

Positive Ageing Advocacy Group Terms of Reference

Purpose

The Positive Ageing Advocacy group will empower older community members to have a voice in the governance of their community.

The group is a platform for advocacy and collective action on issues related to the development of an Age Friendly community in Mount Alexander Shire.

Scope

The Positive Ageing Advocacy Group will be guided by eight key age-friendly themes:

1. Outdoor spaces and buildings
2. Transport
3. Housing
4. Social participation
5. Respect and social inclusion
6. Civic participation and employment
7. Communication and information
8. Community support and health services

(Identified in Global Age Friendly Cities: A Guide produced by the World Health Organisation)

The Positive Ageing Advocacy Group will work in the Mount Alexander Shire area.

Objectives and Outcomes

The Positive Ageing Advocacy Group will:

- Advocate for improvements to universal access in local services and infrastructure , especially for hard-to-reach and vulnerable older people.
- Advise Local Council on matters concerning the health and wellbeing of older people.
- Provide an independent consultative forum for Council to engage the community regarding - Positive Ageing policy and planning. The group will discuss and offer input into Council Plans, such as the Public Health and Well-being plan, and the Disability Action Plan.
- Inform the community (businesses, community services & organisations) about Age Friendly practises.

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The following outcomes will be achieved over time:

- Improved local infrastructure
- A more engaged and informed community;
- Improved partnerships between Council and the community.

Duration

The Positive Ageing Advocacy Group is on-going.

Terms of Reference documents will be reviewed within the first six months of starting and every two years from then on.

Positive Ageing Advocacy Group members will be appointed for a period of 2 years.

Membership

The Positive Ageing Advocacy Group will be made up of:

- 12 independent members, a minimum of 6 must be local residents, and the rest may be local residents or representatives of relevant service providers.

Membership of the Positive Ageing Advocacy Group is voluntary. All members must be over 18 years of age.

The Manager of Castlemaine Community House or their representative will support the work of the Group.

Auspice Relationship

Castlemaine Community House will auspice the Positive Ageing Advocacy Group until June 2018. The Auspice agreement will be reviewed at this time.

Skills and Capabilities

Members of the Positive Ageing Advocacy Group should have the following skills and resources:

- Understanding of local issues, values and goals;
- Ability to co-operate with others and work as a team;
- Willingness to contribute to meetings in a fair and unbiased manner;
- Ability to value diverse perspectives
- Community connections and networks; and
- Availability of time.

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These skills and resources will be used as the selection criteria to assess membership of the Positive Ageing Advocacy Group.

Selection Process:

Membership will be sought by:

- advertisement in the local media,
- through Council's website
- relevant networks,
- and by invitation.

The responses will provide a registration of interest in membership.

This will provide a basic level of information about the nominee and address the selection criteria.

The Age Friendly Communities Steering Committee will assess the nominations and endorse membership. Nominations from diverse groups will be highly valued.

Upon acceptance of the nomination for the Positive Ageing Advocacy Group, each member will read and sign the Code of Conduct (outlined below).

If community or service provider vacancies arise during the life of the Advocacy group, these will be addressed through the process outlined above. Nominations will be endorsed by the Advocacy Group.

Responsibilities of Members

The members of the Positive Ageing Advocacy Group will:

- Attend meetings of the Advocacy Group on a regular basis;
- Represent the diverse interests of the local community and services, rather than individual interests;
- Respect the views, ideas and beliefs of the other appointed members;
- Play an active role in the discussion and work of the Positive Ageing Advocacy Group.

Other more specific responsibilities for the Positive Ageing Advocacy Group are to:

- Discuss issues that may impact on the health and wellbeing of older people in the community;
- Provide a platform for advocacy and shared planning for the creation of age friendly communities.

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- Develop relationships with local agencies so older people's voices are heard. E.g. -
- Host forums to discuss issues of 'ageing in place', including the latest research in housing options and models used in other communities.
- Develop and/or distribute age friendly communities resources to groups in the Mount Alexander Shire.

Meeting Procedures

Office-bearers will hold their position for a period of two years.

Chairperson

The Chairperson is responsible for the conduct of meetings, ensuring all voices and views are heard and that the process is consistent with the Terms of Reference.

The Chairperson will be nominated by the Positive Ageing Advocacy Group.

Vice Chairperson

The Vice Chairperson will support the Chairperson in their role and perform the role of Chairperson in their absence.

Secretary

The Secretary will send and receive correspondence and be the primary contact for the group.

Agendas and Minutes

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 the Secretary. Any member can submit agenda items prior to the finalisation and distribution of the agenda.

A CCH staff representative will provide administrative support to the Positive Ageing Advocacy Group and will ensure timely preparation and distribution of agendas and minutes.

Decision Making

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

It is preferable that decisions of the Positive Ageing Advocacy Group are made by consensus however; there may be circumstances where a matter is decided by a vote. Each member is entitled to one vote. The Chairperson may exercise a casting vote if this is necessary.

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Meeting Frequency

Meetings shall be held at least every second month throughout the life of the Positive Ageing Advocacy Group. A schedule of meetings shall be prepared in advance and distributed to all members. Under special circumstances a meeting may be postponed or cancelled.

Meeting Venue

A room at Castlemaine Community House (CCH)

Mount Alexander Shire Point of Contact

A representative of the Community Partnerships team will act as the primary point of contact within the Mount Alexander Shire Council.

Conflict of Interest

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.

Settlement of disputes

Any conflict or dispute shall be discussed and handled in good faith. In doing so, all parties will nominate the person responsible for liaising with regard the dispute to be addressed.

The persons nominated by each party shall work together to attempt to resolve the dispute through negotiation, mediation or conciliation but not through arbitration or litigation.

Any costs associated with mediation or other alternative dispute resolution procedures shall be borne equally by both parties.

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Member's Code of Conduct Positive Ageing Advocacy Group

I agree to:

- Attend Advocacy Group meetings and provide apologies in advance where attendance is not possible;
- Act in an advisory capacity by distributing authorised information within the community and provide insight and advice into community perspectives of access and inclusion;
- Seek at all times to obtain and represent the views of the broader community;
- Respect the ideas and beliefs of all members. Provide an atmosphere where all members feel comfortable to participate;
- Contribute in a positive way to finding solutions to issues or concerns;
- Act in good faith, with honesty and integrity and apply the skills and expertise I possess 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;
- Notify the Chairperson of any potential conflict of interest that I identify with respect to my participation in the Advocacy Group;
- Not distribute confidential information that is discussed at the Advocacy Group meetings as advised by the Advocacy Group chair; and
- Not make any media comment on behalf of the Advocacy Group in relation to the project unless approved by the Advocacy Group Chairperson.

Signed: _____

Name: _____

Date: _____