

## Moonee Valley Active Ageing Reference Group

### Terms of Reference – February 2023

<b>Type of Committee</b>	Active Ageing Reference Group
<b>Purpose and Scope</b>	<p>The Active Ageing Reference Group provides Council with a forum to consult with key stakeholders and seek specialist advice and recommendations as representatives of the broader community around active ageing to guide Council strategies. It will provide insight into the issues impacting Council’s ageing population.</p> <p>Moonee Valley City Council’s Young, Inclusive and Ageing Communities department provides a comprehensive range of support services, community linkages, advice and referral to assist older adults, people with a disability, and carers to remain connected and safe in their home and chosen communities. The services are vital to the quality of life enjoyed by individuals and families within Moonee Valley and operate as part of a wide-ranging service system involving the State and Federal Government, non-government and community-based organisations.</p> <p>As such we believe representatives of the community are best placed and a great source to inform Council of the current issues that impact their quality of life, integration into their community and the ability to “live in place”.</p> <p>The Active Ageing Reference Group (AARG) are to:</p> <ul style="list-style-type: none"> <li>• Provide advice to Council on issues relating to ageing residents.</li> <li>• Advocate for ageing residents within their community/groups.</li> <li>• Provide insight into issues impacting older adults.</li> <li>• Provide Council Officers with support and advice around the operational aspects of service delivery, future initiatives and overarching action plans and policies that relate to healthy ageing in the City of Moonee Valley.</li> <li>• Provide a forum for representatives to inform Council planning, service design, program initiatives, projects and respective evaluations foster information sharing and promotion where applicable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote AARG to those groups they are affiliated with in order to increase AARG membership.</li> </ul>
<p><b>Membership</b></p>	<p>The Committee will nominate a community member to act as chairperson at alternating meetings as so to provide empowerment of representatives. Council will foster this by providing guidance beforehand on what the responsibility entails, and strategies to facilitate the role effectively.</p> <p>Up to ten community representatives, selected to represent a cross section of the local community and citizens from different geographic locations from Moonee Valley and selected through an Expression of Interest process.</p> <p>Suitably skilled persons including key Council Officers may be invited to join the Advisory Committee in an advisory capacity for their specialist area, for a specified purpose or period of time. Co-opted members have limited roles and do not participate in group decisions unless specified.</p> <p>Committee members may commit to a term of 2 years. This tenure has the opportunity to be extended at the discretion of Council Officers. If a Committee member resigns within their term, the Committee shall recommend a suitably qualified nominee as replacement, subject to Council Officer approval.</p>
<p><b>Roles, Responsibilities and Accountabilities</b></p>	<p>The Active Ageing Reference Group will:</p> <ul style="list-style-type: none"> <li>• comprise of community members of the Moonee Valley community aged over 60, or over 50 for Aboriginal/Torres Strait Islander people, be the carer of a senior requiring support or, representatives from organisations who provide/champion health and wellbeing supports for older adults.</li> <li>• representation should be broad, and not made of a majority of individuals representing any specific community group, business, or non-for-profit organisation.</li> <li>• meet in a central and accessible location.</li> <li>• advocate for ageing residents within their community/groups.</li> <li>• promote the AARG to external networks in order to increase membership.</li> <li>• provide insight into issues impacting older adults.</li> </ul>

	<ul style="list-style-type: none"> <li>• provide insight and guidance into the direction of healthy ageing in the City of Moonee Valley.</li> <li>• provide a forum for representatives to inform Council planning, service design, program initiatives, projects and respective evaluations.</li> <li>• foster information sharing and promotion where applicable.</li> <li>• support and offer advice on local events.</li> <li>• work collaboratively and respectfully.</li> <li>• adhere to any relevant Council policy.</li> <li>• actively participate in regular meetings.</li> </ul> <p>Council Officers will manage the membership responsibilities of the Reference Group (i.e. rotation of term, representation of community, etc) and provide administrative support as required.</p>
<b>Reporting requirements</b>	<p>The Committee is not a decision-making body but rather an Advisory Group. As such it does not require voting protocols.</p> <p>There is no reporting requirement to Council.</p>
<b>Meetings</b>	<p>Meetings held 8 times a year (every 6 weeks). Extraordinary meetings may be called on top of this. Quorum for a meeting is 50% of the committee membership at that time (excluding Council Officers).</p>
<b>Timeline for involvement</b>	<p>Minimum participation in five 1.5 hourly meetings per year. (5 out of 8 meetings per year). Committee members are invited to participate in relevant additional related events throughout their term.</p>
<b>Relevant information and references</b>	<ul style="list-style-type: none"> <li>• Community vision, Council Plan and Health plan 2021 – 2025</li> <li>• Moonee Valley Disability Action Plan 2014-2023</li> <li>• Bagarru Bagarru Djerring Reconciliation Plan 2022-2025</li> <li>• MVCC Advocacy Strategy</li> <li>• Victorian Charter of Human Rights and Responsibilities Act 2006</li> <li>• Victorian Equal Opportunity Act 2010</li> <li>• Aged Care Quality Standards</li> </ul>

	<ul style="list-style-type: none"><li>• World Health Organisations (WHO) Global Network for Aged Friendly Cities and Communities.</li></ul>
<b>Approval date Amended</b>	
<b>Review</b>	12 months from date approved.

## **SELECTION CRITERIA AND PROCESS FOR APPOINTMENT OF MEMBERS TO THE Active Ageing Reference Group**

### **Purpose**

The purpose of an Advisory Committee is:

To inform Council decision making by providing formal pathways for community input and providing regular, formal feedback to Council.

The Active Ageing Reference Group objectives are to:

- Provide advice to Council on issues relating to the empowerment of ageing residents, such as access, inclusion, communication, participation and advocacy.
- Identify issues affecting ageing residents in the MVCC community and their families and to advocate and promote an awareness and understanding of these within Council and the community.
- Provide Council Officers with support and advice around the operational aspects of service delivery, future initiatives and overarching actions plans and policies that relate to ageing residents and Council's MV2040 strategy as required.

### **Eligibility for Membership**

Committee representatives must be someone who lives in Moonee Valley or visits for work or recreation (Live, Work or Play).

Where possible, the group should reflect the widest access and inclusion perspectives of seniors, including:

- Ageing residents with a psychosocial disability;
- Ageing residents from the Aboriginal and Torres Strait Islander communities;
- Ageing residents from Culturally, Religiously and Linguistically Diverse backgrounds;
- Ageing residents from the Lesbian, Gay, Bisexual, Transgender, Intersex, Queer/ Questioning, Asexual (LGBTIQA+) community;
- People who represent each of the 3 wards of Moonee Valley.
- Carers of senior residents requiring support.

### **Code of Conduct**

Members in the meetings, events and communications will:

- Show respect for other members
- Show respect to visitors to meetings and external partners in joint activities
- Direct questions and statements through the Chair during meetings

File reference: TRIM

- Be transparent in their role within the committee and focus on serving the interests of the MVCC community, rather than their personal interest or interest of their agency. Any potential conflict of interest or benefit to business is to be disclosed as required during discussions.

### **Current Vacancies**

Council is seeking Expressions of Interest to fill up to ten committee member positions on the Active Ageing Reference Group. All current members of the Committee are required to nominate through this process if they wish to remain on the Committee. These positions are for a term of two years with the possible extension for another two-year term (at Council Officer discretion).

### **Application and Selection Process**

Reference Group representatives must demonstrate an ability or willingness to participate in a strategic framework, work collaboratively and be respectful of diverse views. As far as possible, members of the reference group will reflect the full range of issues relating to ageing residents in Moonee Valley, their families and Carers and be representative of the three wards of MVCC. Members may be selected on this basis.

Applicants should fill in an [Expression of Interest Form](#) and submit it by the due date. Support is available for any Committee person requiring Auslan or audio description. Should anyone require the application form in an alternate format or assistance with completing the application form please contact the Healthy Ageing Officer on tel. 9243 8794 or email [healthyageing@mvcc.vic.gov.au](mailto:healthyageing@mvcc.vic.gov.au)

Final selection will be by the nominated MVCC Council Officers in the Young, Inclusive and Ageing Communities Department.

### **Council Website**

[Active Ageing Reference Group | Your Say Moonee Valley City Council \(mvcc.vic.gov.au\)](#)

**Declaration:**

**AARG members must have a thorough understanding of the MV2040 Strategic Plan and the Age Friendly Cities organisational strategy.**

**Members accept that all matters are to remain confidential and meeting discussions and documents are not for public distribution, unless stated otherwise. AARG members accept that they are not Council decision makers and have no influence over Council process but rather are representatives to inform Council planning, service design, programmes initiatives, projects and respective evaluations. AARG members will not use the group to push an individual agenda but rather will do their best to represent their community's needs.**

**I agree to the above Terms of Reference and Declaration and accept the appointment of Member of the Active Aging Reference Group 2023.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_