

Positive Ageing Advisory Group

Terms of Reference – November 2012 - amended 9 July 2013

1. **Purpose**

The purpose of the Positive Ageing Advisory Group is to:

- Promote the wellbeing of the older person
- Connect Whangarei District Council (WDC) into the Positive Ageing sector
- Provide direction that pertains to the sector
- Provide advice to WDC regarding ongoing and new initiative projects in the District with the perspective of the older person.
- Build the Council's knowledge of the needs of the older person in the Whangarei District and how best these can be met

2. **Goals**

The goals of the Positive Ageing Advisory Group are to:

- Provide a voice from the sectors on Council business
- Engage with the WDC staff and Councillors to raise awareness of the older person and their needs.
- Create an age accessible environment
- Provide connectivity across the Positive Ageing sector.
- Interact with WDC to better understand how local government works
- Help make Whangarei District attractive to the ageing population

3. **Advisory role**

The Positive Ageing Advisory Group will:

- Advise in the planning and development of Council services
- Advise on how the views of the ageing population can be canvassed and conveyed to Councils.
- Provide advice to the Council on matters of urban design, planning and infrastructure.
- Advise on matters relating to policy and strategic development

4. **Responsibilities**

Positive Ageing Advisory Group members are required to:

- Attend Positive Ageing Advisory Group meetings monthly
- Act as a spokesperson
- Provide and present to the meeting where appropriate information and data regarding issues relevant to their sector and the ageing population
- To consider views and proposals constructively
- To relay back to members of their groups and the wider community, information regarding issues, needs and the activities and progress of the Positive Ageing Strategy goals

5. Positive Ageing Advisory Group Conduct

Positive Ageing Advisory Group members must:

- Report any potential conflicts of interest to the Chair as soon as possible
- Maintain public image and not bring the Council into disrepute through their actions
- Abide by direction of the chair
- Make themselves available for meetings arrive on time and if absent notify the Chair as soon as possible
- Have a second person who can attend meetings in your absence
- Contribute in a constructive way to group discussion
- Allow others fair opportunity to speak and contribute
- Respond in a timely manner to items of group business
- Provide information between their member organisation and the PAAG in an efficient, unbiased and timely manner
- Refrain from making derogatory or disparaging remarks about other members of the group
- Keep the issues of the ageing population paramount
- Respect other members of the group and refrain from personal criticism

Membership

All appointed members of the Positive Ageing Advisory Group will be an endorsed representative of an organisation or recognised community group that has a role in positive ageing in the District, and:

- Have some expertise on issues affecting older persons in the District
- Have the capacity to consult with and represent a broad spectrum of older people living within the District
- Complement clear and concise information back to older people and groups
- Be committed to attending PAAG meetings.
- Work to promote the purpose and goals of the Positive Ageing Advisory Group

6. Term of Appointment

[The standard term of appointment is initially one year. Subsequent appointments will be for two years with right of reappointment.]

The above clause was amended at the meeting 9 July 2013 to read:

The standard term of appointment is initially one year No office holder will hold their office for a period exceeding 3 consecutive years, and it is recommended that at least one officer holder represents a community group.”

The term of appointment can be less than one year if a member:

- resigns
- misses more than 3 consecutive meetings

If a Positive Ageing Advisory Group member resigns a replacement will be conducted through the process for recruitment currently in place with the Council.

7. Selection Process

Membership occurs by nomination of a group at a Positive Ageing Advisory Group meeting. This will be minuted and the invitation will be made through the Chair.

8. Group Size

To enable the advisory group to work effectively it is useful to limit the size to not more than 15 appointed people. In addition to the 15 representatives a Council representative and staff can be present.

9. Operation and other matters

- Whangarei District Council will oversee the administration of the Positive Ageing Advisory Group.
- The group will meet up to 12 times per year.
- Should conflict occur the Chair/Co-Chair and group will work with the Community Services Adviser to resolve the conflict. If the conflict involves any of the mentioned parties then mediation can be requested.
- Half of the current number of members, not including vacancies, must be present for the group to have a quorum which is the minimum number of members necessary to conduct the business on that group or for the meeting to go ahead. Any less than half the group and the meeting will not go ahead.
- If a situation arises where the Positive Ageing Advisory Group is not functioning effectively, or there is a disagreement regarding membership eligibility, the Whangarei District Council will have final approval of the membership and composition of the group.

10. Review

The Terms of Reference will be reviewed every three years. Any suggestions for changes will need to be an agenda item for a Positive Ageing Advisory Group meeting. All changes to the Terms of Reference will be subject to the approval of the Whangarei District Council.

11. Sustainability

The Positive Ageing Advisory Group must operate within the constraints of budget support and venue size.

By signing the Terms of Reference you agree to everything outlined in this contract:

Date: Name: Organisation..... Signature:.....