

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 affecting older people.
Objectives	<ul style="list-style-type: none"> • To be the peak advisory and advocacy body on issues affecting the wellbeing of older people (55+) within the Port Phillip municipality. • To provide advice to Council and its officers on policies, plans and services that affect older people and their interests. • 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 on a needs basis (ie as they might relate to matters of interest to the Committee) from local organisations / service providers <p>The committee may set up Organising Working Groups / Portfolio Groups as required, as ad hoc sub-committees.</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, as far as feasible, of the City's cultural diversity ○ A Councillor appointed by the Council to act as a conduit to the current Council • Members will be appointed by Council following public advertisement and recommendation by the Committee. • Members will be appointed for a term not to extend past the term of the current Council. • The Selection Criteria are as outlined in the attached document. • The Committee will appoint a Chairperson, Deputy and Secretary from among its members. The Chairperson will serve a one-year term, with the appointment renewable for an additional consecutive term.

<p>Committee roles</p>	<ul style="list-style-type: none"> • The Chairperson or the Deputy Chairperson will chair all committee meetings. The Chairperson, Deputy Chairperson or their delegate are the authorised spokespersons 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 electronically a Register of committee members, their date of appointment / reappointment, official positions held as a committee member, ○ advising committee members of term completion dates and their eligibility for reappointment as relevant. ○ in conjunction with the Chairperson and the Council Resource Officer, communicating to review, approve and prepare the minutes for the immediate past meeting, and the Agenda for the next monthly meeting. ○ carrying out other secretarial duties as required by the Committee.
<p>Member Accountability</p>	<ul style="list-style-type: none"> • Committee members have an active role in communicating community views to the Committee as appropriate. • Committee members participate in discussions at monthly meetings. • Committee members, when speaking publicly on issues on behalf of the Committee, will not present their own personal opinions. • Committee members must have the endorsement of the Committee before making public statements or announcements.
<p>Resourcing</p>	<p>The Council Resource Officer will:</p> <ul style="list-style-type: none"> • distribute agendas, minutes and papers to committee members • be the contact person at Council for the committee
<p>Consultation</p>	<p>When Committee members consults with the community they will do in the context of the Council's consultation and engagement framework.</p>
<p>Meetings</p>	<p>The committee will usually meet monthly for about two hours.</p> <p>Quorum for meetings will be five members.</p> <p>The Committee may grant a member leave of absence for a stated period.</p> <p>The Committee will communicate with Council in the event that a Member fails to attend three consecutive Meetings without any apology. The Committee may recommend to Council that the absent member lose their membership and a replacement be recruited.</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 the commencement of the caretaker period prior to a Council election. 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.