

Terms of Reference: Positive Ageing Advisory Committee

1. Purpose and/or Objectives

The Positive Ageing Strategy 2020-2024 was endorsed by Council in July 2020. This Strategy highlights the opportunities as well as the challenges requiring consideration, planning and resource allocation to address the impact that an ageing population will have on the services and facilities that Council provides. As part of this strategy, a Positive Ageing Advisory Committee has been established.

The purpose of the Positive Ageing Advisory Committee is to support the implementation of the action plan resulting from the Positive Ageing Strategy 2020-2024, as well as:

1. Provide advice to Council in relation to the positive ageing of older people in the community.
2. Provide an important forum for identifying current issues and advising Council about effective service provision regarding older people in the Coffs Harbour Local Government Area (LGA).
3. Provide advice, input and feedback to Council on the needs, issues and interests of older people in the area as they relate to Council business and responsibilities.
4. Work collaboratively in providing advice to address relevant community needs, issues and interests that Council could include in current and future work plans.
5. Provide a forum for older community members to raise and address issues and needs within the committee's scope
6. Report back to individuals, organisations and networks on Council's role, responsibilities and decisions relating to older people.
7. Work with Council to develop and promote appropriate celebrations such as Seniors Week.

The Positive Ageing Advisory Committee objective is to build respectful ongoing, productive and constructive working relationships between Council and the older people within the LGA.

2. Scope

The scope of the Positive Ageing Advisory Committee covers age related issues within the context of the Council's Positive Ageing Strategy 2020-2024 within to the Coffs Harbour LGA.

3. Meeting Arrangements

The Positive Ageing Advisory Committee is to hold a minimum of two meetings per annum, at a time suitable for members. The Chairperson can call a special meeting at any time with reasonable due notice (5 working days).

4. Committee Composition

The Positive Ageing Advisory Committee membership consists of the following:

- One Councillor
- Eight Community Members
- Four Community Organisation representatives
- One Government Entity representative

A Council support staff member will be provided to assist and advise the committee and

chairperson (e.g. meeting procedure, minutes etc.). Council staff relevant to specific projects may also attend meetings as required.

The Positive Ageing Advisory Committee will consist of the following office bearers:

- a) Chairperson
- b) Deputy Chairperson

The term of office for the Chairperson and Deputy Chairperson shall be twelve months (12) months. In the event that either the Chairperson or Deputy Chairperson retires or resigns, their replacement shall be by a majority vote of the Positive Ageing Advisory Committee

The role of the Chairperson is detailed in the Council Committee Handbook.

5. Length of Appointment

The committee members will serve a term of four (4) years, and can renominate.

Council reserves the right to review or dissolve the Committee at any time by a resolution of Council.

6. Delegations and Expenditure

The Positive Ageing Advisory Committee does not have any delegations.

7. Policy and Procedural requirements

All members of the Positive Ageing Advisory Committee must, in all circumstances abide following:

- a) Council's Code of Conduct Policy
- b) Council Committees Handbook
- c) Positive Ageing Advisory Committee Terms of Reference

Failure to meet the above requirements will be managed in accordance with the Council Committees Handbook and Code of Conduct.