

Positive Ageing Reference Group

Terms of Reference

August 2024

1. Purpose

- 1.1. The Positive Ageing Reference Group (PARG) is established to provide advice and insights on matters related to positive ageing. The group aims to promote active and healthy ageing, address challenges faced by people as they age, and contribute to the development of inclusive policies and initiatives at the City of Monash (Council).
- 1.2. The PARG is an Advisory Committee to the Council and is established by the Council.
- 1.3. The PARG is not a decision-making body, and it has no delegation to make decisions on behalf of the Council or to bind Council in any way.
- 1.4. The PARG encourages collaboration with other organisations, institutions, and individuals involved in positive ageing initiatives.
- 1.5. Representatives from partner organisations may be invited to participate in specific meetings or activities, fostering a collaborative and inclusive approach.
- 1.6. These Terms of Reference for the PARG aligns and should be read in context with the Advisory Committee Governance Rules Policy for Advisory Committees (Governance Rules), and the Conflict of Interest for Advisory Committee Members. Where there is an inconsistency between these policies and these Terms of Reference, the Terms of Reference shall apply.

2. Objectives

- 2.1. The objectives of the PARG are to:
 - a) Provide Council with advice and recommendations on the implementation of the Monash Health and Wellbeing Plan 2021 – 2025. Including the 3 main pillars:
 - Active and Healthy Communities.
 - Engaged, Confident and Connected Communities.
 - Safe and Respectful Communities.
 - b) Contribute to the development and review of Council strategies, policies, and plans, including reporting annually on committee activities and achievements.
 - c) Serve as the primary forum for Council consultation on issues impacting people as they age.

- d) Consider and advise on key Government initiatives, programs, and reviews.
- e) Advocate to Council for the needs and interests of people as they age.
- f) Assess funding opportunities contributing to positive ageing projects.
- g) Advise on communication, engagement, and consultation strategies for older people.
- h) Promote community participation and awareness of issues faced by residents as they age.
- i) Represent the needs of residents aged 60 and older, working in partnership with Council.

3. Membership and Appointment

- 3.1. Membership of the PARG shall comprise the following:
 - a) A minimum of eight (8) and a maximum of twelve (12) community and industry members.
 - b) One (1) Councillor.
- 3.2. Appointment for community members will be for an initial two-year term. Industry members will be for an initial one-year term.
- 3.3. At the expiry of the first two-year team, a community member may re-apply for a second or third term. Membership should not exceed a total of 6 consecutive years.
- 3.4. Council will appoint its Councillor representative annually.
- 3.5. Council will undertake an open expression of interest process to recruit community and industry members to PARG.
- 3.6. Decisions on the successful PARG applicants will be made by the Coordinator Social Inclusion.
- 3.7. In making their determination, Council will consider the following criteria:
 - a) Has lived experience as an older adult and/or interest in and good working knowledge of the needs of people as they age.
 - b) Offers insight into the current and emerging challenges facing people as they age within the Monash community to enjoy active, healthy, and independent lives.
 - c) Knowledge and understanding of the needs and issues affecting people as they age.
 - d) An interest and involvement in local and/or broader affairs, advocacy, and networks of older people.
 - e) An interest and understanding of Local Government services and programs from an older person's perspective.
 - f) Direct links to local older person's community populations and/or organisations.
 - g) Experience and/or understanding of the role of a reference group.
 - h) Live, work or study in Monash.

- 3.8. Efforts will be made to ensure diverse representation within the advisory group, considering factors such as age, gender, ethnicity, and professional background.
- 3.9. Reimbursement for transportation and/or childcare expenses incurred while participating in meetings and related activities, as deemed appropriate is available.
- 3.10. Council will actively seek input from relevant stakeholders and organisations to identify potential members who can bring unique perspectives to the group.

4. Resignation and Replacement

- 4.1. Members may resign from the PARG by providing written notice to the Chairperson.
- 4.2. Where there is a vacancy in the membership of the PARG, council may conduct an expression of interest process to fill the vacancy.
- 4.3. If a member does not attend a minimum of 4 meetings per year, they will be held to have resigned their position.
- 4.4. Council may terminate the membership of any community or industry member if they breach these terms of reference, particularly the responsibilities of community members.

5. Meetings

- 5.1. Meetings will be held bi-monthly for two hours and may include both in-person and online sessions.
- 5.2. An annual schedule of meetings will be agreed upon at the first meeting of the PARG in each year.
- 5.3. It is expected that each member attends a minimum of 4 meetings per year. Where a member is going to be absent, they should provide an apology to the Chairperson prior to the meeting.
- 5.4. The compilation and distribution of the agenda will be in accordance with the Governance Rules.
- 5.5. The business on the agenda for the PARG will include apologies, disclosure of conflicts and confirmation of minutes in accordance with the Governance Rules.
- 5.6. Decisions of the PARG will be determined by a show of hands and a majority vote.
- 5.7. Quorum is one half plus one of the appointed PARG members. If quorum can't be obtained within 30 minutes of the start of the meeting, the Chairperson can adjourn the meeting.
- 5.8. Council Officers, and Councillors are considered as ex officio members of the PARG, therefore do not have voting rights.
- 5.9. The Chairperson of the PARG will be the Councillor representative, or if the Councillor is not present, a member of the committee appointed by the Councillor to chair.
- 5.10. Debate in the PARG will take place in accordance with the Governance Rules.

5.11. The Council will ensure that minutes are taken in accordance with the Governance Rules.

6. Working Groups

6.1. The PARG may form working groups to address emerging issues. These groups will aid in both addressing specific concerns and supporting projects outlined in the Monash Health and Wellbeing Plan 2021 – 2025.

6.2. Where a working group is established, it will include a defined scope and timeframe for reporting back to the PARG.

7. Responsibilities of Community Members

7.1. In performing the role of a PARG member, a person must:

- a) Act with integrity.
- b) Impartially exercise their responsibilities in the interests of the local community.
- c) Not improperly seek to confer an advantage or disadvantage on any person.
- d) Treat all persons with respect and have due regard to the opinions, beliefs, rights, and responsibilities of other persons.
- e) Commit to regular attendance at meetings.
- f) Treat confidential information as confidential.
- g) Agree to comply with relevant Council policies.

Conflicts of interest should be disclosed and managed in accordance with the Conflicts of Interest for Advisory Committees Policy.

8. Review Date

8.1. These Terms of Reference will be formally reviewed every two years.