

City of Port Phillip

Older Persons Consultative Committee – Terms of Reference

Purpose	The Older Persons Consultative Committee will provide advice to Council and Council officers about policies, plans and services impacting on older people.
Objectives	<ul style="list-style-type: none"> • To be the peak advisory and advocacy body on wellbeing issues affecting older people (55+) within the Port Phillip municipality • To provide advice to Council officers on policies, plans and services that impact on older people. • To provide advice to Council on policies that impact on older people • To advocate to the Community and Council, on behalf of older people, reflecting the United Nations principles of independence, participation, care, self-fulfilment and dignity • To connect with other community advisory structures of Council • To liaise with other organisations and networks that have a direct interest in older persons in the City of Port Phillip
Policy framework	The committee's work is informed by relevant parts of the Council Plan, the Aged Services Plan and state and federal government policies and plans about services for older people.
Work plan	<p>The committee will hold an Annual Planning Session to review achievements and prioritise a work plan for the coming year.</p> <p>The committee will aim to have each year:</p> <ul style="list-style-type: none"> • one public Forum (at a minimum) 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 3 guest speakers from local organisations / service providers <p>The committee may set up Organising Working Groups / Portfolio Groups as required.</p>
Membership	<ul style="list-style-type: none"> • The committee will consist of: <ul style="list-style-type: none"> ○ Up to 13 members appointed by Council, who are individuals reflective of the City's cultural diversity ○ A Councillor appointed by the Council. • Members will be appointed for a term of up to two years by Council in November following public advertisement and recommendation by the Committee. • Members completing a two-year term may, with the approval of Council, be reappointed for a further two-year term. • The Selection Criteria are outlined in the Committee Handbook approved by the committee. • The Council will appoint a Chairperson from the members of the Committee, after receiving a recommendation from the committee. The chairperson will serve a renewable one-year term.

Committee roles	<ul style="list-style-type: none"> • The Chairperson or the Deputy Chairperson will chair all committee meetings. The Chairperson/Deputy Chairperson are the authorised spokesperson for the committee. • A Secretary will be appointed each year by the Committee and may be reappointed. The Secretary's role will include: <ul style="list-style-type: none"> ○ maintaining a Register of committee members, their date of appointment / reappointment, official positions held as a committee member, and ○ the Secretary will advise committee members of term completion dates and their eligibility for reappointment as relevant.
Member Accountability	<ul style="list-style-type: none"> • Committee members have an active role in communicating community views to Council. • Committee members participate in discussions at monthly meetings. • Committee members speak publicly on issues on behalf of the committee and therefore do not present personal opinions. • Committee members must have the endorsement of the committee prior to making public statements or announcements.
Resourcing	<p>The Secretary, in conjunction with the Chairperson and the Council Resource Officer, will meet to review, approve and prepare the Agenda for the monthly meeting and delivery to the Council Resource Officer</p> <p>The Council Resource Officer will:</p> <ul style="list-style-type: none"> • Distribute agendas and papers to committee members • Be the contact for the committee
Consultation	<p>When the committee consults with the community they will follow the council's consultation and engagement framework</p>
Meetings	<p>The committee will usually meet monthly for about two hours.</p> <p>Quorum for meetings will be five members.</p>

Older Persons Consultative Committee – General procedures

Closing the loop	Council officers are responsible for ensuring that committee members are advised of: <ul style="list-style-type: none"> • progress or outcomes of any advice provided by the committee • any Council report or Council decision relevant to the committee's work • dates of Council meetings discussing matters relevant to the committee
Committee powers	Committees provide advice and organise their work according to their terms of reference. Advisory committees do not have any formally delegated powers under the Local Government Act.
Declaration of interests	A member with a conflict of interest or perceived conflict of interest in a matter before the committee must declare their interest prior to committee discussion of the item.
Term of membership	Members of committees will be appointed for a term of two years or less. Membership terms will end no later than 31 December of the relevant year. Members can be reappointed for further terms.
Annual report	Each committee will provide an annual report to the council in October, November or December of each year. The report will set out the committee's work of the previous year and planned work for the coming year.
Term of committee	Each committee will continue its work until no later than 31 December 2006. Council may extend the term of any committee. The annual report of the committee can recommend to Council that its term be continued.
Review of terms of reference	Committee terms of reference may only be amended by the Council. Committees may recommend to Council changes to their terms of reference in their annual report.

Note: the procedures on this page apply to all advisory committees of the Council of the City of Port Phillip in addition to each committee's separate terms of reference.