

Volunteer Position: Positive Ageing Advisory Committee Member  
 Department: Community Strengthening  
 Date reviewed: November 2024

## Role overview and purpose

The Surf Coast Shire Council's Positive Ageing Advisory Committee (PAAC) was formed in October 2018 and is comprised of up to eleven community representatives that reflect the diversity of the Shire including gender, cultural diversity and geographic location. In addition, the committee membership includes one Councillor and three Council staff members.

The PAAC's role is to provide input and recommendations into the planning stage of Council strategies, plans and policies which relate to people ageing well within their communities.

The PAAC acts as an advisory committee to Council. Its role is to collect and consider evidence, ideas and community input about how Council can best create an Age Friendly Surf Coast where older people are valued, supported and empowered to live well. Council then takes on board the PAAC's advice and determines appropriate responses within available resources and time frames. The Committee represents and advocates on behalf of older people from our community.

The Committee currently meets bi-monthly on the third Friday of each month from 9.00am-11.00am at the Council offices in Torquay or via video conferencing when necessary.

Examples of how the Positive Ageing Advisory Committee represents its community:

- Advised on the development of the Positive Ageing Reform Readiness Plan involving the transition of Council's aged care services to external service providers.
- Provided leadership and consultation in the development of Council's Age Friendly Strategy 2020-2024.
- Provided input and recommendations into the development of several plans and projects including Council's Pathway Strategy and Strategic Housing Project, the G21 Transport Strategy and the GORC Pt Impossible to Jan Juc Master Plan.
- Assisted with planning and facilitating Positive Ageing Month activities in their townships

## Your work with us:

- Advise Council on opportunities to improve strategies, plans and policies which relate to older people ageing well in the Surf Coast Shire.
- Advocate on behalf of older persons in the Surf Coast Shire.
- "Champion" the Age Friendly Strategy or Action Plan in your local community
- Celebrate Positive Ageing Month each October

**Position supported by:** Age Friendly Officer

## Key tasks that you would complete:

- Attend Committee meetings every second month and contribute expertise, knowledge and experience to the issues being considered.
- Contribute as a representative of the older community, wider than personal interest.
- Convey knowledge and understanding of issues for discussion.
- Sub-committees may be set up as needed, for specific tasks, issues-based projects, or site visits for interested and available members.
- Assist with planning and facilitation of Positive Ageing Month activities.

## Time commitment

- Meetings of approximately 2 hours, every second month.
- Time between meetings to research community views/preferences on issues being considered; read agendas and minutes, provide feedback to various consultative opportunities.

## Benefits for the volunteer

- Opportunity to represent older people from your community and provide input into important Council policies, strategies and projects.
- Opportunity to learn about a range of Council projects, and the lived experience of older people from the Surf Coast Shire community.
- Make connections and build relationships with other community members and Council staff.
- Opportunity to participate in volunteer training opportunities via Surf Coast Shire.
- Advocate for issues that are relevant to you and your community.

## Skills, experience, attributes and requirements

- Lived experience of ageing in the Surf Coast Shire community.
- Community members with an interest or work experience in positive ageing issues.
- Ability to attend and contribute to committee meetings, sub-committees and relevant workshops.
- Ability to positively represent the PAAC, Council and the community.
- Strong connection to Surf Coast Shire (i.e. live, work, volunteer here).
- Ability to work well in a group setting, including: the ability to listen well, compromise, and provide constructive feedback and ideas.
- Ability to communicate in a friendly and professional manner.
- Punctuality and reliability.

## Additional requirements prior to placement:

- Working With Children Check (Volunteer).
- By accepting this role, the volunteer accepts their responsibilities in relation to the Child Safe Standards as outlined in Council policy.

## Specific Health and Safety and Training Requirements

- Positive Ageing Advisory Committee induction, including child safety training.

## Child Safety

At Surf Coast Shire, we are committed to the safety of all children, and comply with the standards set by the Commission for Children and Young People (CCYP). All Family Support Volunteers must commit to protecting the safety and privacy of children by:

- Never be alone with someone else's child
- Reporting any child safety concerns immediately to the Manager Community Strengthening
- Providing a current Working with Children Check and carrying this with you when volunteering

## Policies with specific relevance to the role

- Volunteer Handbook
- Volunteer Policy
- Work Place Health and Safety Policy
- Child Safe Organisation Policy
- Code of Conduct
- Grievance Policy
- Digital and Social Media Policy

As a volunteer of the PAAC and a representative of your community, you are committing to work alongside Council, whose purpose, direction and approach is described below.

### Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. To achieve this commitment, we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

#### ***We Do What We Say***

We set clear expectations  
We are accountable for our actions  
We get things done

#### ***We Work Together***

We value strengths and differences  
We seek to work with others  
We help people to succeed

#### ***We See Opportunity***

We look for better ways  
We are open minded  
We learn from our experiences

#### ***We Make a Difference***

We proudly represent Surf Coast Shire Council  
We act with the future in mind  
We go the extra mile

**I have read and understood this Volunteer Position Description – *Positive Ageing Advisory Committee Member* and the Surf Coast Shire Volunteer Handbook.**

**I agree to the terms and conditions of volunteering for the role.**

### Sign

.....  
Volunteer Name

.....  
Signature

.....  
Date

### OUR APPROACH

*We do what we say We work together We see opportunity We make a difference*

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