
Older Tasmanians Ministerial Advisory Council

Terms of Reference

November 2025

Purpose

The Older Tasmanians Ministerial Advisory Council (the Council) has been established by the Minister for Ageing as a reference point for the Tasmanian Government on issues affecting older Tasmanians.

The Council will provide advice to support the implementation of A Respectful, Age-Friendly Island: Older Tasmanians Action Plan 2025-2029 (the Plan).

Consistent with the Australian Bureau of Statistics' definition and the *Aged Care Act 2024*, an older person is aged 65 and over, or aged 50 and over for Aboriginal and Torres Strait Islander people.

Council functions

The Council's functions are to:

- Provide advice to the Tasmanian Government on the development, implementation, monitoring and reporting on the Plan.
- Provide expert advice to inform Tasmanian Government responses to issues experienced by older Tasmanians.
- Provide feedback on Tasmanian Government policies, programs, services and initiatives that address and respond to issues experienced by older Tasmanians.
- Identify systemic issues faced by older Tasmanians and the services that support them.
- Support the sharing of information between the Tasmanian Government, Australian Government and key organisations that work with older Tasmanians.

Membership and roles

Membership

The Council consists of:

- The Minister for Ageing (Chair)
- Council on the Ageing Tasmania
- Five older Tasmanians
- Two representatives from organisations that work with older Tasmanians
- Tasmanian Government agencies
 - Department of Premier and Cabinet
 - Department of Health
 - Department of Justice
 - Department of State Growth
- Australian Government Department of Health, Disability and Ageing.

Member roles and expectations

Council members are expected to:

- Make every effort to attend scheduled meetings and, if not able to attend, inform the Secretariat before the meeting is held.
- Review meeting papers prior to attending a meeting.
- Actively contribute to the work of the Council in a respectful, inclusive and collaborative manner, including during out of session meetings and tasks.
- Work collectively with other members to consider and drive positive outcomes for priority Tasmanian cohorts including culturally and linguistically diverse Tasmanians, LGBTIQ+ Tasmanians, Aboriginal Tasmanians, and Tasmanians with disability.
- Maintain the confidentiality of all documents and discussions.
- Declare any conflicts of interest regarding a particular issue or agenda item at the start of any relevant meeting.
- Provide one month's written notice to the Chair of the intention to resign from the Council.

Chair

The Minister for Ageing is the responsible Minister and the Council's Chair.

In the event of the responsible Minister being unavailable to attend, the Department of Premier and Cabinet (DPAC) representative will Chair the meeting of the Council.

Peak body

As the peak body for older Tasmanians, Council on the Ageing Tasmania (COTA Tasmania) will be a permanent member of the Council, representing the broad interests of older Tasmanians.

The COTA Tasmania representative should be a senior representative of the organisation.

Older Tasmanians

Five older Tasmanians will be appointed.

Appointment will be through an expression of interest (EOI) process, with appointments to be approved by the Minister for Ageing. Members will be appointed for a two-year term with the option to extend for a further term.

However, inaugural appointments will be for a mix of two and three-year terms to enable membership continuity.

Lived experience members will be expected to use their experience to strategically contribute to outcomes that benefit a broad range of older Tasmanians.

Members are required to complete an induction to ensure they understand the purpose, functions and expectations of their roles and to support them in fulfilling their role.

A trauma-informed approach to the Council's operation will be established to ensure that appropriate supports are available to members. This may include referrals to appropriate organisations for individual advocacy issues.

Organisation representatives

Two members from organisations that work with older Tasmanians will be appointed. Organisation representatives will be senior members of that organisation.

It is expected members will share systemic views, rather than organisational or personal views, and will provide advice that reflects best practice on matters being discussed. This may include detailing the impacts of policy and programs on professional practice, workforce capacity and service design and delivery.

Tasmanian and Australian Government agencies

Government agency members will be Senior Executive Service (SES) level with sufficient understanding and decision-making capacity to explain the work of their agency and will understand the potential implications of matters discussed in the Council on agency resources and policies.

Members will provide leadership and advocacy within the agency they represent.

Tasmanian Government agencies that are not members of the Council will have access to the Council for advisory purposes. Regular communication will be provided to non-member agencies on the issues covered and recommendations made by the Council.

Tasmanian and Australian Government agencies that are not members may be invited to attend on an 'as needs' basis to report on matters relevant to the Council.

Secretariat

Secretariat support to the Council will be provided by the Department of Premier and Cabinet and will include scheduling meetings, developing the agenda and meeting papers, record keeping, and membership administration.

Meetings

Meeting protocols

Meetings will be held twice per calendar year. Each meeting will be two hours in duration. Additional meetings may be called if deemed necessary by the Chair.

The meeting location will alternate between Hobart and regional centres, and members can attend in person or online via Microsoft Teams.

Other individuals and organisations may be invited to attend Council meetings where their experience or expertise is relevant to the agenda. Prior approval from the Chair is required.

Meeting papers

The Secretariat will circulate the meeting agenda and papers at least one week before a scheduled meeting.

Draft minutes will be distributed to members for confirmation within six weeks of the meeting being held.

Quorum

A quorum of 50 per cent of members and the Chair must be present for the meeting to proceed and to validate the recommendations and decisions of the Council.

Proxies

Proxy attendees are not permitted for the appointed members with lived experience.

COTA Tasmania, organisation representatives and government agency members may nominate a proxy to attend a Council meeting on their behalf.

Nominated proxies should be fully informed of decision-making matters prior to the meeting and be empowered to participate in deliberations and make decisions and provide relevant feedback to the Council member they are representing.

Decision making

Decisions are made by the consensus of a quorum of members carried by a simple majority.

Out of session matters

Additional meetings and out of session activities may be initiated by the Chair if deemed necessary.

Urgent matters may be considered out of session by email or post to all members.

Where a decision is required, responses are to be provided via return email or post, and a majority will be taken as approval.

Any out of session decisions will be recorded in the minutes of the next scheduled meeting.

Member reimbursement and remuneration

Eligible members will be remunerated for their participation and reimbursed for reasonable out-of-pocket expenses, in line with relevant DPAC policies and processes.

Review

The Terms of Reference will be reviewed annually by the Council.