

**HORSHAM RURAL CITY COUNCIL
OLDER PERSONS ADVISORY COMMITTEE
TERMS OF REFERENCE**

1. PURPOSE

To provide support and advice to Council in working towards the improved liveability for older people living in Horsham Rural City.

To share lived experiences of older people living in Horsham Rural City that inform Council processes aiming to improve the community as an age friendly city.

Age friendly communities are places where older people live safely, enjoy good health and stay involved. In practical terms, an age friendly city seeks to adapt its structures and services to be accessible to and inclusive of older people with varying needs and capacities.

ROLE AND RESPONSIBILITIES

The Advisory Committee is not a decision-making body. Its role is to:

1.1 Help identify key issues with regard to;

1.1.1 key priorities for older people in the community

1.1.2 progress of the Age Friendly Communities Implementation Plan

1.1.3 general advice on Council plan and policies.

1.2 Provide representative insight and advice into the relevant issues

1.2.1 that impact older people living in Horsham Rural City

1.2.2 identified within the Age Friendly Communities Implementation Plan.

2. SCOPE

The Older Persons Advisory Committee will work collaboratively with Council staff and provide advice to support the decision making of Council.

The Committee's deliberations and recommendations will be minuted and communicated to Council at the next available Council meeting.

Level of engagement – IAP2 level of participation

Involve

Council will work directly with the Committee to ensure that public concerns and aspirations are consistently understood and considered.

Conduct

The Advisory Committee or its members do not respond to personal or individual complaints. They may acknowledge a person's concern and advise a person how to register their concern with Council.

All members must abide by the Horsham Rural City Council Code of Conduct.

Members are expected to work considerately and respectfully of any diversity of opinions and experience.

It is not the role of Committee members to speak with the media regarding the work of the Advisory Committee or on behalf of Council.

Confidentiality

Whilst an important role of the Committee will be to champion and help promote the activities of the Committee, information discussed, received, used or created by the Committee may be confidential. A Committee member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Council Officer supporting the Advisory Committee.

Conflicts of Interest

Conflicts of interest must be declared. In the event of a conflict of interest, the declaration must be recorded in the minutes of the Committee and appropriate action taken dependant on the Conflict of Interest declared.

Council may terminate a member's appointment if they have been found to breach confidentiality, conflict of interest or code of conduct requirements.

3. MEMBERSHIP

- Membership shall include:
 - Council
 - Committee Sponsor or delegate (ex-officio)
 - Skills-based community representative(s); and/or
 - Stakeholder representatives
- Selection criteria will be established to suit the purposes, aims and objectives of the Committee and will include:
 - Regular involvement in and an awareness of the issues to be addressed by the Committee
 - A willingness to work with others and share decision making to achieve improved outcomes
 - An ability to represent a broad range of views that reflect the diversity of the community
 - A willingness to contribute to meetings in a fair and unbiased manner

- A capacity to commit to the Committee for the duration of the term of membership
- The Committee shall consist of a maximum of 8 people, to ensure an efficient functional committee
- Membership is to be reviewed once every two years along with the Committee's Terms of Reference
- If a member is unable to attend three or more consecutive meetings, they will be contacted and if required, a new member identified.
- Membership will reflect and comply with Council's equity and inclusion policy and procedures
- The filling of any vacancies of the committee will be consistent with the original selection processes

3.1 Selection

- Members will be selected through an expression of interest/nomination process which may be advertised in local newspapers, word of mouth to relevant organisations, Council's website and Council's social media accounts.
- Selected stakeholder organisations will be contacted by the relevant Council officer and invited to nominate a representative for the committee.
- Membership will aim to achieve a gender balance. Membership should also aim to include a diverse representation of age, experience of disability and cultural and linguistic backgrounds. The Committee Sponsor will be responsible for membership selection.
- The selection criteria for membership of the Older Persons Advisory Committee will be:
 - members must be over the age of 55
 - members must be a resident of Horsham Rural City.
- In the event that there are more applications/nominations than available positions, the Committee Sponsor will assess the applications and recommend appointments which will be forwarded to Council for determination.
- The Terms of Reference and membership will be endorsed by Council.
- Council staff are not eligible to be members of the committee.

3.2 Meetings

As a standing agenda item, the Chair will acknowledge and pay respect to the traditional custodians of the land as per the Council's Acknowledgement of Country.

- Meetings will be held quarterly, and will be two hours in length.
- A Stakeholder Representative or staff member will be appointed to Chair the committee.
- The agenda will be set by the Committee Sponsor or delegate in collaboration with the Chair.
- The secretariat (meeting organisation, minutes distribution etc) will be provided by Council.
- All minutes will be forwarded to Council for information.
- The Committee Sponsor (or delegate) will report back on the outcomes of all recommendations of the Committee.

4 GRIEVANCE PROCEDURE

Grievance Procedures are as detailed in the HRCC volunteer management policies and procedures toolkit.

5 MEDIA

The Chairperson is empowered to be spokesperson for the activities of the Committee.

Media releases, flyers, brochures, pamphlets or other sources of information distributed by the Committee must be first approved by the Committee Sponsor or nominee.

In the absence of the Chairperson, the Responsible Manager is empowered to be the spokesperson for the Committee.

6 RESPONSIBILITY

Responsible Officer: Manager, Community Services and Safety