

**CITY OF PORT PHILLIP**  
**OLDER PERSONS CONSULTATIVE COMMITTEE**  
**TERMS OF REFERENCE**

**1. Council Plan**

Council is committed to collaboratively delivering 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 in the Council Plan is 'Engaged – A Well-Governed City'. To this end Council is committed to:

- drawing on the expertise of the community
- meaningful dialogue with our constituents
- engaging with the community to maximise feedback to ensure open and inclusive decision making; and
- 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.

**2. Adding value**

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

- passion and enthusiasm for the issues and challenges related to the purposes of the Reference Committee
- the ability to appreciate a range of interests and factors impacting on the matters under discussion; and
- 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 Committee
- ensure a broad representation of the Port Phillip community; and
- create a forum for full discussion of relevant matters.

**3. Purpose**

The Older Persons Consultative Committee (OPCC) has been appointed by the City of Port Phillip council to be its main advisory body on all issues that affect the health and welfare of older residents in the City of Port Phillip.

The purpose of the *Older Persons Consultative Committee* is to assist Council by providing advice and feedback to Council and Council officers in relation to policies, plans and services affecting older people.

### **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 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.

## **4. Committee structure**

Council will establish and maintain the Reference Committee for a maximum term of the current council or until such earlier time as the Reference Committee completes its work.

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

The Reference 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:

- 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.
- To replace members who have resigned during tenure new 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 nominate 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.
- In consultation with the Committee, Council may co-opt members to the Committee, or any sub-committee established by the Committee.

### **Committee roles**

- 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 to carrying out secretarial duties as required by the Committee.

## **5. Opportunities for new members**

If a member:

- resigns from the Reference Committee
- fails to attend three consecutive meetings without providing apologies to the Chairperson, 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; or
- was appointed to represent an external organisation but no longer represents that external organisation then a replacement Committee member may be appointed by Council.

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

## **OPERATIONAL MATTERS**

### **6. Meetings**

The first meeting of the Reference Committee will be convened by the Council Resource Officer 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 Committee will usually meet monthly for about two hours.

The quorum for a meeting will be half the number of members plus one.

The Committee may grant a member leave of absence for a stated period.

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.

### **7. 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; and
- avoid conflicts of interest and the releasing of confidential information.

#### **Member Accountability**

- 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.

### **Consultation**

When Committee members consult with the community they will do in the context of the Council's consultation and engagement framework.

## **8. Committee operation**

New committees 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 work.

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.

The Reference Committee is to operate at all times 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.

### **Work Plan**

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 have each year:

- 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 three guest speakers on a needs basis (ie as they might relate to matters of interest to the Committee) from local organisations / service providers

The committee may set up Organising Working Groups / Portfolio Groups as required, as ad hoc sub-committees.

## **9. Remuneration**

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

## **10. Declaration of interests**

If a member believes they have a conflict of interest in a matter before the Reference 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 a Reference 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.

## **11. Resourcing**

City of Port Phillip staff nominated by management will support the Reference 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). 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 Council Resource Officer will:

- In consultation with the Chairperson 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.

## **12. 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 Committee members, Councillors and the Council's executive team. Council may request a formal report from the Committee.

## **13. Communication**

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

- progress or outcomes of any feedback provided by the Reference Committee;
- dates of Council meetings considering matters relevant to the work of the Reference Committee;
- any Council report or Council decision relevant to the Reference Committee's work.