

# OLDER PERSONS ADVISORY COMMITTEE

## TERMS OF REFERENCE



<b>Older Persons Advisory Committee</b>	TRIM folder:	02/06/28
	Approval date:	June 2021
	Approved by:	Port Phillip Council June 2021
	Review Date	
	Expiry Date	November 2024
	Version No	3
<b>Manager Community Building &amp; Inclusion</b>		

### Council Plan (Draft to be resolved on 23 June)

Council is committed to partnering to deliver its Council Plan by valuing and utilising the wealth of skills and knowledge in the community. It acknowledges that sound governance practice for local democracy is high quality, well informed, responsive and accountable decision making in the best interests of the community.

One of Council's key strategic directions is 'Inclusive Port Phillip'. To this end Council is committed to Port Phillip being:

- More accessible and welcoming of people of all ages, background and abilities.
- A place where people of all ages, backgrounds and abilities can access services and facilities that enhance health and wellbeing through universal and targeted programs that address inequities.
- Supporting people to find pathways out of homelessness.

Council will partner with the Older Persons Advisory Committee, Youth Advisory Committee, Multicultural Advisory Committee, Multi-Faith Network and establish other committees, where relevant, to ensure the diversity of our community's experience is represented in decision-making.

As part of Council's key strategic direction 'Well-Governed Port Phillip' council will work towards the community having an opportunity to participate in civic life to inform Council policy, services, programs and decisions by facilitating engagement in line with Council's [Community Engagement Policy](#).



### Adding Value

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

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

In selecting community members Council will seek to:

- Achieve a mix of skills relevant to the purposes of the 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 Advisory Committee (OPAC) is to assist Council by providing advice, advocacy and feedback on all issues that affect the health and wellbeing of older residents in the City of Port Phillip, including issues raised by older residents. The OPAC also assists 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 external community advisory committees. 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.



- To 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.

### 2. Committee Structure

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

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

The 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:

- A maximum of 17 members to be appointed by Council. Members are individuals reflective, as far as feasible, of the City's diverse communities.
- A Councillor will be 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.
- 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.
- The Chair and Deputy Chair will be nominated from among the Members. The Chair and Deputy Chair will serve a one-year term, with the appointment renewable for an additional consecutive term.
- 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.

#### Committee Office Bearer Roles

The Chair will chair committee meetings. In the Chair's absence, the Deputy Chair or Councillor Representative will chair the meetings. The Councillor Representative, Chair or Deputy Chair are the authorised spokespersons for the committee.

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### 3. Opportunities for new members

If a member:

- Resigns from the 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 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.

A replacement Committee member may be appointed by Council.

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

### OPERATIONAL MATTERS

#### 4. Meetings

The Chair of the Advisory Committee will be appointed by the Committee and Councillor Representative. The first meeting of the Advisory Committee will be convened by the 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 Advisory Committee will meet monthly.

The quorum for a meeting will be 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.

### 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.

The Advisory Committee is always to operate in accordance with its Terms of Reference. The Committee has no delegated powers but may provide advice in line with the Terms of 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 may set up sub committees/working 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 Advisory Committee members 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 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 Advisory Committee of Council and for which they receive no remuneration, would not normally have a conflict of interest. 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.



### 9. Resourcing

City of Port Phillip staff nominated by management will support the 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 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 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.
- Be 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 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 Advisory Committee members are advised of:

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