



# OLDER PERSONS CONSULTATIVE ADVISORY COMMITTEE

## TERMS OF REFERENCE



- ◆ Meaningful dialogue with our constituents
- ◆ Engaging with the community to maximise feedback to ensure open and inclusive decision making
- ◆ Using feedback from the community to inform Council decision making

All decisions, made by Council or by officers under delegation, will be informed by an analysis of community views. The establishment of Reference Committees is integral to Council's Good Governance principles. Through Reference Committees Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision making process.

### Adding Value

To maximise the value of the contribution of Reference Advisory Committees, Council invites interest from residents who have:

- Passion and enthusiasm for the issues and challenges related to the purposes of the Reference Advisory Committee.
- The ability to appreciate a range of interests and factors impacting on the matters under discussion.
- A demonstrated commitment to participative and consultative processes.

In selecting community members Council will seek to:

- Achieve a mix of skills relevant to the purposes of the Reference Advisory Committee.
- Ensure a broad representation of the Port Phillip community.
- ◆ Create a forum for full discussion of relevant matters.

### 1. Purpose

The purpose of the Older Persons Consultative Advisory Committee (OPCCOPAC) is to assist Council by providing advice, advocacy and feedback on all issues that affect the health and welfare/wellbeing of older residents in the City of Port Phillip, including issues raised by older residents. The OPAC

OPCCOPAC Terms of Reference-

Adopted: 19 July 2017-16 June 2021

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~~also and to assist~~ Council by providing advice and feedback in relation to policies, plans and services affecting older people. OPAC will continue to support and advocate for the delivery of significant Council events, activities and services relevant to older persons-

### Objectives

- To be the peak advisory and advocacy body on issues affecting the wellbeing of older people (55 years and over) within the Port Phillip municipality.
- To be representative and advocate on behalf of older persons from our diverse community including people with disabilities, people who identify as lesbian, gay, bisexual, transgender or intersex (LGBTI), people of Aboriginal or Torres Strait Island background, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and our multicultural and multifaith communities.
- To provide advice to Council and its officers on policies, plans and services that affect older people and their interests, and encourage Council to advocate to other levels of government.
- To advocate to the Community and Council, on behalf of older people, reflecting the United Nations Aged Friendly Cities Framework and the principles of independence, participation, care, self-fulfilment and dignity.
- ~~To connect with other relevant internal and -community external community advisory committees. structures of Council.~~
- To liaise with other organisations and networks that have a direct interest in older persons in the City of Port Phillip and the wider community,
- OPAC will continue to advocate for and support significant events, activities and services relating to older persons, including Port Phillip Seniors Festival, Linking Neighbours Program and Seniors Register, information forums, aged care services and the like.
- ~~To be representative and advocate on behalf of older persons from our diverse community including people with disabilities, people who identify as lesbian, gay, bisexual, transgender or intersex (LGBTI), people of Aboriginal or Torres Strait Island background, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and our multicultural and multifaith communities.~~

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## 2. Committee Structure

Council will establish and maintain the Reference Advisory Committee for a maximum term of the current council.

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Council appreciates that a Committee may evolve and adapt to remain functional and relevant.

The Reference Advisory Committee will comprise an appropriate membership to facilitate its functioning and the achievement of its purposes. The composition of the Committee will be as follows:

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- ~~Up to~~ A maximum of 14-17 members to be appointed by Council, ~~who~~ Members are individuals reflective, as far as feasible, of the City's diverse communities.
- A Councillor appointed by the Council to act as a conduit to the current Council.
- To replace members who have resigned during tenure new members will be appointed by Council following public advertisement, recruitment process and recommendation by the Committee.
- ~~In consultation with the Committee, Council may co-opt members to the Committee, or any sub-committee established by the Committee.~~
- Members will ~~Committee members will be recruited with a mix of relevant skills to the purposes of Committee with the aim that the membership will have a broad representation of the Port Phillip community.~~
- ~~Members will~~ be appointed for a term not to extend past the term of the current Council.
- ~~Meet the Selection Criteria.~~
- The Committee will nominate a Chairperson ~~Chair and~~ Deputy Chair ~~and Secretary~~ from among its members. The Chairperson ~~Chair and Deputy Chair~~ will serve a one-year term, with the appointment renewable for an additional consecutive term.
- ~~In consultation with the Committee, Council may co-opt members to the Committee, or any sub-committee established by the Committee.~~ To ensure diverse representation of older persons the OPAC may co-opt members representative of diverse communities/backgrounds onto subcommittees and working groups. OPAC to establish sub committees as required that include non-committee members. Sub committees to be chaired by OPAC member representatives who will be required to report to the main committee.
- With Council endorsement the Committee may co-opt members to replenish the membership, if required.

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### Committee Office Bearer Roles

The Chairperson ~~Chair~~ will chair committee meetings. In the Chairs ~~persons absence~~ absence, the Deputy Chairperson ~~Chair~~ or Councillor Representative will chair the meetings. The Councillor Representative, Chairperson ~~Chair~~ or Deputy Chairperson ~~Chair~~ are the authorised spokespersons for the committee.

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### 3. Opportunities for new members

If a member:

- Resigns from the ~~Reference~~Advisory Committee or is unable to participate due to health or other circumstances.
- Fails to attend three consecutive meetings within a calendar year without providing apologies to the ~~Chairperson, and~~Chair and accepted by the Committee.
- Is removed from the Committee by Council (after consultation with the Committee) for not acting in accordance with the principles stated herein.
- ~~Was appointed to represent an external organisation but no longer represents that external organisation.~~

A replacement Committee member may be appointed by Council.

During the life of the ~~Reference~~Advisory Committee, Council may choose to increase the membership of the Committee.

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### OPERATIONAL MATTERS

#### 4. Meetings

The ~~Chairperson~~Chair of the ~~Reference~~Advisory Committee will be appointed by ~~Council~~the ~~Committee and Councillor Representative~~. The first meeting of the ~~Reference~~Advisory Committee will be convened by the ~~Chairperson~~Chair at the earliest opportunity. Meetings should be scheduled in advance and desirably recorded in a forward meeting program to give each member the best possible opportunity to participate. It is anticipated that the ~~Reference~~Advisory Committee will meet monthly.

The quorum for a meeting will be ~~half the number of~~seven members.

#### 5. Conduct principles

Committee members are expected to:

- Actively participate in Committee discussions and offer their opinions and views.
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others.
- Act with integrity;
- Attend each meeting where practical
- Avoid conflicts of interest and the releasing of confidential information.

Committee member accountability:

- Have an active role in communicating community views to the Committee as appropriate.
- Participate in discussions at monthly meetings.
- When speaking publicly on issues on behalf of the Committee, will not present their own personal opinions.
- Have the endorsement of the Committee before making public statements or announcements.

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#### 6. Committee operation

New committee ~~members~~ will be briefed on the expected range of work to be undertaken, including discussion of how the committee relates to the work of Council, the roles of all parties, and any relevant policy or legislative framework impacting on the ~~Committees~~ work.

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The ~~Reference Advisory~~ Committee ~~is to operate at all times is always to inoperate in~~ accordance with its Terms of ~~Reference Reference~~. The Committee has no delegated powers but may provide advice in line with the Terms of ~~Reference Reference~~. Neither the Committee, nor its members, may speak on behalf of Council.

### Annual Action Plan Development:

The committee will hold an annual planning session to review achievements and prioritise a work plan for the coming year.

### ~~The committee will aim to deliver each year:~~

- ~~• One public forum per year to gain broader community views on social issues impacting on older residents.~~
- ~~• At least one guest speaker from Council each year.~~
- ~~• At least one guest speakers on a needs basis (i.e. as they might relate to matters of interest to the Committee) from local organisations / service providers.~~

The committee may set up sub committees/working groups ~~/ portfolio groups~~ as required, as ad hoc sub-committees.

### The OPAC Terms of Reference to be reviewed every three years or earlier if required.

Each year an Annual Report will be drafted by the OPAC with support from the nominated Council Officer.

### 7. Remuneration

Normally no remuneration will be paid to ~~Reference Advisory~~ Committee members; ~~however however~~, Council may decide to reimburse Committee members for some out of pocket expenses.

### 8. Declaration of interests

If a member believes they have a conflict of interest in a matter before the ~~Reference Advisory~~ Committee, then that member must declare their interest and not partake in any discussion or decision on the matter. The declaration will be recorded in the minutes of the meeting. A person nominated or appointed by Council to ~~an Reference Advisory~~ Committee of Council and for which they receive no remuneration, would not normally have a conflict of interest. ~~However A~~ person would have a conflict of interest if they have a personal or private interest that might compromise their ability to act in the public interest.

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### 9. Resourcing

City of Port Phillip staff nominated by management will support the Reference Advisory Committee. Other Port Phillip staff will attend the meetings to assist the Committee as required.

The nominated Council officer will prepare agenda papers for meetings (with the agreement of the Chairperson/Chair). Agendas and supporting material will be circulated three clear working days prior to meetings to ensure a reasonable opportunity to read the meeting papers. At all times, the nominated Council officer remains under the direction of their General Manager.

The nominated Council Officer will:

- In consultation with the Chairperson/Chair communicate to review, approve and prepare the minutes for the immediate past meeting, and the Agenda for the next monthly meeting.
- Distribute agendas, minutes and papers to committee members.
- Bbe the contact person at Council for the committee.
- Maintain electronically a Register of committee members, their date of appointment / reappointment, official positions held as a committee member.
- Advise committee members of term completion dates and their eligibility for reappointment as relevant.

### 10. Feedback to Council

The business conducted at each meeting will be recorded in the minutes and copies of the minutes will be promptly distributed to Reference Advisory Committee members, Councillors and the Council's executive team. Council may request a formal report from the Committee.

Each year an Annual Report will be drafted by the OPAC with support from the nominated Council Officer and presented at a Council Meeting for acceptance.

### 11. Communication

Council officers are responsible for ensuring that Reference Advisory Committee members are advised of:

- Progress or outcomes of any feedback provided by the Reference Advisory Committee.
- Dates of Council meetings considering matters relevant to the work of the Reference Advisory Committee.
- Any Council report or Council decision relevant to the Reference Advisory Committee's work.

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