests.
- Reflect the diversity of the Federation Council community.
- Be from different geographical areas in the Federation Council Local Government Area.

The *Federation 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.

2.2 Committee Members of Council

Community representatives of the *Federation Ageing Well Advisory Committee* offer their services as a volunteer of the Federation Council.

Committee members;

- Should familiarise themselves with the Model Code of Conduct for Local Councils in NSW and the Federation Council's Code of Conduct and understand their obligations and the obligations of others.
- Must comply with their duties under the Work Health and Safety Act 2011 and take care of their own and others' health and safety.
- Are covered under the Federation Council's Public Liability and Personal Accident Insurance cover only while performing the duties as delegated by the Council or outlined in the Position Description of the volunteer position in which members are engaged.

Consideration will be given to professional development and training opportunities for members.

2.3 Selection Criteria

Applicants must meet the following criteria:

- Aged 55 years or over.
- Reside in the Federation Council LGA.

Applicants should have the following personal attributes to be able to successfully meet the objectives of the committee:

- Good communication skills.
- Have a 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 knowledge of issues facing people who are ageing now and into the future.

- Understand the needs of our community 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.

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

2.4 Selection Process

People wishing to join the *Federation Ageing Well Advisory Committee* must lodge a written and signed Expression of Interest Form online or in person at one of the Federation Council offices.

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

- Media releases sent to local media outlets.
- Inclusion in the Federation Council Snippets, printed in the Corowa Free Press and the Yarrowonga Chronicle Newspapers.
- Inclusion in the Council's digital newsletter, Community Conversations.
- Article inclusion in the printed Urana & Districts Newsletter and the Council content section of the Howlong Grapevine.
- Council's corporate website and social pages.

2.5 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.

2.6 Term of Appointment

The term of appointment will be for four years or the term of Council, whichever comes first, with the option for renomination for current members.

2.7 Volunteer Tenure

- In the event of unsatisfactory performance of a volunteer Council retains the right to discontinue their service. This will be determined by Council's Code of Conduct.
- If a member misses more than three consecutive meetings without providing an apology, their membership on the *Federation 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 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.

3. Office Bearers

3.1 Role of the Committee Members

- Prepare for, attend and actively participate in meetings.
- Take an active role in initiatives and projects led by the Committee.

Members can request assistance from Council to:

- Prepare for meetings (i.e., verbal briefing over the phone, alternative written formats).
- Participate in the meetings, such as note taker and equipment, which will be negotiated with the members as needed.

3.2 Role of the Councillor Delegate

- Appointed by Council.
- Are not members of advisory committee. Councillor delegates attend as an observer.
- Prepare for and attend meetings.
- Give verbal updates on the committee progress, achievements and requests, as appropriate, as part of the Reports from Delegates at Ordinary Council meetings.
- Table issues and concerns to Council on behalf of the committee that is not within the delegation of the Council officer.
- Nominate another Councillor to attend meetings in his/her absence.

3.3 Role of the Council Officer

- Facilitate the committee.
- Write up the agenda and prepare business papers.
- Take minutes as required and report resolutions.
- Draft correspondence from the committee including letters.
- Be the liaison person between the Committee and other Council departments.
- Prepare reports for the Council where Committee recommendations are beyond the delegated power of the Council Officer.

3.4 Chairperson

Chairing of a meeting will be the responsibility of the Council staff member seeking input from the reference group.

4. Meetings

4.1 Frequency

- The Committee shall resolve by majority at their first meeting a twelve (12) month schedule of meetings including the dates, time and location.
- Additional meetings can be called if required for a special purpose. A notification of such meetings has to be at least seven (7) days in advance.

- Members can choose to attend in person or via a Council approved communication platform such as Google Meet.
- A meeting will be limited to a maximum of two hours duration unless the Committee resolves to extend the meeting to a particular time or the completion of business.

4.2 Quorum

A quorum of the Committee shall constitute 50% of members. If at the expiration of 15 minutes from the time of commencement of the meeting a quorum is not present, the Chair will either adjourn the meeting or continue with the knowledge that no recommendation is to be endorsed.

4.3 Guests

- Guests will be invited to attend *Federation 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.

4.4 Agendas, Minutes and Materials

- The Agenda, Meeting Minutes and Materials will be prepared by the Facilitator.
- Meeting minutes will be distributed within a week of the meeting via email 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 and are subject to the Freedom of Information Act and bound by the NSW Privacy and Personal Information Protection Act 1998 (PIIP Act).
- The Facilitator will utilise the Federation Council's Meeting Agenda and Minute template.

4.5 Working Groups and Co-opted Members

- The *Federation Ageing Well Advisory Committee* may use working groups to progress on a specific action or project.
- The Facilitator of the *Federation 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.
- Members may invite suitable people to attend a Working Group meeting for a specified purpose and specified time.

5. Key Responsibilities of the Committee

5.1 Declaration of Interest

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

5.2 Dispute Resolution

- Dispute resolution will be processed in accordance with Councils Dispute Resolution Policy.

5.3 Decision Making Process

- The *Federation Ageing Well Advisory Committee* will seek to operate on a consensus basis unless bound by Council Policy or Procedure etc.
- Should a vote be necessary, then all committee members appointed have a voting right.
- In line with the Local Government Act definition, Advisory Committees advise Council. They are not responsible for expenditure and cannot direct Council officers.
- Where Committee recommendations are beyond the delegated power of Council officers, recommended actions, along with the minutes of the meeting are submitted to Council for final decision.
- In accordance with Council's reporting, a periodic report will be presented to Council on achievements against the objectives, and the Councillor Representative will speak to the report on behalf of the *Federation Ageing Well Advisory Committee*.

5.4 Delegated authority

- In carrying out its responsibilities, the *Federation 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.

5.5 Confidentiality

- Any information, experiences or suggestions shared by members will be de-identified in the establishment of Council's plans, processes, recommendations, reporting or evaluation.
- Information discussed, received, used or created by the group is confidential, unless otherwise advised (for instance if members are asked to share information with others not in the group).
- Any member of the group must not disclose information that they know, or should reasonably know, is confidential information in accordance with Section 125 of the Local Government Act.

5.6 Public Statements

- Committee members must not make statements to the media or on social media about Council business or items discussed by the reference group. Instead, all media enquiries should be referred to Council's Manager Communication & Engagement for response.

6. Evaluation and Review

- A review of participation levels from committee members, committee successes and Council engagement with the group will be completed after each term.
- The review will help determine future member participation, assist with promoting the committee's success with Council and the broader community, and may include undertaking improvements to enhance Council engagement with the committee.

7. Policy History

Version	Date	Changes / Amendments
1.0	27/06/2018	To be reviewed after one full term.
2.0	6/11/2024	To be reviewed after one full term.

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