

Terms of Reference: Positive Ageing Advisory Committee



1. Purpose and/or Objectives

The purpose of the Positive Ageing Advisory Committee is to:

- a) Provide advice to the City of Coffs Harbour (City) in relation to the positive ageing of older people in the community.
- b) Assist the City to partner or promote appropriate celebrations such as Seniors Week.
- c) Promote and support the integration of the Positive Ageing Action Plan.
- d) Assist the City in building capacity within the community to meet the needs of older people.
- e) Assist the City in establishing and maintaining positive relationships with sector agencies and organisations to deliver the initiatives within the relevant action plans.

The Positive Ageing Advisory Committee's objective is to provide advice and work collaboratively with the City in the implementation of initiatives which aim to ensure that Coffs Harbour is age friendly, now and into the future.

2. Scope

The scope of the Positive Ageing Advisory Committee is to provide strategic advice to the City in relation to the Coffs Harbour Positive Ageing Action Plan.

3. Meeting Arrangements

The Positive Ageing Advisory Committee will meet a minimum of twice a year, with additional meetings held on an as need basis. In the case of an additional meeting, the City will provide reasonable notice prior (5 working days).

4. Committee Composition

The Positive Ageing Advisory Committee membership consists of the following voting members:

- a) One Councillor representatives,
- b) Four community member representatives,
- c) Four community organisation representatives, and
- d) One Government entity representatives

The Group Leader Sustainable Places (or their delegate) will attend committee meetings in an advisory capacity.

A City 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.

4.1 Quorum and voting

The Quorum for meetings to proceed is 50% + 1 voting members. In the event that voting is required (e.g. appointing an office bearer), each voting member has 1 vote only. All other determinations, recommendations and advice can be by consensus.

5. Appointment

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

5.1 Attendance

Attendance and continuity is integral to ensuring this committee meets its objectives and adds value to the City and community. In the event a member is absent for 3 consecutive meetings the City reserves the right to seek a replacement member. In the event that the member is the Councillor representative, the City will table a report to Council seeking a replacement Councillor representative.

6. Delegations and Expenditure

The Positive Ageing Advisory Committee does not have any delegations.

Recommendations arising from meetings of this committee will be forwarded to the City's Executive representative for tabling with the Executive Leadership Team for determination.

7. Review and assessment of the Committee

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

In the event that a committee fails to meet quorum requirements for 2 consecutive scheduled meetings, a report may be tabled with Council seeking to either refresh the committee membership or dissolve the committee.

8. Member obligations

All members of this Committee must, in all circumstances follow:

- a) The City's Code of Conduct
- b) The City of Coffs Harbour Committee Management Policy
- c) The Committee's Terms of Reference
- d) Any relevant details in their letter of appointment

In the event a committee member fails to meet their obligations as detailed in the documents listed above, the City may terminate the committee members position and seek a replacement member.