



Darebin Active and Healthy Ageing Advisory Board Terms of Reference December 2016

Clarification of Title:

While this collective is referred to as a 'Board', its functions will be those of an advisory committee to Council, without being formed into a legal entity or incorporated as a Council Board.

1. Mission Statement:

To inform and assist Council in understanding the issues, policies and drivers that influence services delivered to residents ageing in Darebin. To monitor and report on the Darebin Active and Healthy Ageing Strategy 2011-2021.

2. Statement of purpose:

Community Advisory Committees are formal committees of Council that provide specialist advice on any area of Council's functions or responsibilities.

It is not the purpose of the Active and Healthy Ageing Advisory Board to become involved in day to day operational issues related to the service provision of the Council. The purpose of the Board is:

- 2.1 To represent the interests of older adults in Darebin, including carers and family members.
- 2.2 To advise Council, through Council management and collaborative working parties, on issues and barriers that affect older adults living, working, recreating or studying in Darebin.
- 2.3 To advocate on behalf of local older residents, families and carers regarding issues at both a local, state and national level.

- 2.4 To participate in a timely manner in planning related to advocacy, funding, event and infrastructure design and provide input with consideration of the health and wellbeing of older adults in Darebin.
- 2.5 To reporting, monitoring and advising through the Active and Healthy Ageing Strategy 2011-2021 to the broader community.
- 2.6 To make recommendations to Council regarding matters affecting the interests of older adults in Darebin.

3. Membership

Membership of the Active and Healthy Ageing Advisory Board will, as far as possible, be balanced in regard to age, gender and ethnicity. Total will be 22 members. The following categories will apply:

- 3.1 15 resident participants inclusive of gender, CALD and age balance
- 3.2 2 external aged care professionals/researchers
- 3.3 2 Council Staff from the Aged & Disability Department
 - Aged & Disability Department – Manager
 - Community Participation and Development – Co-ordinator
- 3.4 3 Councillors (Co-chairs)

In recognition that it is not always possible to attend all meetings, there are a greater number of members on the Board than the number expected to attend each meeting. If a decision needs to be made by the Board at a meeting, a **minimum of five community representatives** need to be present.

4. Term and Method of Nomination

- 4.1 Community Representatives will be appointed for a minimum of 2 years
- 4.2 If a vacancy occurs on the Active and Healthy Ageing Advisory Board, a public notice will be placed in local newspapers and a letter to local groups and service

agencies advising of the vacancy and asking for expressions of interest. Board members may assist in the promotion of this opportunity. Targeted approaches may also be used to ensure the membership is balanced in regards to age, gender and ethnicity.

4.3 Appointments will be made by a panel of representatives from the Board. Panel members will include the Chair (one of the nominated Councillors), one community representative and one Council officer.

4.4 A position will be deemed to be vacant if a community representative fails to attend for three consecutive meetings without reasonable grounds. Council officers will contact board members who are not present at meetings.

5. Support

Any support required to enable participation in Active and Healthy Ageing Advisory Board will be provided by Council. This includes reimbursement of costs for travel, attendant care, respite care, language interpreters (including Auslan) and other reasonable costs.

6. Meeting times and frequency

6.1 Meetings to be held at a time to suit members

6.2 There will be at least 6 meetings per year, every two months commencing in February of each year, with additional sub-group meetings as agreed by members

6.3 Additional meetings may be arranged as necessary

7. Financial Interests and Conflict of Interest

Active and Healthy Ageing Advisory Board members must disclose any financial interests to ensure there is no conflict of interest resulting from their participation on the Board.

8. Decision Making Processes

Everyone works together to make it the best possible decision for the group, after listening to concerns and clarifying areas of disagreement, this does not assume that

everyone must be in complete agreement; however all are committed to the decision made by the group.

If the situation arises where consensus cannot be reached, the matter will be referred to Chairperson to recommend strategies to progress a decision.