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City of Port Phillip - Older Persons Consultative Committee (OPCC) Action Plan January – December 2021

This plan was developed in consultation with the OPCC Planning Meeting held on 11 January 2021. The plan is reflective of the World Health Organisation Age Friendly Cities Framework the City of Port Phillip (CoPP) Council Plan 2017-2027 and will be reviewed and updated to align with the new Council Plan scheduled to be published in June 2021.

Terms of Reference Objectives:

- To be the peak advisory and advocacy body on issues affecting the wellbeing of older people (55 years and over) within the Port Phillip municipality.
- To provide advice to Council and its officers on policies, plans and services that affect older people and their interests.
- 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.
- To be representative and advocate on behalf of older persons from our diverse community including people with disabilities, people who identify as lesbian, gay, bisexual, transgender or intersex (LGBTI), people of Aboriginal or Torres Strait Island background, people experiencing financial disadvantage (including people who are homeless or at risk of homelessness) and our multicultural and multifaith communities.

OPCC Key Focus Areas - not listed in order of priority

- Ageism
- Aged Care Reforms/Royal Commission
- Health/Safety & Physical Environment
- Housing
- Environmental Sustainability
- Communication/COVID-19
- Governance

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AGEISM		
Strategic Action	Deliverables	Governance Process
I. Raise awareness of ageism and advocate against the discrimination of older people. Including in the context of the COVID-19 pandemic.	<p>1.1 OPCC to develop consistent messaging of the issues of ageism and discrimination in Port Phillip as part of the Council Plan consultation process.</p> <p>1.2 Work with other local Council reference committees, COTA Victoria and MAV to raise the issue at a State level.</p> <p>1.3 Advise Council to include ageism training as part of its professional development for Council staff. OPCC reps to work with Council Officers to find relevant ageism training.</p> <p>1.4 Raise awareness of the 'Every Age Counts' campaign and other relevant campaigns for Council to consider.</p>	<p>1.1 OPCC Consultation and/or written response with feedback to Council Plan. In addition, individual members respond to Have your Say and other community consultation forums and report back to OPCC meetings.</p> <p>1.2 Re-establish the OPCC Victorian Reference Committee Working Group and communicate with other Reference Committees, MAV & COTA.</p> <p>1.3 OPCC reps to meet with Learning and Development team to progress.</p> <p>1.4 Members to register with 'Every Age Counts' campaign to stay updated and raise issues or campaigns at OPCC meetings</p>

AGED CARE REFORMS/ROYAL COMMISSION		
Strategic Action	Deliverables	Governance process
I. Based on relevant data and information, OPCC to consider, address, and advise on the Commonwealth Aged Care Reforms (ACR) as they relate to Council and other aged care services in the City of Port Phillip.	<p>1.1 ACR working group to be re-established and to monitor the Reforms as they evolve and inform OPCC.</p> <p>1.2 OPCC be informed by Council's Regional Assessment Team/ Independent Living Team of the current status of Aged Care Services operating in Port Phillip.</p> <p>1.3 ACR working group to analyse the findings of the <u>Aged Care Royal Commission</u> to be released on 26 February and the impact on Aged Care service in Port Phillip. (Link to action 1.2)</p>	<p>1.1 ACR working group regular report on OPCC Agenda</p> <p>1.2 Invite relevant Council Officer/s to OPCC meetings</p> <p>1.3 ACR Working Group to draft a report advising Council on actions to be consider in response to the findings and recommendations.</p>

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<p>2. Through the findings of the <u>Aged Care Royal Commission</u> and the impact on COVID-19 pandemic advocate for Council to develop a Statement of Commitment or Older Persons Policy.</p>	<p>2.1. Through the Council Plan consultation process advocate to Council to develop a Statement of Commitment or Older Persons Policy to be Codesign with OPCC.</p> <p>2.2. Analyse findings and recommendations and advise Council on how it should respond.</p>	<p>2.1. OPCC Council Plan Consultation meeting. Attend community consultations. Written correspondence through Have Your Say</p> <p>2.2. Refer to I.2 (3) ACR Working Group Report to advise Council to consider developing a Statement of Commitment or Older Persons Policy</p>
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HEALTH, SAFETY& PHYSICAL ENVIRONMENT		
Strategic Action	Deliverables	Governance Process
<p>1. Actively consult/advise on new Council Plan to ensure issues affecting older people in relation to health, safety and physical environment in Port Phillip are actioned in the Plan.</p>	<p>1.1 Develop key priorities and actions and advocate for them to be included in the Council Plan</p> <p>1.2 Provide feedback prior to Council Plan being drafted</p> <p>1.3 Provide feedback on the draft Council Plan</p> <p>1.4 Participate in other forms of consultation</p>	<p>1.1 Establish an OPCC Working Group to collate OPCC's key messages and draft a written submission</p> <p>1.2 Consultation at OPCC Meeting & written submission to be provided to Council prior to draft Council Plan</p> <p>1.3 OPCC Meeting Consultation & Written submission on draft Council Plan</p> <p>1.4 OPOCC reps to attend community forums, Have Your say etc</p>
<p>2. Continue to support the promotion of the Linking Neighbours Program and its value during the COVID-19 of keeping older people engaged, informed and connected.</p>	<p>2.1 OPCC Continue to be advised and updated on the work and progress of the Linking Neighbours Leadership Group</p>	<p>2.1 OPCC to continue to be represented on the Linking Neighbours Leadership Group.</p>
<p>3 Advise and Advocate to Council on key issues affecting older residents' health and safety including, impact of COVID-19,</p>	<p>3.1 Advocate for Council to improve community safety for older residents, including footpaths, lighting, street cleaning</p>	<p>3.1 Provide input into the Community Safety and Emergency Management Plans, when applicable. On behalf of older residents, when applicable, raise community safety issues to the Emergency Management and Community Safety Team.</p>

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<p>social isolation and access to Council facilities.</p>	<p>3.2 Ensure older persons health and wellbeing considerations/issues are being acknowledged and addressed in Council's Municipal Health & Wellbeing Plan (MHWP), including:</p> <ul style="list-style-type: none"> - Opportunities to increase physical strength & fitness - Social isolation v's social connection - Impact of COVID-19 <p>3.3 Be updated on Council Services/program reviews.</p> <p>3.4 Gain an understanding of why hire fees for Council facilities have been introduced and the impacts that this will community groups catering for older residents</p> <p>3.5 Stayed informed and advocate as required on issues impacting Multicultural seniors and their community groups.</p> <p>3.6 Continue to advise, guided and deliver on Port Phillip Seniors Festival program</p> <p>3.7 Raise awareness of importance of older people having access to social connection activities in the community, and Councils responsibility. Advocate for Council to continue to deliver services/initiatives that encourage social connection, including Councils Linking Neighbours Program (LNP), Social Inclusion Service and community transport.</p>	<p>3.2 Provide input and highlight key issues as part of the MHWP consultation process.</p> <p>3.3 Provide input into Council's Service Reviews as applicable.</p> <p>3.4 Inform Council of the impacts on older residents and future wellbeing and sustainability groups in relation to Council facilities and hire fees.</p> <p>3.5 Continue to be update on issues through having representation on Port Phillip's Multicultural Advisory Committee and provide regular updates at OPCC monthly meetings. Invite Councils Multicultural Positive Ageing Officer to attend a meeting to report on current status of multicultural seniors.</p> <p>3.6 Establish a 2021 OPCC Seniors Festival Steering Committee. Committee to provide regular updates at OPCC monthly meetings.</p> <p>3.7 Where applicable raise awareness to relevant Council Officer in the importance of social connection. Continue to receive regular updates on the LNP during OPCC meetings. OPCC member to be represented on the LNP Leadership Group. Receive an update on the status of Social Inclusion & Community Transport Services</p>
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<p>4. Continue to advocate for Council to align with the Aged Friendly Cities Framework when upgrading and/or developing the built environment and open spaces. Provide advice and consultation on relevant Council activities relating to the physical environment including:</p> <ul style="list-style-type: none"> - Public lighting - Street furniture (Seating, water fountains, shade) - Public toilets - Footpaths 	<p>4.1 Advocate for a safe well monitored and energy efficient public lighting scheme in Port Phillip.</p> <p>4.2 Advocate to Council the OPCC's support of the Shrine to Sea Project Objects and provide feedback to both the DELWP and Council on project outcomes that would benefit older residents.</p> <p>4.3 Continue to provide feedback on the outcomes and developments from Council's Public Spaces Strategy. E.g. Seniors Exercise parks.</p> <p>4.4 Provide input and consult on Council's Draft Access & Inclusion Plan</p> <p>4.5 Remain updated on the developments of the St Kilda Marina including the new lease.</p> <p>4.6 Continue to advocate for the consideration older persons needs as part of the revitalisation Fitzroy Street and other major shopping precincts. Including comfortable and suitable seating and public toilets.</p> <p>4.7 Continue to advocate for the South Melbourne Market (SMM) to be Age Friendly.</p>	<p>4.1 OPCC to write to the Essential Services Commission advocating on issues relating to public lighting. All correspondence to be provided to Council and relevant Council Officers.</p> <p>4.2 OPCC to participate in community consultation activities including Focus walks, community consultations. Advocate to be have an OPCC member represented on the Project Community Panel.</p> <p>4.3 Where applicable OPCC provide input via OPCC meeting consultations, community consultation processes, 'Have Your Say and OPCC correspondence to Council.</p> <p>4.4 Access Planner to conduct consultation at OPCC meeting. OPCC members to provide input independently on 'Have Your Say' and other community feedback and engagement opportunities.</p> <p>4.5 If applicable invite relevant Council Officers to attend a meeting to update the Committee on the St Kilda Marina. Councillor Representative, Cr Martin to also keep OPCC updated.</p> <p>4.6 OPCC to continue to correspond to Councillors on this issue. Continue to be represented in community consultations and focus groups and where applicable invite key Council Officers to OPCC meetings to keep the Committee updated.</p>
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		4.7 Establish a Working Group to revisit the SMM and draft issues and improvements paper. OPCC to endorse paper and forward to SMM to respond.
5. Continue to advocate for the planning and development of Fishermans Bend Urban Renewal Area (FBURA) to be Age Friendly.	5.1 OPCC to stay updated with the planning and development of FBURA 5.2 Advocate for FBURA community engagement and consultation processes to be transparent and accountable.	5.1 Re-establish the OPCC FBURA working group who will keep the OPCC informed of progress and issues of concerns. 5.2 Nominate an OPCC representative to participate on the FBURA Community Forum. OPCC members to participate in relevant workshops, community consultations when applicable

HOUSING AND HOMELESSNESS		
Strategic Action	Deliverables	Governance Process
1. Advocate for housing for older residents including social and public housing, with a focus on older women, affordability and ageing in place	1.1 Advocate for Council to plan for and support older residents who are at risk of being homeless or are experiencing homelessness. 1.2 Provide feedback and advice on key Council Strategies Affordable Housing Strategy & Homelessness Action Strategy 1.3 Raise Housing and Homelessness as a key issue at State-wide networks	1.1 OPCC to include in the Council Plan and MHWP consultation process advocacy for the support of older residents who are at risk of being homeless or are experiencing homelessness 1.2 Invite relevant Council Officers to attend OPCC meeting to update OPCC on Councils response. Provide feedback on key Council documents. 1.3 Establish a State-wide Older Persons Reference Committee network and highlight housing and homelessness as a key issue.
2. Advocate to Council to explore opportunities for older residents to be able 'age in place'.	2.1 Advocate for social housing and residential aged care facilities to be considered in the planning of any new developments in Port Phillip	1.4 Engage with relevant Council Officers on housing opportunities for older residents, including residential aged care in FBURA

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ENVIRONMENTAL SUSTAINABILITY		
Strategic Action	Deliverables	Governance Process
1. Advocate and raise awareness and impact of climate change on older persons.	1.1 OPCC to endorse the Emergency Climate Declaration and advocate for Council to develop a Municipal Climate Emergency Plan. 1.2 Raise Council's awareness of the impact on climate change on older persons and provide advice on preventative strategies i.e. cool spaces, active transport, waste management.	1.1 Include in OPCC Council Plan and MHWP feedback on consultation for Council to develop a Municipal Climate Emergency Plan 1.2 OPCC Reps to attend relevant Council meetings to advocate for climate emergency and the impact on older residents if Council doesn't act. OPCC continue to have environmental sustainability report as part of the monthly Agenda.

COMMUNICATION		
Strategic Actions	Deliverables	Governance Process
1. Ensure Council is kept informed of any issues or new ideas from older residents and relevant community groups	1.1 Through the OPCC 'Round Table' Agenda item, identify and raise to Council issues from the community.	1.1 Issues identified through Round table are captured in the minutes and OPCC Actions Working Document to ensure issues are progressed.
2. Provide feedback and advise on the Older Persons Digital Literacy and Social connection Project (COVID-19 lens).	2.1 OPCC to advise and provide feedback on of the Project including the production of the survey.	2.1 OPCC will analysis outcomes of the survey and provide feedback and/or recommendations
3. Advocate for Council to outline a formal engagement strategy with the OPCC & other reference committees	3. Gain understanding of Council's community engagement policy and consultation process that was delivered prior to this policy being endorsed	3.1 Invite relevant Council Officer/s to an OPCC meeting to discuss the Policy and community feedback process that was delivered prior to the policy being taken to Council for endorsement

<p>4. Identify community trends relating to Council and older residents through relevant agencies and peak advocacy bodies e.g. social inclusion – register and email newsletter</p>	<p>4. Agencies include:</p> <ul style="list-style-type: none"> - COTA Victoria - Seniors Rights Victoria - Bicycle Users Group? - Municipal Association of Victoria (MAV) Positive Ageing Officer - Australian Association of Gerontology (AAG) - National Seniors Australia - U3A Victoria peak body - Every Age Count - NARI 	<p>4.1 Council Officer/s engaged to support OPCC continue to forward Relevant correspondence and information.</p> <p>4.2 OPCC reps on peak bodies on peak and advocacy bodies continue to provide OPCC updates during monthly meetings.</p> <p>4.3 OPCC to participate in relevant forums and advocate for Council to support relevant campaigns</p> <p>4.4 OPCC members to represent Council at relevant Forums and conferences</p>
<p>5. Organise at least one OPCC Forum or workshop to celebrate or inform older residents of relevant issues</p>	<p>5. Explore the possibility of running a forum on relevant topic</p>	<p>5.1 OPCC to decide on relevant topic and establish a working group to steer and deliver a forum</p>
<p>6. Continue to have an OPCC representative on relevant Council reference committees and networks.</p>	<p>6. Remain informed on the work of other reference committee/network and where appropriate work collaboratively with relevant</p>	<p>6.1 Where possible OPCC to have a representative sit on the Port Phillip Multifaith Network, Multicultural Advisory Committee and other relevant Council advisory committees/networks.</p> <p>6.2 OPCC reps on other committees/networks to report back on the work of those committees at OPCC monthly meetings</p>
<p>7. Stay informed of issues impacting older LGBTI community and where appropriate advocate on their behalf</p>	<p>7. Foster a relationship with the Pride Centre to assist with promotion of their services and activities as they relate to older LGBTI residents.</p>	<p>7.1 Invite Council's Diversity Officer to present at an OPCC meeting to provide updates on older LGBTI community and connect the committee to the Pride Centre.</p> <p>7.2 OPCC actively recruit onto the OPCC older people who represent the LGBTI community</p>

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<p>8. Stay informed of issues impacting our older Multicultural and Aboriginal & Torre Strait Islander (ATSI) communities</p>	<p>8. OPCC to foster a relationship with key services and community groups that engage older ATSI & multicultural communities</p>	<p>8.1 Invite the Positive Ageing Multicultural Liaison Officer to an OPCC meeting to provide update older multicultural community and advise on how OPCC can support these communities.</p> <p>8.2 Invite ATSI Community Broker to attend a meeting to provide an update on older ATSI community and how OPCC can support the community.</p>
<p>9 Advocate at a state-wide level on issues affecting older residents in Port Phillip that are broader than Council's remit</p>	<p>9. Work with other key older person's advocacy organisations in other Council's on issues that are broader than Port Phillip, i.e. housing and homelessness</p>	<p>9.1 work with MAV & COTA and reconnect with Council reference committee who expressed interest in establishing a statewide network.</p> <p>9.2 Establish a statewide network</p>

GOVERNANCE		
Strategic Actions	Deliverables	Governance Process
<p>1. Ensure the OPCC membership is representative of Port Phillip's diverse older community in this Council term 2020 - 2024</p>	<p>1.1 Recruit OPCC members for the 2020 – 2024 Council Term.</p> <p>1.2 Aim to recruit members who are representative of our diverse community</p>	<p>1.1 Conduct a membership drive targeting our diverse communities and services/community groups who engage with older residents.</p> <p>1.2 Invite current members to renominate to be on the committee</p>
<p>2. Ensure OPCC is practicing good Governance and delivering on being Council peak advisory body for older people of Port Phillip.</p>	<p>2. Establish a set of Governance guidelines and communication strategy. This is to ensure that the OPCC Agenda, meeting structure, working groups and work of the committee is operating within the Terms of Reference and progressing/achieving the OPCC Action Plan deliverables</p>	<p>2.1 Establish and OPCC Governance Working Group to develop guidelines.</p> <p>2.2 Guidelines will include:</p> <ul style="list-style-type: none"> - Agenda & meeting structure - Role of working groups - Consultation Guidelines for Council Officers (including feedback loop)

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		<ul style="list-style-type: none"> - Role of OPCC reps when attending and speaking at Council meetings. - Role of OPCC reps on Committees, community forums, and key external events <p>2.3 Provide draft guidelines to the OPCC for endorsement.</p>
3. Ensure OPCC Terms of reference are align with the Council Plan and Council's Governance Principles and Strategic directions	3. Update OPCC Terms of Reference so that they aligned to the new Council Plan and are within the current Council term	<p>3.1 At the OPCC meeting to provide feedback on the Terms of Reference.</p> <p>3.2 Updated terms of reference to be endorsed by Council</p>
4. Ensure OPCC continues to be engaged by Council on key Council issues	<p>4.1 OPCC continue to be represented on key Council Community Forums, committees and working groups.</p> <p>4.2 Council Officers continue to consult with OPCC on issues that are relevant to older people in Port Phillip</p>	<p>4.1 OPCC reps continue to be represented on the FBURA Community Forum, Fitzroy St Precinct community representative group</p> <p>4.2 Council Officers attend OPCC meetings to gain OPCC input into key Council business and strategies.</p>
5 OPCC remain informed of who they are representing in Port Phillip	5. OPCC to continue to be informed and updated on current demographics of older persons living in Port Phillip	5. Invite Council's Research & Data Analytics Advisor to an OPCC meeting to provide outline of current demographics of older persons in Port Phillip.
6 Create OPCC working groups to deliver on OPCC focus areas	<p>6.1. Seniors Festival Steering Committee</p> <p>6.2 21 Year Celebration Working Group</p> <p>6.3 Aged Care Reform Working Group</p> <p>6.4 State-wide reference Committees working Group</p> <p>6.5 Governance Working Group</p> <p>6.6 SMM working group</p>	<p>6.1 To be re-established in 2021</p> <p>6.2 Reconvene in 2021</p> <p>6.3 Re-establish with additional new members</p> <p>6.4 Re-establish with additional new members</p> <p>6.5. To be established</p> <p>6.6 To be established</p>