

City of Port Phillip

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 impacting on older people.
Objectives	<ul style="list-style-type: none"> • To be the peak advisory and advocacy body on wellbeing issues affecting older people (55+) within the Port Phillip municipality • To provide advice to Council officers on policies, plans and services that impact on older people. • To provide advice to Council on policies that impact on older people • 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 from local organisations / service providers <p>The committee may set up Organising Working Groups / Portfolio Groups as required.</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 of the City's cultural diversity ○ A Councillor appointed by the Council. • Members will be appointed for a term of up to two years by Council in November following public advertisement and recommendation by the Committee. • Members completing a two-year term may, with the approval of Council, be reappointed for a further two-year term. • The Selection Criteria are outlined in the Committee Handbook approved by the committee. • The Council will appoint a Chairperson from the members of the Committee, after receiving a recommendation from the committee. The chairperson will serve a renewable one-year term.

Committee roles	<ul style="list-style-type: none"> • The Chairperson or the Deputy Chairperson will chair all committee meetings. The Chairperson/Deputy Chairperson are the authorised spokesperson 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 a Register of committee members, their date of appointment / reappointment, official positions held as a committee member, and ○ the Secretary will advise committee members of term completion dates and their eligibility for reappointment as relevant.
Member Accountability	<ul style="list-style-type: none"> • Committee members have an active role in communicating community views to Council. • Committee members participate in discussions at monthly meetings. • Committee members speak publicly on issues on behalf of the committee and therefore do not present personal opinions. • Committee members must have the endorsement of the committee prior to making public statements or announcements.
Resourcing	<p>The Secretary, in conjunction with the Chairperson and the Council Resource Officer, will meet to review, approve and prepare the Agenda for the monthly meeting and delivery to the Council Resource Officer</p> <p>The Council Resource Officer will:</p> <ul style="list-style-type: none"> • Distribute agendas and papers to committee members • Be the contact for the committee
Consultation	<p>When the committee consults with the community they will follow the council's consultation and engagement framework</p>
Meetings	<p>The committee will usually meet monthly for about two hours.</p> <p>Quorum for meetings will be five members.</p>

Older Persons Consultative Committee – General procedures

Closing the loop	<p>Council officers are responsible for ensuring that committee members are advised of:</p> <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	<p>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.</p>
Declaration of interests	<p>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.</p>
Term of membership	<p>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.</p>
Annual report	<p>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.</p>
Term of committee	<p>Each committee will continue its work until no later than 31 December 2006. Council may extend the term of any committee. The annual report of the committee can recommend to Council that its term be continued.</p>
Review of terms of reference	<p>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.</p>

Note: the procedures on this page apply to all advisory committees of the Council of the City of Port Phillip in addition to each committee's separate terms of reference.

Older Persons Consultative Committee



OLDER PERSONS CONSULTATIVE COMMITTEE – 2007 ANNUAL REPORT

1. Introduction

This is the Annual Report of the City of Port Phillip Older Persons Consultative Committee (OPCC). The report covers the activities of the Committee for the period January to December 2007.

The Committee was established in 1999 as part of the International Year of the Older Person.

2. Membership

The membership structure of the Committee consists of:

Annette Coy	Port Melbourne
Lesley Greagg	Elwood
Richard James	Balaclava
Betty Knight	Albert Park
Laurie Lavelle	Albert Park
Fred Rooks	St Kilda
Liz Robson	Port Melbourne
Maureen Smith	South Melbourne
Brigid McCoppin	Albert Park
Bruce Thorne	Port Melbourne
Heather Wheat	South Bank
Abram Zeleznikov	East St Kilda
Councillor Janet Cribbes	Council Representative
Anna Moo	Council Resource Officer

Office Bearers

Maureen Smith	Chairperson
Liz Robson	Vice Chair Person
Richard James	Assistant Secretary

3. Meetings

Meetings of the OPCC continue to be held on a monthly basis at Cora Graves Community Centre, 38 Blessington Street, St Kilda. A total of 11 meetings were held in 2007.

The Membership of the Committee changed during the year. Aisa Obarcanin resigned. Ms Obarcanin input into issues impacting on older resident, particularly those from Culturally and Linguistically Diverse Background (CALD), has been much appreciated. Annette Coy, Brigid McCoppin and Heather Wheat

have recently joined the OPCC. They bring with them a wide range of experiences and expertise in the area of consumer participation and service provision and an in depth understanding of issues impacting on older people in the municipality.

The continuation of guest speakers from other organizations included the Council on the Ageing (COTA), Caulfield Community Health Service (Fall Prevention), Yarra Trams, and U3A - National Office.

Guests who were invited to attend the meetings included Tanja Heil (Activity Centres); Stefan Mitric and Meg Selman (Sustainable Transport), Natalie Gnanakone (Social Planning and Policy); Patricia Reeves and Michelle Braid (Council on the Ageing COTA- Have your Say Forum); Steven Old (South Melbourne Police Station- Seniors Register)

Administration support was provided by Anna Moo and members of the Committee

4. Work Program and Issues Arising

The Committee's objectives are:

- To be the peak advisory and advocacy body on wellbeing issues affecting older people (55+) within the Port Phillip municipality
- To provide advice to Council Officers on policies, plans and services that impact on older people.
- To provide advice to Council on policies that impact on older people
- 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

The Committee's achievement in 2006 included:

a) Work Plan 2007

A planning session was held in April 2007. A workplan was developed and priorities areas for actions were identified in line with the following Committee's stated functions:

- Consultative
- Advocacy
- Promotion of Positive Ageing
- Facilitation and planning for active participation and input by older people
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Some of the key initiatives identified through the planning process included:

- Seek opportunities for mentoring programs
- Hold Intergenerational Forums
- Advocate for the provision of a wider range of social recreational activities
- Improve access or "Libraries for all"
- Seniors Register

- Sustainable Transport and Road Safety

b) Forums Events and Projects

Intergenerational Bush Dance and the Launch of the Ageing Well In Port Phillip Strategy 2006 – 2016

The OPCC co-hosted the above event which was organised by the City of Port Phillip and the St Kilda Primary School. The launch of the Ageing Well in Port Phillip Strategy 2006 – 2016 was one of the key highlights of the evening. The event was a great success and highlighted intergenerational connection and interdependence. Through the course of the evening, children performed bush and aboriginal dancing and invited their parents, grandparents and older people to join them in the dancing.

Linking Neighbours – Seniors Register Project

The OPCC was successful in obtaining funds for the above project from the Auditor General Department – Working Together to Manage Emergencies – Local Grant Scheme Funding. The aims of the project are to enhance wellbeing, safety of older residents and increase community capacity to plan for and respond to emergency situations. A project officer has been employed and a project plan has been developed. The consultation process with residents and key organizations has commenced. The project will be initially piloted in Elwood. The project is to be completed by the end of June 2008.

South Port Community Residential Home- Funds Raising Committee

Two members of the OPCC have joined the South Port Community Nursing Home, Funds Raising Committee. A funds raising event was organised in July 2007. The event was well attended and resulted in considerable funds being raised to purchase some equipment for residents.

Heath and Well Being Expo - GLBTI

On Wednesday July 18 the ALSO Foundation in conjunction with the Department of Human Services and many other organizations held an exposition in the Melbourne Town Hall on the health and wellbeing of older Gay, Lesbian, Bisexual, Transsexual and Intrasexual Persons. A member of the OPCC attended on behalf of the COPP as well as Vintage Men Inc and the Matrix Guild. The latter organizations shared a display. Amongst the display were posters proclaiming that the City of Port Phillip proudly supports The Matrix Guild and Vintage Men Inc.

U3A Conference – Challenging the Boundaries 2nd and 3rd May, 2007

A member of the OPCC was invited to make up the panel of three representatives from Local Councils and the Municipal Association of Victoria. The panel presented overviews of the purpose and function of their organizations which represent older people and provide advice on relevant issues.

c) Advocacy Function

Representatives of the OPCC have contributed, advocated and provided advice on issues impacting on older people in the following areas:

- Residential Aged Care Services in the Municipality
- Sustainable Transport – Issues impacting on older people including safety
- Falls Prevention Strategies – ISEPICH
- Library Services – seniors' display initiatives

d) Membership- Networks- working parties

Members of the OPCC are represented on the following:

- ISEPICH – Community Advisory Committee
- Council on the Ageing (COTA)
- Multicultural Forum
- University of the Third Age (Port Phillip)
- South Port Community Residential Home – Representatives on the Committee for Funds Raising.

e) OPCC Plans for 2008

- Hold a planning session in February- develop a detailed schedule for activities
- Oversee the completion and implementation of the Linking Neighbours Together (Seniors' Register)
- Hold two forums
- Develop a mentoring program
- Contribute to the development and implementation of the Ageing Well Strategy

5 Reporting

A copy of the minutes of every meeting are circulated to members of the OPCC, other committees of Council and to the following CoPP staff:

- Carol Mayell, Manager Community Development
- Cr Janet Cribbes, Councillor
- Christina Del Frate – Multicultural Liaison Officer
- Peter Streker, Coordinator Community and Health Development
- Leo Kelly, Youth Development Officer
- Community Care
- Caroline Briggs (Indigenous Elder)
- Barry Hahn (ISEPICH)

The Committee's Annual Report to Council outlines the activities and findings of the Committee each year.

6 Recommendations

6.1 Term of Committee

The current term of the committee due to expire on the 31 December 2007 is extended to 31 December 2008.

6.2 We recommend that the OPCC continues.

This report was prepared by Maureen Smith and Richard James and confirmed at the OPCC Committee Meeting held on 12 November 2007

Signature 

Chairperson OPCC

Date 23/11/07

Attachment 4 . Terms of Reference of the Older Persons Consultative
Committee