



Terms of Reference

OLDER PERSONS REFERENCE GROUP

1. PURPOSE

The aim of the Older People's Reference Group (OPRG) is to work towards improved quality of life of the older people in HRCC by maximising the involvement of older people and increasing Council awareness of how to improve the liveability of this community for older people.

The Older People's Reference Group has been established to:

- Improve the age friendliness and liveability of this community for older people
- Engage older people who live in HRCC to inform the process of improving HRCC as an age friendly city

Age friendly communities are places where older people live safely, enjoy good health and stay involved. In practical terms, an age friendly city seeks to adapt its structures and services to be accessible to and inclusive of older people with varying needs and capacities.

2. ROLE AND RESPONSIBILITIES

2.1 ROLE

- Provide a reference group. The group makes recommendations to Council in relation to issues that impact on older people in the community based on the World Health Organisation (WHO) Checklists of Essential Features of Age-friendly Cities
- Listen to older people in the community, accept community feedback and consider concerns and possible solutions
- Advocate and make recommendations to Council around the needs of older people and the opportunities and priorities to improve the shires age friendly environment
- Review Council actions and progress in relation to the Age-friendly implementation plan.

2.2 Responsibilities

Confidentiality

- Discussion with community members should be focused around the WHO Age-friendly Communities checklists
- Information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Reference Group.

Conflicts of Interest

- Conflicts of interest must be declared. In the event of a conflict of interest, the declaration must be recorded in the minutes.

Code of Conduct

- Members of the Reference Group shall refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment
- Members are expected to work considerately and respectfully of diversity of opinions and experience.

2.3 Council may terminate a Reference Group member's appointment if they have been found to breach confidentiality, conflict of interest or code of conduct requirements.

3. SCOPE

The scope of the Reference Group is to work collaboratively as a group and be guided by the World Health Organisation Checklists of Essential Features of Age-friendly Cities.

The Reference Group makes recommendations to Council through the HRCC Age Friendly Implementation Plan and HRCC consultation processes.

The Reference Group or members of the Reference Group do not respond to personal or individual complaints. They should acknowledge a person's concern and advise a person how to register their concern with Council.

All members of the Older Persons Reference Group must abide by the HRCC Code of Conduct.

It is not the role of the Older Persons Reference Group to speak with media.

Flyers, brochures, pamphlets or other sources of information distributed by the Reference Group must be first approved by the Director Community Wellbeing or nominee.

4. MEMBERSHIP

- Membership will be sought through external advertisements in local newspapers in-conjunction with Council web and Facebook pages
- Respondents will be required to complete an expression of interest form and an application form
- Membership is for a term of three years
- If a member is unable to attend three or more consecutive meetings they will be contacted and if required, a new member identified
- A member must be a residents of HRCC and aged over 55 years of age
- Members must have a satisfactory national police check and agree to work with-in these Terms of Reference and the HRCC Code of Conduct
- Membership will be a minimum of 4 and maximum of 10 community members. Where possible one member will be a volunteer or professional who has a significant knowledge and understanding of supporting and caring for older people in the community to live independently.

4.1 Selection

If the number of applications does not exceed the number of vacancies the Manager Community Services & Emergency will approve nominations.

In the event of more than the required number of applicants for the available positions, applications will be forwarded to the Manager Community Services & Emergency or nominee for determination.

Members will be sought from diverse social, economic, professional and ethnic backgrounds; and a gender balance will be sought. This will become a selection criteria if the number of applicants exceeds the number of vacancies.

4.2 Meetings

Scheduled meetings will be two hours in length

- Meetings will be held quarterly. Meetings will be convened and chaired by the Manager Community Services & Emergency or their nominee
- The agenda will be set by the by the Manager Community Services & Emergency or their nominee in collaboration with the Older Persons Reference Group.
- In addition, the Older People's Reference Group may be invited to various HRCC consultations. When attending as a Reference Group member, it is your responsibility to consider and respond in relation to the World Health Organisation 'Checklist of Essential Features of Age-friendly Cities'.

