

Victorian Active Ageing Partnership

Project Advisory Group

Terms of Reference

Thursday 17 March 2016

Introduction:

The Victorian Active Ageing Partnership (VAAP) aims to increase opportunities for participation in physical activity options for older Victorians, especially in areas of socio-economic disadvantage and among isolated, lonely older people currently not involved in physical activity.

The VAAP will be coordinated and facilitated by Arthritis and Osteoporosis Victoria (AOV) in collaboration with Fitness Australia and Monash University on behalf of the Victorian Government. This group will be known as the 'VAAP Coordination Team' and will be led by Ms Genevieve Nolan, Manager, VAAP.

Purpose and objectives:

The purpose of the Project Advisory Group (PAG) is to provide experience and sector-based knowledge and advice to assist with the promotion, implementation, monitoring and evaluation of the VAAP.

The specific objectives of the PAG are:

- To provide advice and guidance to the VAAP Coordination Team regarding the promotion, implementation, monitoring and evaluation of the VAAP activities
- To provide input into VAAP draft documents or tools (e.g. VAAP e-newsletter, organisational audit tool, etc), as required
- To assist with the identification of stakeholders to whom the VAAP project is relevant
- To utilise all opportunities to act as public champions of the VAAP and to disseminate information about the VAAP to their organisational members
- To enhance opportunities for the development of partnerships between relevant stakeholders to achieve the purpose and goals of the VAAP
- To ensure that the activities of the VAAP maintain a focus on maximising physical activity options for older Victorians in areas of socio-economic disadvantage and among isolated, lonely older people currently not involved in physical activity
- To ensure that the activities of the VAAP are integrated with the existing programs and initiatives of other organisations, as relevant.

Membership:

- The PAG will consist of a maximum of 12 members, including representatives from Government, community-based organisations and peak bodies
- At least two members of the PAG will be older people providing the consumer perspective
- Members of the VAAP Coordination Team will be *ex officio* members of the PAG
- Membership will be by invitation only
- The term of appointment will be three years

Responsibilities of Membership:

- A willingness to attend all meetings during the three years of the VAAP is required (either in person or by teleconference)
- A willingness to work cooperatively and collaboratively with other members of the PAG to maximise the outputs of the PAG's work is required
- A commitment and willingness to consult with, and report back to, their organisation/group as a way of further the work of the VAAP
- In the event of an unavoidable absence, delegation to a proxy (e.g. a colleague of commensurate seniority and experience) if available, is permissible
- Any proxy attendance should be notified to the Chairperson of the PAG at least 24 hours prior to the meeting. It is expected the PAG member provide an appropriate introduction and overview of the committee purpose and objectives to any nominated proxy prior to attendance of any meeting to enable active participation and contribution
- Members must disclose any potential conflicts of interest to the Chairperson
- Resignations must be in writing to the Chairperson.

Meeting details:

- Meetings will be held three times each year of the VAAP and will be held at 50 Lonsdale St, Melbourne or at another location in the Melbourne CBD
- Meeting minutes will also be taken by a member of the VAAP Coordination Team
- After meetings, minutes of the meeting will be distributed to all members via email, within one week of meeting

Role of the PAG Chairperson:

- Meetings will be chaired by the Manager, VAAP or another member of the VAAP Coordination Team in her absence
- The PAG Chairperson will work to ensure PAG meetings are well prepared and output-focused

Annual review process

- Each year of the PAG's existence, the PAG members will be provided with an opportunity to discuss and assess the operation and achievements of the PAG