

Georges River Council Seniors Advisory Committee Terms of Reference

Role of Advisory Committee

The role of the Seniors Advisory Committee is to provide Council with specialist advice on the needs and priorities of seniors. The committee will promote collaboration and engagement of seniors and seniors' organisations.

Membership

Seniors are commonly defined as those individuals aged 55 years old and over, and Aboriginal people aged 45 years old and over.

The Advisory Committee will be made up of 10 to 15 members. It will be supported by Council's Coordinator Community Capacity Building and Council's Community Safety and Inclusion Officer.

Membership Criteria

- All members must:
 - Live, work, or engage with services in the Georges River Council local government area
 - Be a senior, and/or
 - Have lived experience as a carer, and/or
 - Have skills and experience working with senior populations, and/or
 - Represent a local aged care service or organisation that works with senior populations.
- Members must represent the views of their community, not their own personal or political interests.
- Members are required to act in a manner which demonstrates respect, fosters inclusion and participation, and is non-judgemental.

Period of Membership

Members of the Seniors Advisory Committee will be appointed for a period of two years. If any members wish to end their membership, they must notify the Community Safety and Inclusion Officer as soon as possible.

Membership is limited to no more than two consecutive terms, at the discretion of Council. Expressions of Interest for membership of the Advisory Committee will open at the end of each two-year term and in the first year of sitting where vacancies become available.

Responsibilities

- Attend an induction workshop about the role of the Advisory Committee. This includes the roles and responsibilities of members, Code of Conduct and other related policies and protocols.
- Members must be available to attend meetings, confirm the accuracy of minutes of the previous meeting, and contribute ideas regarding future meeting agendas.
- Share information to the community and organisations on issues discussed.
- Assist Council with the planning of programs for capacity building events throughout the year, e.g., NSW Seniors Festival.
- Notify the Community Safety and Inclusion Officer if you are unable to attend a meeting or wish to nominate a colleague to stand in.
- If members are absent for two consecutive meetings without an apology, and there has been no response from the member regarding their continued involvement in the Advisory Committee, the position will be declared vacant, and this will be recorded in the minutes of that meeting.

Chair and Minutes

- At the end of each meeting, a chairperson will be nominated for the next meeting. All members are expected to take part in sharing this responsibility.
- The minute taker for each meeting will be a Council Officer.
- The chairperson for each meeting will be required to confirm the accuracy of the minutes from the previous meeting.

Operations

- Meetings will be held every three months (quarterly).
- Meetings will be held in-person at Council's offices or online.
- Terms of Reference will be reviewed every two years.
- The Advisory Committee's achievements and future direction will be reviewed at the last meeting of each year.
- Additional working party meetings may be scheduled as required.

