

Positive Ageing Committee (PAC) – Terms of Reference



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1 ESTABLISHMENT

The Positive Ageing Committee (**the Committee**) is established by the West Tamar Council (**Council**) as a Special Committee of Council under Section 24 of the *Local Government Act 1993*.

2 PURPOSE

The primary purpose of the Committee is to assist and advise Council in:

- The implementation, monitoring, and review of Council's Positive Ageing Strategy.
- Identifying and responding to the needs, interests, and priorities of older residents within the West Tamar municipal area.
- Promoting an age-friendly community that supports older people to live active, healthy, respected, and engaged lives.

3 OBJECTIVES

The specific objectives of the Committee are to:

- Provide strategic advice and recommendations to Council on policies, strategies, services, and infrastructure that impact older residents.
- Act as a key consultation body for Council on matters relating to positive ageing and age-friendly principles.
- Identify and advise Council on emerging issues, trends, and barriers affecting the well-being and participation of older people in the community.
- Advocate to Council for initiatives that enhance the quality of life, health, and inclusion of older residents.
- Foster partnerships and facilitate communication between Council, service providers, community groups, and older residents.
- Promote a positive and respectful image of ageing within the West Tamar community.

- Assist Council in monitoring the effectiveness of its Positive Ageing Strategy and recommend updates as required.

4 MEMBERSHIP

4.1 COMPOSITION

The Committee shall consist of:

- Two (2) Councillors, appointed by Council.
- Up to eight (8) community members who are residents of the West Tamar municipal area and represent the interests of older people, local service providers, or relevant community organisations.
- The Council's Community Development Officer (or other nominated officer) as an ex-officio, non-voting member providing administrative and secretariat support.

4.2 APPOINTMENT

Appointments to the Committee will be in accordance with the following:

- Councillor members will be appointed by Council for a term of two (2) years concurrent with their term of office or as otherwise determined by Council.
- Community members will be appointed by Council, following a public expression of interest process, for a term of two (2) years, with the option of reappointment for one further term to ensure rotation of membership.

4.3 CHAIRPERSON AND DEPUTY CHAIRPERSON

The committee shall appoint a community committee member as Chairperson, and Council shall appoint a Councillor committee member as Deputy Chairperson, at the commencement of each term.

In the absence of the appointed Chairperson, the Deputy Chairperson shall preside over the meeting. Where neither the Chairperson nor the Deputy Chairperson is present, another committee member shall be appointed to preside over the meeting.

4.4 POSITIONS BECOMING VACANT

In the event of the position of Chairperson becoming vacant, the committee shall appoint a community committee member as the new Chairperson at the next committee meeting.

In the event of the position of Deputy Chairperson becoming vacant, Council shall appoint one of the councillor committee members as the new Deputy Chairperson at the next ordinary Council meeting.

4.5 ABANDONMENT OF POSITION

Where a committee member is absent from three (3) consecutive meetings, or from three (3) of the most recent six (6) meetings, without having been granted a Leave or

Leaves of Absence, the position will become vacant and a new committee member shall be appointed. If required, a new Chairperson or Deputy Chairperson will be appointed.

5 REPORTING

The Committee is an advisory body and reports directly to the West Tamar Council.

Minutes of each Committee meeting, along with any recommendations, shall be presented to the next available ordinary meeting of Council for consideration and noting.

The Committee has no authority to act or speak on behalf of Council unless explicitly authorised by a Council resolution.

6 ADMINISTRATIVE SUPPORT

Council shall provide appropriate administrative and secretariat support to the Committee, including the preparation of agendas, distribution of papers, taking of minutes, and maintenance of records.

7 FINANCIAL DELEGATION

The Committee has no delegated financial or operational authority from Council.

The Council officer appointed to provide administrative and secretariat support may incur minimal expenditure for the administrative operation of the Committee in accordance with the officer's approved purchasing authority and budget availability.

8 REVIEW OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed by the Committee and Council at least once every two (2) years, or following each ordinary Council election, to ensure they remain relevant and effective.

9 DISSOLUTION

The Committee may be dissolved at any time by a resolution of the Council.

10 APPROVAL

Approved by Council on 18 November 2025 (25/161)

Signed:



Chief Executive Officer