**Living and Ageing Well Community Reference Group**

**Terms of Reference**

**Purpose**

The purpose of the Living and Ageing Well Community Reference Group is to provide a platform for Casey residents to meet, discuss and advise Council on the liveability and wellbeing needs and interests of people aged 55 years and over.

**Objectives**

The objectives of the Living and Ageing Well Community Reference group are to bring together a diverse representation of people aged 55 years and over to:

* Advise Council on the needs, interests and wellbeing of people aged 55 years and over who live in the City of Casey
* Consult with and represent the voice and interests of Casey residents aged 55 years and over
* Respond to and provide input and feedback on proposed strategies, policies or actions plans developed by Council
* Provide a platform for Council to communicate, consult and engage more effectively with residents aged 55 years and over

**Membership and Chairperson**

* Up to 20 members will be appointed to represent the diversity of Casey’s population aged 55 years and over and will be inducted as City of Casey volunteers
* The Connected Communities Advisory Committee Officer will coordinate meetings between the Living and Ageing Well Community Reference group and relevant Council representative seeking feedback
* Chairing of a meeting will be the responsibility of the Council representative seeking input from the reference group

**Term of Appointment**

* Members will be appointed for 12 months
* Should members wish to resign, notification must be given to the Advisory Committee Officer
* A member’s term of appointment may cease if they fail to attend three consecutive meetings without notice of an apology

**Co-opted Members**

* Members may invite suitable people to attend a meeting for a specified purpose and specified time
* Where appropriate, working groups may be established to provide an opportunity for members to work collaboratively on specific projects

**Decision-Making**

* The majority of the total number of members who agree with an idea/concept may take precedence.
* Recommendations and priorities identified by the group will require consideration and approval before being acted upon.
* Any changes to recommendations and priorities will be communicated back to the group

**Member Responsibilities**

* Commit to participating actively in meetings over a 12-month period
* Provide feedback to the rest of the members about current developments, issues and concerns relating to ageing
* Help to communicate information (as needed) to the Casey community
* Respond to requests for feedback on Council activities, policies, and plans
* Represent the diverse needs and interests of people across Casey
* Be respectful of other members and open to new ideas and ways of thinking

**Meeting Frequency**

* Meetings will be held monthly and arranged as voted on by the majority of the group. This may change depending on group circumstances.
* Meetings will be coordinated by the Advisory Committee Officer
* Meetings can occur at a community centre and include a hybrid option for people to join a meeting online

**Management of the Living and Ageing Well Community Reference Group**

* The Advisory Committee Officer will be responsible for coordinating meetings with reference group members
* Chairing of a meeting, agendas, minutes, and other resources will be the responsibility of the Council representative seeking input from the reference group
* The Advisory Committee Officer will support the Council representative with disseminate relevant resources to the group
* If members require support to attend meetings, suitable options can be explored with the Advisory Committee Officer

**Evaluation and Review**

* A review of participation levels from group members, group successes and Council engagement with the group will be completed every 12 months.
* The review will help determine future member participation, assist with promoting the group’s success with Council and the broader community, and may include undertaking improvements to enhance Council engagement with the group

**Confidentiality**

Any information, experiences or suggestions shared by members will be de-identified in the establishment of Council’s plans, processes, recommendations, reporting or evaluation.

Information discussed, received, used or created by the group is confidential, unless otherwise advised (for instance if members are asked to share information with others not in the group). Any member of the group must not disclose information that they know, or should reasonably know, is confidential information in accordance with Section 125 of the Local Government Act.

**Public Statements**

Group members must not make statements to the media or on social media about Council business or items discussed by the reference group. Instead, all media enquiries should be referred to Council’s Communication Department for response.

**Review Terms of Reference**

* July 2023