



**9.1** **OLDER PERSONS CONSULTATIVE COMMITTEE –  
RENAMING OF COMMITTEE, UPDATED TERMS OF  
REFERENCE AND APPOINTMENT OF MEMBERS FOR 2021  
TO 2024**

**EXECUTIVE MEMBER:** **TONY KEENAN, GENERAL MANAGER, COMMUNITY WELLBEING  
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**1. PURPOSE**

- 1.1 To replace the name of the Older Persons Consultative Committee (OPCC) to Older Persons Advisory Committee (OPAC) and adopt updated Terms of Reference (provided at Attachment 1).
- 1.2 To re-appoint current OPCC members and appoint new community members for the period 2021-2024, as detailed in Attachment 2 (confidential).

**2. EXECUTIVE SUMMARY**

- 2.1 The current OPCC membership is scheduled to expire in June 2021. As a result, a recruitment process for new members has been undertaken and the Committee has also reviewed and proposed updates to its Terms of Reference (ToR).
- 2.2 Proposed changes to the ToR are reflected as tracked changes in Attachment 3. Key changes include:
  - 2.2.1 Changing the name of the Committee to Older Persons Advisory Committee (OPAC), to better align with the current function of the Committee and titles of other Council advisory committees.
  - 2.2.2 Increasing the maximum number of members from 14 to 17 to prepare for any losses to the membership during the three-year tenure, and to accommodate eight out of the nine new community members who nominated to be on Committee through Council's recruitment process.
- 2.3 In accordance with the current OPCC ToR, Council conducted a Committee membership recruitment process. As part the recruitment process current members were invited to re-nominate. All nine members re-nominated.
- 2.4 The response to the recruitment of new members reflected strong interest with nine community members nominating, resulting in nominations being oversubscribed. Nominees were affiliated with a range of local services and community groups, with some also representing diverse communities.
- 2.5 At its 3 May meeting, the Committee endorsed eight out of the nine nominees due to their suitability, relevant skills and community connections. An increase in the Committee's membership, from 14 to 17 members, is reflected in an updated ToR being presented for endorsement by Council.



### 3. RECOMMENDATION

That Council:

- 3.1 Endorses the change of Committee name to Older Persons Advisory Committee.
- 3.2 Adopts the updated Terms of Reference for the Older Persons Advisory Committee (OPAC), provided at Attachment 1.
- 3.3 Appoints \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, community members to the OPAC until the end of the current Council term (October 2024).
- 3.4 Reappoints \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, community members to the OPAC until the end of the current Council term (October 2024).

### 4. KEY POINTS/ISSUES

- 4.1 The Older Persons Consultative Committee (OPCC) was established in 2000 as a component of Council's response to the International Year of the Older Person. The OPCC is a formal advisory committee to Council. Its community members are appointed on a voluntary capacity.
- 4.2 The Committee acts as Council's primary advisory body on issues affecting the wellbeing of older people, 55 years and over, within the municipality. They advise and advocate to Council on wellbeing issues, policies, plans and services impacting older people.
- 4.3 Committee members attend monthly meetings and volunteer additional time on subcommittees to support their advisory work and assist Council to deliver events such as the Port Phillip Seniors Festival. Members also represent older persons in relevant forums and are members of other reference committees and networks within Council and the community.
- 4.4 In July 2020 Council endorsed an extension of tenure of the current OPCC members to May 2021, and the co-opting of four new members.
- 4.5 In April 2021, due to the expiry of the OPCC membership in May 2021, current members were invited to re-nominate, and a call for community nominations was conducted in March 2021. This also resulted in the OPCC reviewing and updating their current Terms of Reference (ToR).

#### Change of Committee Name

- 4.6 At its 12 April 2021 meeting, the Committee deliberated on the current Terms of Reference, including a proposal to change the Committee's name from Consultative Committee to Advisory Committee. The Committee felt that changing the name to Advisory Committee aligned better with the current function of the Committee (as reflected in the TOR), and with other advisory committees to Council (e.g. the Multicultural and Youth Advisory Committees). It is also the title used by similar committees across the State.

#### Terms of Reference Updates

- 4.7 The current OPCC Terms of Reference (ToR) were adopted by Council in July 2017.



- 4.8 At the 12 April 2021 Committee meeting, the Governance Working Group were assigned the task of further updating the ToR.
- 4.9 At the 3 May 2021 Committee meeting, the updated ToR was endorsed by the Committee.
- 4.10 Changes to the ToR (reflected in Attachment 2) comprises minor updates and some substantive changes including:
- 4.10.1 Changing the name of the Committee to the Older Persons Advisory Committee (OPAC).
- 4.10.2 Increasing the maximum number of members from 14 to 17 to:
- Accommodate for any losses to the membership during the three-year tenure 2021 to 2024. Five members appointed to the current OPCC have been unable to complete their full term.
  - Accommodate eight out of the nine new community members who nominated to be on Committee through Council's recruitment process.
- 4.10.3 Updating the language used in the 'Purpose' to ensure it is relevant to the current function of the Committee.
- 4.10.4 An additional objective outlining the Committee's support of key events, activities and services relating to older persons.
- 4.10.5 Enabling the Committee to partner with and involve members of other Council Advisory Groups on sub-committees, to recognise the diversity of older persons and reflect intersectionality in the Committee's approach.
- 4.10.6 Enabling the Committee to co-opt members to replenish the membership as necessary, with Council's endorsement.

**Committee Membership - 2021 to 2024**

- 4.10.7 In accordance with the ToR, Council conducted a recruitment process to engage new Committee members.
- 4.10.8 In March 2021, a call for community nominations was published on the Council website and promoted through a range of mediums, including sector newsletters.
- 4.10.9 The selection criteria for new Committee members included:
- Lived experience as an older person 55 years and older within the City of Port Phillip.
  - A Willingness to share knowledge and skills, and commitment to participative and consultative processes.
  - An interest in advocating on behalf of older persons within the community.
  - Current or previous involvement in local community activities, either as a participant, volunteer or professional.
  - An understanding of and/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 gay, lesbian, bisexual, transgender or intersex. This is intended to bring the benefits of intersectionality to the Committee.

- 4.10.10 The response to the recruitment was very successful with nine community members nominating, representing a range of local community groups and diverse communities. Nominations were oversubscribed, with this attributed to a more targeted advertising campaign and an increase in profile of the OPCC over past several years.
- 4.10.11 Current members were also invited to re-nominate, with all nine members re-nominating. These community members are committed, engaged and experienced, and represent various community groups and organisations such as University of the Third Age (U3A), Port Philip Lions Club, Council of the Ageing Victoria, Earth Care St Kilda and the City of Port Phillip's 'Linking Neighbours' program, Multifaith Network and Multicultural Advisory Committee.
- 4.10.12 At the 3 May 2021 meeting, the committee endorsed eight out of the nine nominees to be put forward for Council endorsement, based on their suitability, relevant skills and community connections. Attachment 3 (confidential) provides details of the nominees to the Committee. The Committee also reflected the increase of membership from 14 members to 17 members in the updated ToR endorsed at this meeting.

## 5. CONSULTATION AND STAKEHOLDERS

- 5.1 Council's Governance team was consulted regarding the change of Committee name, key updates to the proposed ToR, and the appointment of new and existing members.
- 5.2 The OPCC Governance Working Group met on the 7 and 21 April 2021 to update the ToR.
- 5.3 The Committee considered the initial changes to the ToR at the 12 April 2021 Committee meeting and endorsed the proposed changes at the 3 May 2021 meeting.
- 5.4 Membership recruitment took place in March 2021. Promotion included:
- Port Phillip website and social media
  - 'CoPP This' Port Phillip community sector newsletter.
  - Local newsletters including This Week in St Kilda (TWiSK) and U3A Port Phillip.
  - Targeted emails sent to relevant sector agencies and community groups, including Multicultural Seniors Groups and the Pride Centre.
- 5.5 The nine nominees were invited individually to attend a meeting with Freda Erlich OPCC Chair, Cr Peter Martin OPCC Councillor representative and a Council Officer, to discuss their nomination and suitability to the Committee.
- 5.6 At the 3 May 2021 meeting, the Committee recommended eight of the nominees to be appointed to the Committee, with one nominee invited to participate on the Linking Neighbours Leadership Group.

## 6. LEGAL AND RISK IMPLICATIONS

- 6.1 There are no legal or risk implications.



- 6.2 A key message conveyed to Committee members and nominees, is that the Committee is appointed in an advisory capacity to the Council and does not make decisions on behalf of Council.

## **7. FINANCIAL IMPACT**

- 7.1 The 2020/21 annual Council budget allocated \$5,466 for OPCC running costs, providing for forums/events, administration, participant support and meeting refreshments.

## **8. ENVIRONMENTAL IMPACT**

- 8.1 Environmental sustainability has been a key objective in the Committee's endorsed Objectives and Action Plan for the past six years.
- 8.2 Issues relating to climate change have been included in the Committee's monthly meeting Agendas.

## **9. COMMUNITY IMPACT**

- 9.1 The establishment of Council Advisory Committees supports the Council's draft Integrated Council Plan 2021-31 aligned to Strategic Directions 'Inclusive Port Phillip' and 'Well Governed Port Phillip', and also the community engagement requirements of the Local Government Act 2020. Through these Committees, Council recognises and encourages community leadership, and seeks to maximise community feedback in its decision-making process.
- 9.2 Advisory Committees provide advice to Council as well as facilitating community networks to build on local strengths, keeping people informed and connected. They improve public confidence through demonstrating active community participation in the decision-making process.
- 9.3 The OPCC's contribution has ensured that older persons in Port Phillip have a more culturally enriched, participatory and inclusive lived experience. As an established advisory committee, they have been responsible for advocating for Council to deliver a range of positive and healthy ageing initiatives, including the Linking Neighbours Program and Seniors Register, a dedicated Seniors Festival, and the establishment of a University of the Third Age (U3A) in Port Phillip.
- 9.4 The Committee has hosted information forums on topics identified as of significant importance by older residents and has provided advice to Council during the development of various policy and strategies, and on the Commonwealth Aged Care reforms.
- 9.5 The Committee has been an important stakeholder for Council to engage with in relation to COVID-19 impacts and the digital literacy of older residents. The United Nations (UN)' Policy Brief: The impact of COVID-19 on older persons May 2020', outlined 'the pandemic has seen older persons at a significantly higher risk of mortality and sickness with people over 80 years old dying at five times the average rate'. The wellbeing, mental health and the impact of ageism and stigma on older persons needs to be addressed. The UN highlight the extreme importance for older persons to contribute to the crisis response and recovery'. The Committee have been well placed to assist Council to deliver on this through its COVID social recovery initiatives.
- 9.6 Committee members are representative of a range of local groups and services including U3APP, Port Phillip Lions Club, COTA Victoria, Port Phillip Bicycle Users



Group, Linking Neighbours, Port Phillip Multifaith Network and Port Phillip Multicultural Advisory Committee.

9.7 In addition to the current committee member representation, the new community nominees represent the following local groups and services:

- Elwood Croquet Club
- Christ Church Community Mission Community Centre
- Port Phillip Community Group
- Port Phillip Social Inclusion Service
- Port Melbourne Yacht Club
- CaSPA Care Emerald Hill Residence
- Port Phillip Citizens for Reconciliation.

## 10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

10.1 The work of the OPCC is aligned with the current Council Plan 2017-27 through the following:

Strategic Direction 1 - 'We embrace difference, and people belong' through ensuring:

- 1.1 A safe and active community with strong social connections.
- 1.4 Community diversity is valued and celebrated.

10.2 The work of the OPCC is aligned with the draft Council Plan 2021-2031 through the following:

10.2.1 Strategic Direction – 'Inclusive Port Phillip': Port Phillip is a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities. Relevant Initiatives which support this Direction include:

'We will provide':

- A new Older Persons Policy by March 2022 to set out the needs and aspirations for older people in our municipality and guide Council's response to major reforms happening in the aged and disability sectors.

'We will partner with':

- Our Older Persons Consultative Committee, Youth Advisory Committee, Multicultural Advisory Committee, Multi-Faith Network and establish other committees, where relevant, to ensure the diversity of our community's experience is represented in decision-making.

10.2.2 Strategic Direction – 'Well-Governed Port Phillip' - Port Phillip is a leading local government authority, where our community and our organisation are in a better place as a result of our collective efforts. Relevant Initiatives which support this Direction include:

'We will provide':



- Opportunities for our community to participate in civic life and help shape Council policy, services, programs and decisions by facilitating engagement in line with Council's Community Engagement Policy.
- 10.3 The work of the OPCC is aligned to the City of Port Phillip Community Engagement Policy adopted in February this year. Advisory Committees are specifically identified in the 'Involve' level of engagement.
- 10.4 The OPCC Annual Report, presented to Council on 7 April 2021, reflects the committee being active, informed and made up of community members who are from diverse backgrounds.
- 10.5 The OPCC advocate for the inclusion of older persons in all aspects of community life. Key priorities identified by the OPCC in 2021 include:
- Ageism
  - Aged Care Reforms and Findings of the Royal Commission
  - Health, Safety and the Physical Environment, including the impacts of COVID-19
  - Housing and Homelessness
  - Environmental Sustainability
  - Communication
  - Governance.
- 10.6 The OPCC addresses the following City of Port Phillip Health and Wellbeing Implementation Strategies priority health topics:
- Service access – universal and targeted access to information and services, including maternal and child health and youth services, aged and disability services.
  - Social inclusion and diversity, including mental health resilience.
- 10.7 The OPCC addresses the Port Phillip Community Safety Plan 2019-23, Priority Area 2. Build Resilience:
- Strategy 2.11 - Council supports consultative processes and advisory groups to ensure our understanding of community service needs is well-informed and relevant.

## **11. IMPLEMENTATION STRATEGY**

### **11.1 TIMELINE**

- 11.1.1 Subject to Council's adoption of the updated ToR and appointment of members for the period 2021-24, the new members will be invited to attend a Committee induction session in mid to late June 2021.
- 11.1.2 All appointed members will then be invited to attend the next Committee meeting scheduled for 5 July.

### **11.2 COMMUNICATION**

- 11.2.1 Within one week of this Council meeting, all existing and new nominees to the Committee will be advised of Council's decision.



- 11.2.2 Council's website will be updated to reflect the updated ToR and Committee membership, with communications also to key internal and external stakeholders.
- 11.2.3 The outcome of this Council meeting will be recorded in the 5 July Committee meeting minutes, including nomination appointments and the outcome relating to changes to the ToR.
- 11.2.4 If Council does not proceed to appoint existing or new nominees, the nominees will be immediately informed of this decision.

## **12. OFFICER DIRECT OR INDIRECT INTEREST**

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

**TRIM FILE NO:** 02/06/39

**ATTACHMENTS**

1. Older Persons Advisory Committee Terms of Reference 2021 - Draft for Adoption
2. Confidential - Older Persons Advisory Committee member nominations 2021
3. Older Persons Advisory Committee Terms of Reference 2021 - Draft track changes
4. Older Persons Consultative Committee Terms of Reference 2017