

Peninsula Advisory Committee for Elders (PACE)

Terms of Reference



Mornington
Peninsula Shire

1. Purpose

PACE through collaboration and consultation with Council and the community, will assist in shaping and creating inclusive communities for older people on the Mornington Peninsula

2. Objectives

- To review and recommend on implementation of the Council's Positive Ageing actions, outlined in the Shire's We All Belong Inclusion Strategy 2024- 2029 (We All Belong). We All Belong commits the Council to creating an inclusive community where everyone has equitable opportunities to participate in all aspects of life.
- To represent the interests of older people on the Mornington Peninsula and to act as their advocate.
- To advocate for and promote positive ageing across the peninsula.
- To assist Shire staff to identify and respond to the current and future issues related to the unique demographics of the Peninsula.

3. Context

The Peninsula Advisory Committee for Elders (PACE) is a community based advisory committee engaged by Council in 2006 as an outcome of the Mornington Peninsula Shire's first strategy developed for planning for older residents.

Delys Sargeant (OAM) was the driving force behind the formation of PACE and in recognition of this was awarded a life governorship.

The Mornington Peninsula has the second highest population of older people in Victoria.

PACE is engaged as an advisory capacity to bring matters impacting on older people in our community to the forefront of all Council decision making and program development. They were key advocates for Council's decision to adopt the World Health Organisations Framework for Age-friendly Communities that continues to be utilised in 'We All Belong'.

PACE is supported and resourced by the Council in accordance with the Committee Management Policy and Council's commitment to membership of the World Health Organisation's Global Network of Age-Friendly Communities.

The relationship between the Council and PACE is one of consultation and collaboration

4. Roles, Responsibilities and Expectations

4.1 Membership and Appointment

4.1.1 Councillors – Two Councillors will be appointed to Advisory Committees at the establishment of the committee and thereafter for a term of 12 months.

4.1.2 Community Members – up to 13 Community representatives will be appointed by Council through a registration of interest and selection process:

- Potential members must be over the age of 50 years and be residents of the Mornington Peninsula on a full or part-time basis.
- Expressions of interest will be sought by public notice in accordance with Council's Community Engagement Policy.
- Members will be selected to represent a range of ages, gender, cultural background, and locality from across the Peninsula, incorporating a breadth of skills, expertise, and experience to inform the work of the Committee.
- Every effort will be made to ensure a representative cross section from across the Shire are appointed to the Advisory Committee.
- Appointment to PACE will be for a maximum term of three years with the opportunity to nominate for a further three-year term.
- Where practicable the rotation of committee members will be staggered to ensure continuity and maintain the effective functioning of the committee.
- Members must attend a minimum of 6 meetings per year, unless a leave of absence is granted.
- The Chair and Deputy Chair may be involved in EOI process for appointments, however, cannot interview or vote.

4.1.3 Industry or Professional Representatives – up to 2 Industry Professionals may be appointed to Advisory Committees for a maximum term of two.

- Expressions of interest will be sought by public notice in accordance with Council's Community Engagement Policy
- Council will appoint the committee members to the advisory Committee at an Ordinary Meeting
- Industry or professional representatives are expected to represent the views of their supporting organisation.

4.1.4 Appointment of Chair and Deputy Chair:

- The Chair and Deputy Chair of PACE must be Community members.
- The Chair will be appointed by majority vote of the committee, being half of the total number of members present plus one.
- An independent Returning Officer will be appointed at the October meeting. The Returning Officer will call for nominations for the Chair and Deputy Chair following the October Meeting.
- Nominees must consent to being nominated and must be seconded by another Committee member.
- If there is more than one nomination for either position the Returning Officer will conduct a secret ballot at the November meeting.
- The new Chair and Deputy Chair will be announced at the end of the November Meeting commencing their duties immediately.
- The term of office is to be one year. Both incumbents can reapply to serve one further year.

4.2 Roles and Responsibilities

4.2.1 Chair – The Chair is responsible for:

- Setting the Agenda making sure that each meeting is planned effectively.
- Leading the meeting and ensuring the meeting stays on track and on time.
- Ensuring all members are given an opportunity to speak.
- Approval of the meeting minutes.

4.2.2 Deputy Chair – The Deputy Chair is responsible for:

- Leading the meeting and ensuring the meeting stays on track and on time in the absence of the Chair.
- Supporting the Chair to carry out their role.
- In the event of an early vacation of the Chair role, the deputy Chair shall succeed them as interim Chair until the November Meeting.

4.2.3 Councillors – Councillors serve as a vital link between the community and the formal council decision-making process, ensuring that local voices are heard and considered. In fulfilling their duties, councillors are expected to uphold confidentiality in accordance with their official responsibilities. If they choose, councillors may also present delegate reports during council meetings to share insights or updates from their involvement in advisory committees.

4.2.3 Shire Officers – The CEO approved shire officer is responsible for:

- Support the Chair and be responsible for overseeing the Committee Meetings and assist in setting agenda.
- Be the primary contact for all Committee Members in relation to the business of the committee.

4.2.4 Industry/ Professional Representatives – Industry/Professional Representatives are appointed to provide subject-matter expertise and insights relevant to the committee's focus area. Their role is to contribute professional knowledge, represent industry perspectives, and support informed decision-making.

4.3 Resignation or Termination

- A member of an Advisory Committee can resign at any time. A notice of resignation must be provided in writing to the Chair, CEO, or the officer responsible for managing the Advisory Committee.
- If a Committee Member misses three consecutive meetings without leave or a reasonable explanation, they may be asked to explain. If absenteeism continues, the Chair may request the CEO to declare the position vacant.
- If a Committee Members fails to comply with the Code of Conduct outlined in the Committee Management Policy the Chair may request the CEO to declare the position vacant.

5. Grievance Procedure:

5.1 Informal Resolution

- Committee members are encouraged to raise issues directly with the person involved in a respectful manner.
- If uncomfortable doing so, the member may approach the Committee Chair or Supporting Officer to seek assistance in resolving the matter informally.

5.2 Formal Grievance

If the matter cannot be resolved informally:

- The grievance should be submitted in writing to the Chair or the Supporting Officer.
- The written grievance should include a description of the issue, relevant dates, and any attempts at informal resolution.

5.3 Initial Review

- The Chair (or Supporting Officer if the grievance involves the Chair) will review the grievance within 10 business days.
- They may meet with the parties individually to clarify the issue and explore resolution options.

5.4 Determination and Action

- Outcomes may include mediation, changes to committee processes, or where appropriate, a recommendation to Council or the CEO for further action.
- Where a breach of the Code of Conduct is substantiated, the CEO may recommend removal of a committee member, in line with the Committee Management Policy.

5.5 Appeal

- If the member is not satisfied with the outcome, they may request a review by the Manager Governance and Risk.
- The Manager Governance and Risk's decision is final.

6. Code of Conduct:

All members shall conduct committee meetings in accordance with the Code of Conduct and the following guidelines:

- Act in the best interests of the committee and not allow personal interests to override these interests.
- Avoid and / or disclose any real or perceived conflicts of interest.
- Treat all people equally and fairly.
- Refrain from using any circumstance or information connected to committee business for personal profit or gain.
- Protect and promote the integrity of all.
- Respect diversity.
- Treat others with courtesy, consideration, and sensitivity
- Any disagreements, where possible, to be resolved at time of meeting.
- Develop skills and competencies in accordance with responsibilities and help others to do so.
- Communication best practice will be used by members in both terminology and email etiquette.

7. Decision Making

Advisory Committees operate in an advisory capacity and do not have delegated authority to make decisions. Their primary role is to provide informed advice and recommendations to Council and Shire officers, contributing to the broader decision-making process. While these recommendations may inform policy and operational decisions, they are not binding and must be considered and endorsed by Council or officers with the appropriate delegation and authority.

Shire officers may implement recommendations if they fall within their delegated powers and align with the Committee's advice. However, Advisory Committees must operate within the boundaries of their agreed scope, as defined in this Terms of Reference. They are not permitted to make recommendations on matters beyond this scope, ensuring that their input remains focused and relevant to their designated areas of responsibility.

8. Committee Meetings

8.1 Schedule of Meetings

- Meetings will take place from February to November each year, with dates agreed for the next year at the November Meeting.
- The Committee shall aim to operate on a consensus model of decision making. In the event of a vote occurring and that vote being tied, the Chair shall, in addition to a deliberate vote have the casting vote.

8.2 Quorum and Voting

- A quorum for a meeting is constituted by a majority of Committee Members, being half of the total number of members plus one.
- If a quorum is not present within thirty minutes of the advertised starting time, the meeting may continue but no binding decisions can be made.
- Community members are the only members with voting rights

9. Agendas and Minutes

9.1 Agendas

- Agendas and minutes must be prepared using the appropriate corporate template by the Supporting Officer.
- Agendas will be provided to all Committee Members five business days before the meeting. This will include any relevant documentation to be discussed.

9.2 Minutes

- Minutes will be recorded on the Shire's corporate template and circulated within two weeks of the meeting and be listed on the agenda for the next advisory committee meeting for endorsement.
- The Supporting Officer is responsible for the follow-up and timely completion of any actions arising from the meeting and provide an update on the status of any outstanding actions at the next meeting.

10. Reporting

Annual Work Plan – The Committee is required to formulate an annual work plan that aligns with the Council plan and sits within the objectives of the committee

Annual Report – Advisory Committees are required to prepare a formal report on an annual basis in line with their objectives set out above. The report must be approved by the committee then provided to officers who will include it in the next available Ordinary Council Meeting for noting.

Delegates Report – Councillors may provide a delegates report or update to Council at any Ordinary Council meeting

11. Transparency

The Terms of Reference, Names of all members, adopted minutes and annual reports will be made available on the Mornington Peninsula Shire's website.

12. Confidential Information

Committee members must not disclose information that they know or should reasonably have known is confidential information.

13. Conflict of Interest

If a committee member has a general or material conflict of interest within the meaning of section 127 and 128 of the Local Government Act 2020 in an item to be considered or discussed by the Committee while they are in attendance, the Committee Member must disclose the interest to the committee before the matter is considered or discussed at the meeting. The committee member must:

- Advise of the conflict of interest
- Explain the nature of the conflict of interest.
- Provide any additional relevant details, if possible.

Where the Chair is of the opinion that the circumstances of the conflict warrant it, the Committee Member may be asked to leave the meeting while the matter is discussed.

All conflicts of interest will be recorded in the Committee Meeting minutes.

14. Expenses

Committee members may be reimbursed for reasonable out-of-pocket expenses incurred in the course of their committee duties, with prior approval from the Supporting Officer. Reimbursements will be made in accordance with Council's policy and within the allocated budget

15. Dissolution

This advisory committee will cease to exist three years following adoption of this terms of reference, unless formally re-established by council.

PACE will sunset on 30 June following a General Election unless it has been re-established within the new Council term.

Formal dissolution of the committee requires a resolution of Council.

16. Review

PACE Terms of Reference will be reviewed every four years or more often as required.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. However, any change or update which materially alters the document must be by resolution of Council.

17. Definitions

Advisory Committee	An advisory committee is any committee established by Council that provides advice to Council or any member of Council staff who has been delegated a power, duty, or function under the Act.
Committee Member	Means a person appointed to a Council Committee and includes Councillors, Community Members, Organisational representatives, and Council officers.
Community Member	Means a person appointed to a Council Committee to represent their own views.
Conflict of Interest	As defined in the Local Government Act 2020.
Majority	More than half of the total number of people entitled to vote or make a decision.
Quorum	The minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid.
Sunset	The automatic expiry or termination of a body, program, or policy on a specified date, unless it is formally renewed O

This Terms of Reference was adopted by Council on 2 December 2025.