

# Knox Dementia Alliance Terms of Reference

This Terms of Reference is reviewed and approved by the Knox Dementia Alliance Working Group on 21 May 2025.

## 1. Background

In 2023 over 411,000 people are estimated to be living with dementia in Australia. The number of Australians with dementia is projected to more than double by the year 2058. It is also estimated that two out of three people with dementia live in the community as opposed to cared accommodation.<sup>1</sup>

What the Knox community told us:

- There is still stigma and a lack of understanding about dementia in the Knox community.
- People living with dementia and their caregivers need a platform to have a voice, ensuring they receive the support and services they deserve.
- People living with dementia and their caregivers seek social interaction and peer support opportunities in the Knox community.

The Knox Dementia Alliance consists of individuals, organisations and businesses interested in dementia, aiming to tackle these problems via **Awareness and Education, Support and Advocacy, and Community Engagement.**

## 2. Purpose

The purpose of the Knox Dementia Alliance is to transform Knox into a dementia-friendly community by challenging stigma, enhancing the voices of those living with dementia and their caregivers, and organising cross-community action.

A dementia-friendly community<sup>2</sup> is a place where people living with dementia, their families, community members and businesses create spaces that are respectful, supportive and empowering.

The Knox Dementia Alliance also unites diverse stakeholders to ensure people with dementia remain visible, valued, and fully included in community life, creating a Knox where no one faces dementia alone.

## 3. Objectives

The objectives of the Knox Dementia Alliance are:

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<sup>1</sup> [Dementia in Australia, Prevalence of dementia - Australian Institute of Health and Welfare](#)

<sup>2</sup> [Dementia-Friendly Communities | Dementia Australia](#)

- Awareness and Education

Transform community perceptions by combating misconceptions, building dementia literacy, normalising conversations about dementia and understanding it as a shared community experience.

- Support and Advocacy

Amplify the voices of people with dementia and caregivers, build support networks, and address service gaps – shifting from traditional service provision to meaningful partnership with those directly affected.

- Community Engagement

Foster inclusive environments where people with dementia remain connected, valued community members through cross-sector collaboration and collective responsibility – creating a Knox where everyone participates in building dementia-friendly spaces.

## **4. Memberships**

### **4.1 General membership**

Everyone in the Knox community is welcome to subscribe the Knox Dementia Alliance as a general member. These include people living with dementia, service providers, clubs, professionals, volunteers, local businesses, as well as anyone wanting to collaborate to create dementia-friendly communities. No membership fee applies.

The merits of becoming a general member include:

- Receiving update about activities, initiatives, and information relating to dementia.
- Being invited to events and community engagement opportunities that help inform the Knox Dementia Alliance about priorities and areas of focus.

All members are expected to follow the general rules at any activity or event organised by the Knox Dementia Alliance:

- Creating a welcoming and inclusive environment for all members.
- Keeping discussions or information sharing relevant to dementia and caregiving.
- Respecting the privacy and confidentiality of other members.
- Acknowledging that everyone's experience with dementia is unique.
- Respecting the rights and dignity of all members.

## **4.2 Core group members**

The core group members volunteer their time to support the development of an action plan for the Knox Dementia Alliance and to implement the key objectives outlined in the *Purpose* and *Objectives* sections of this Terms of Reference.

The core group will consist of up to 20 community and industry representatives, including two Knox Council Officers from the Healthy Ageing team and at least one community member with lived experience of dementia.

The founding members of the core group are transitioned from the Knox Dementia Alliance Working Group and Knox Dementia Advisory Group. These two groups have now ceased operation and have been fully integrated into the Knox Dementia Alliance.

Future applications for vacant core group positions will first be advertised to general members. A public 'Expressions of Interest' process will be undertaken if necessary.

All new core group members must complete a volunteer screening process, which may include a police check, a reference check, or both – whichever is more practical. Exemptions may be considered if applicants experience difficulties completing the screening requirements. Any exemption requests will be reviewed on a case-by-case basis and must be agreed upon by existing members of the core group.

While participation in the Dementia Alliance core group is voluntary, members are expected to commit to a minimum 12-month term to ensure traction and continuity of actions.

## **5. Decision Making**

Out of the two membership types, only core group members have rights to make decisions. Decisions will be made using a consensus-based approach – following the steps of open discussions, listening to diverse perspectives, and actively seeking solutions that resonate with all members.

If consensus cannot be reached, a majority vote will be taken. Each member has one vote. Members will be provided with complete, accurate and meaningful information to assist them in making an informed decision.

## **6. Meeting Procedures**

The Knox Dementia Alliance core group will meet on a quarterly basis and at other times as required. Meetings are to be held at a time and place determined by the core group. The core group is not required to give public notice of its meetings and meetings are not required to be open to the public.

Meetings will follow standard meeting procedure protocols, which are in summary:

- Commence on time and conclude by the stated completion time.
- Be scheduled and confirmed in advance with all relevant papers distributed (as appropriate) to each member.
- Encourage fair and respectful discussion.
- Focus on the relevant issues at hand.

### **6.1 Chair**

The position of Chairperson will be rotated among members of the core group. Knox Council Officers will help members requesting assistance in executing this role.

### **6.2 Agendas and Minutes**

Agendas and Minutes must be prepared for each meeting of the core group. The Chairperson on duty is responsible for developing agendas. At the beginning of each meeting, the Chairperson must arrange for meeting notes to be kept at a standard that:

- Containing details of the proceedings and recommendations made.
- Clearly expressed and self-explanatory.

## **7. Review**

Acknowledging this Terms of Reference needs to be reasonably broad to minimise the need for constant adjustment, decisions will be made at the time when members requesting a review.