

1. Vision

The Boddington Active Ageing Network (Boddington AAN) envisions a collaborative approach to creatively implement strategies to support the social, physical and cognitive wellbeing of older people living in Boddington.

2. Purpose

The objective of the Boddington AAN is:

- to establish a group of people from various sectors of the community who can work together on a regular basis to support older people living in Boddington;
- to share knowledge, expertise, information and resources with members of the group to support continuous improvement and inform decision making;
- to contribute to the planning, development, implementation and evaluation of events and projects targeting older people; and,
- to be recognised as the initial point of contact to discuss and coordinate responses to emerging needs and issues affecting older people within Boddington.

3. Membership

3.1 Representation will be from community groups and stakeholders with an active interest and impact in supporting the older years:

- Shire of Boddington Community Development Team;
- Boddington Senior's Group;
- Boddington Stay Active and Strength For Life;
- Boddington Men's Shed;
- Boddington Art Council; and,
- Boddington Lion's Club.

3.2 Representatives must be a current member of their community group or organisation and will inform the Boddington AAN of any changes.

3.3 As well as consisting of representation from community groups and stakeholders, the Boddington AAN will include two other positions to represent the general community and Aboriginal community. Selection shall be based on:

- being a Shire of Boddington resident or ratepayer;
- representing the Boddington community;
- an active interest to support older people in Boddington;
- ability to commit to meetings;
- willingness to work collaboratively with other members of the Boddington AAN, to fairly represent the community and cross-promote community events; and,
- willingness to liaise with the Community Development Officer on strategies and opportunities to support seniors in Boddington.

3.4 The Group will comprise of Shire of Boddington staff where relevant.

3.5 Members appointed to the Boddington AAN are not entitled to a sitting fee, or any such type of remuneration.

4. Shared Principles and Practices

Solutions Focused Emphasis on designing solutions, instead of focusing on problems, to maintain a proactive and constructive space to collaborate.

Trauma Informed The impacts of trauma are understood in order to create physical, psychological, and emotional safety for everyone and provide opportunities for at-risk seniors to develop a sense of control and empowerment.

Person Centred The interests and needs of older people underpin program and projects undertaken.

Strengths Based The belief that all organisations servicing seniors have capacity to identify what is going well, continue to do more of it, and build on it.

Capacity Building Emphasis on supporting and strengthening individuals and organisations servicing seniors to develop solutions at a local level.

Collective Action Developing a network that works and learns together.

5. Meeting

A representative of the Shire of Boddington will chair the Boddington AAN meetings.

5.1 Frequency and Duration

Meetings will be held at a minimum of once every three months.

5.2 Venue

Meetings will be held from the Shire of Boddington Administration, or another location agreed to by the Boddington AAN.

5.3 Agendas

Agenda items should be presented via the Chairperson at least five (5) days prior to the meeting. Agendas will be distributed to members three (3) days prior to each meeting. The Chair will prepare the agenda for the meeting.

5.4 Minutes

Draft minutes are to be distributed to members at least 5 days prior to the next meeting for endorsement. Minute edits are to be tabled at the next meeting.

BODDINGTON ACTIVE AGEING NETWORK TERMS OF REFERENCE



A folder is created to store and retain all documents of the Boddington AAN including minutes, agendas, membership contact details, Terms of Reference and Strategic/Action Plans.

6. Communication

The following communication strategies will be utilised to support the Boddington AAN achieve its priorities.

6.1 Internal communication strategies:

- Minutes are concise with follow up actions.
- Members are encouraged to share promotional materials amongst Boddington AAN members.
- Meetings provide opportunity for reciprocal information sharing.
- Project Plans will be developed to support timely delivery of initiatives in a staged-approach.

6.2 External communication strategies:

- Dedicated webpage on the Shire of Boddington's website.
- Milestone updates of the Boddington AAN's progress shared with the broader community.
- Embedment of Boddington AAN logo in promotional material for collaborative projects and programs.
- Co-design a Senior's Week event each year.

7. Decision Making

7.1 This Group has no delegated authority to make any decisions for or on behalf of Council.

7.2 A minimum number of four members from the Boddington AAN need to be present at a meeting to establish a consensus.

9. Adoption and Amendment of the Terms of Reference

The Terms of Reference shall be altered only with the approval of the BAAN. The BAAN endorsed these Terms of Reference on (**insert date**). The Terms of Reference will be reviewed annually to remain consistent with the priorities of the BAAN.

Item No	Date	Change	Chair signature