



**8.5** **PORT PHILLIP OLDER PERSONS CONSULTATIVE COMMITTEE MEMBER APPOINTMENTS AND ACCEPTANCE OF UPDATED TERMS OF REFERENCE**

**WARD:** **WHOLE OF MUNICIPALITY**

**ACTING GENERAL MANAGER:** **VANESSA SCHERNICKAU, COMMUNITY DEVELOPMENT**

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**TRIM FILE NO:** **02/06/32**

**ATTACHMENTS:**

- 1. Draft Older Persons Consultative Committee Terms of Reference Updated February 2017**
- 2. Older Person Consultative Committee ( OPCC ) CoPP Terms of Reference ( ToR ) 30 July 2014**
- 3. Confidential- Older Persons Consultative Committee member nominations 2017**

**PURPOSE**

The report is to present to Council to:

- Appoint community members to the Older Persons Consultative Committee (OPCC).
- Adopt the updated OPCC Terms of Reference.

**I. RECOMMENDATION**

That Council:

- 1.1** Adopts the updated Terms of Reference for the Older Persons Consultative Committee (OPCC), Attachment 1.
- 1.2** Appoints \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, community members to the OPCC for three years from 2017.
- 1.3** Reappoints \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, community members to the OPCC for three years from 2017.



**2. BACKGROUND**

- 2.1 The Older Persons Consultative Committee (OPCC) commenced in 2000 as a component of Council’s response to the International Year of the Older Person (1999). The OPCC was appointed by Council as an advisory body on issues affecting older residents in Port Phillip. The OPCC does not make decisions on behalf of Council.
- 2.2 The OPCC is a key reference committee to Council. Its community members provide advice and advocate to Council about wellbeing issues, policies, plans and services impacting on older people.
- 2.3 Members attend monthly Committee meetings and volunteer their time on subcommittees that support Council to deliver events such as the Port Phillip Seniors Festival and OPCC annual forums. Members also represent older persons in consultations and reference committees within Council and are represented on the Fisherman’s Bend Urban Renewal Area (FBURA) and St Kilda Triangle Community Forums.
- 2.4 The previous OPCC Terms of Reference were accepted by Council in August 2014 and expired in October 2016 with an extension to April 2017.
- 2.5 There are currently seven members on the Committee. Membership comprised of Port Phillip residents representing various community groups and organisations such as University of the Third Age (U3A), Port Philip Lions and Rotary Clubs, Council of the Ageing Victoria, Australian Association of Gerontology and the City of Port Phillip ‘Linking Neighbours’ program.
- 2.6 The call for community nominations for the OPCC was promoted on the Council website and through a range of mediums including sector newsletters.
- 2.7 A total of eight nominations were received to fill seven out of a maximum of fourteen positions.
- 2.8 The selection criteria for new members to the OPCC included:
  - Willing to share knowledge and skills and committed to participative and consultative processes.
  - Advocate on behalf of older persons within the community.
  - Currently involved or had previous involvement with community activities either as a consumer, volunteer or professional.
  - Understanding or representative of our diverse community. This may include people from multicultural backgrounds, people of Aboriginal or Torres Strait Island background, people with disabilities, people who identify as lesbian, gay, bisexual, transgender or intersex.



**3. KEY INFORMATION**

- 3.1 Council is committed to collaboratively delivering its Council Plan by valuing and utilising the wealth of skills and knowledge in the community.
- 3.2 The response in nominations from the community was very successful with a number of highly skilled community members representing a range of local community groups and diverse communities nominating.
- 3.3 At the OPCC 6 March 2017 meeting the Committee passed the updated ToR reformatted to the Council template, and with only minor changes including increasing membership from thirteen to fourteen members and inclusion of the role of Councillor Representative under section 'Committee Office Bearer Roles'. Refer to track changes in Attachment I.
- 3.4 In accordance with the Terms of Reference, Council has undertaken a recruitment process for membership to the OPCC. Out of the eight previous OPCC members seven have re-nominated to be on the Committee. These individuals are committed, engaged and experienced members of the OPCC. Seven new residents also nominated as part of the recruitment process.
- 3.5 Nominations to the OPCC were oversubscribed this can be attributed to a more targeted advertising campaign and an increase in profile of the OPCC in recent years.



## **FURTHER SUPPORTING INFORMATION**

### **4. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY**

4.1 The report aligns with the four focus areas of the Council Plan, as outlined below:

1. Engaged - A Well Governed City

1.1 Provide clear and open communication and engagement that is valued by the community.

1.3 Build and facilitate a network of active and informed communities

2. Healthy - A Healthy, Creative and Inclusive City

2.4 Foster a community that values lifelong learning, strong connections and participating in the life of the City

3. Resilient - A Strong, Innovative and Adaptive City

3.2 Support and increase community action for a resilient City

4. Vibrant - A Liveable and Connected City –

4.2 Ensure growth is well planned and managed for the future

### **5. CONSULTATION AND STAKEHOLDERS**

5.1 The City of Port Phillip Governance team were consulted regarding OPCC Terms of Reference and appointment of new and existing members.

5.2 OPCC membership recruitment took place in January/February 2017. Promotion included:

- Diversity and Ageing Department Insights Newsletter distributed to all of Councils Commonwealth Homes Support Program recipients.
- 'CoPP This' Port Phillip community sector newsletter
- Targeted emails to relevant sector agencies and community groups.
- Information on Port Phillip website.

5.3 The eight nominees were invited to attend a meeting with OPCC Chair Coralie Ling. Council Officer Laura Cattapan was present at five meetings and Deputy Chair Jane Simms and Council Officer Sherridan Green were present at two meetings. Seven of the nominees were recommended to be appointed to the OPCC with one nominee being invited to participate on the Port Phillip Seniors Festival Subcommittee.



**6. LEGAL AND RISK IMPLICATIONS**

- 6.1 A key message to be conveyed to OPCC members and nominees is that the OPCC is appointed as an advisory group to Council and does not make decisions on behalf of Council.

**7. SUSTAINABILITY – Triple Bottom Line**

**7.1 ENVIRONMENTAL IMPLICATIONS**

- 7.1.1 Environmental sustainability has been a key objective in the OPCC 2014, 2015 and 2016 Objectives and Action Plan.

- 7.1.2 Climate Change is a standard Item on OPCC monthly meeting Agendas.

**7.2 SOCIAL & CULTURAL IMPLICATIONS**

- 7.2.1 The OPCC provides advice to Council as well as facilitating community networks to build on local strengths, keeping people informed and connected.

- 7.2.2 The OPCC's contribution has ensured that older persons have a more culturally enriched, participatory and inclusive lived experience. They have been responsible for advocating for Council to develop the Linking Neighbours Program and Community Register, Seniors Festival, support the establishment of Port Phillip U3A, and provide advice to the Access and Ageing Department on policy and strategy development.

**7.3 ECONOMIC IMPLICATIONS**

- 7.3.1 Through their input they have provided valuable consultation on a range of Council plans, strategies and services which have influenced planning to reflect the needs of older persons which in turn reflect the needs of all residents.

**7.4 FINANCIAL IMPLICATIONS**

- 7.4.1 The OPCC is a voluntary committee.
- 7.4.2 Council provides an annual contribution of \$5,450 for OPCC costs including administration, printing, events, reimbursements and refreshments.

**8. IMPLEMENTATION STRATEGY**

**8.1 TIMELINE**

- 8.1.1 If Council resolves to make the appointment, the new members will be invited to attend the next OPCC meeting scheduled for 1 May 2017.

**8.2 COMMUNICATION**

- 8.2.1 Existing and new members of the OPCC will be formally notified by the Council Officer Representative via email or post.

## AGENDA - ORDINARY MEETING OF COUNCIL – 5 APRIL 2017



- 8.2.2 Council's website will be updated to list the existing and new nominees of the OPCC.
- 8.2.3 OPCC appointment will be recorded in the 1 May OPCC meeting minutes.
- 8.2.4 If Council does not proceed to appoint the existing or new nominees, the nominees will be immediately informed by the OPCC Council Officer Representative.

### 9. OFFICER DIRECT OR INDIRECT INTEREST

- 9.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.