

KNOX ACTIVE AGEING ADVISORY COMMITTEE

30 January 2019

Time: 6:00-8:00pm

Meeting Room 2

Knox Civic Centre, 511 Burwood Highway, Wantirna South, 3152

Phone 9298 8000

As this advisory committee has been established by Council and includes at least one Councillor and a staff member it is an Assembly of Councillors in accordance with the Local Government Act.

Councillors and staff are required to declare any conflict of interest that they may have in regards to any item discussed that is intended or likely to be the subject of a report to Council or a decision of an officer under delegation. In declaring a conflict of interest the Councillor or staff member must leave the meeting whilst the matter is being discussed. A definition of conflict of interest in accordance with the Local Government Act is provided in the Active Ageing Advisory Committee Folder.

Community representatives on the committee are not subject to these provisions; however they are required under their terms of appointment to declare any conflicts of interest that may arise for them from time to time. It will be a matter for the Chair to determine if the community representative is required to leave the meeting whilst a particular matter that is subject to a conflict of interest is being discussed.

1. Welcome and Apologies

Welcome: Cr. Seymour welcomed attendees to the first KAAAC meeting of the year.

Apologies: Cr. John Mortimore, Joy Chiavaroli, Michelle Dumble, Siah-Chuan Lim, Sonja Pedell, Monika Rosenkranz, Bronwyn Stephen

2. Conflict Of Interest Declaration

None declared at beginning of meeting; Conflict declared in Other Business

3. Confirmation of Minutes of Previous Meeting

Moved by Lynda Carroll / Seconded by Judy Chalkley

4. Items for Discussion

4.1 Annual Report and Group Reflection

Facilitator: Stuart Ireland

The KAAAC Terms of Reference (ToR), specially section 10. Reporting request that the Committee provide an annual report to Council on Committee activities and achievements in accordance with the objectives stated in these Terms of Reference. The report will then be presented to Council for noting under the Community Services Directorate reports.

Stuart provided the Committee with a brief overview of progress made against Committee objectives, a high level summary of member engagement and communications external to KAAAC meetings, and member attendance – for the preceding 12 months. The *Knox Active Ageing Advisory Committee Annual Report 2018*, circulated to KAAAC members on Friday 1 February, provides a full and detailed summary of the aforementioned areas.

Members then reflected on the following questions:

- What were the key achievements of the KAAAC in 2018?
- What has worked in the past and is currently working well?
- What has not worked so well and what do we need to improve on in 2019?
- What are the key priorities activities we should focus on in 2019?

A high level summary is provided in the table below:

Key Achievements	Working well	Needs to improve	Key priorities
Design of public toilets – moving beyond an engineering discussion	Meeting attendance and participation	Greater consultation, input and influence on Council Strategy & Initiatives	Age Friendly Cities
Provision of rest stops	Meeting focus and alignment to Council plans and actions	Better preparation to improve consultation effectiveness and impact (use of briefing notes)	Hoarding and Squalor
Design of Dementia Friendly playgrounds	Member knowledge and contributions increasing Council understanding translating into action	Lead time to review and contribute to Council discussions, policies and projects	Third Places
Provision of access keys to community		Guest presenters and ensuring they are genuine in their engagement with us / Pushing back on 'tick box' presentations	Older people and alcohol and other drug use
Ongoing focus on client and community safety		Use of Committee discussions and information, and Council data, to influence our external stakeholders and to support them with advocacy and funding submissions	My Aged Care education in the community (increasing our focus on building capacity e.g. with groups such as librarians)
		Ensuring the focus on our key priorities does not delay progress of practical actions	

4.2 Life Stages Group Committee meeting reflections and next steps

Presenter: Stuart Ireland

The first Knox City Council facilitated Key Life Stages Group Committee meeting was held on 15 November 2018. KAAAC members in attendance were Lynda, Joy, Rita, Sonja, Judy, Stuart and Linda.

Council are keen to hear feedback from attendees to help inform the upcoming Annual General Advisory Committee meeting on 4 April 2019, and, planning for the next Key Life Stages Group Committee meeting. The following member reflections were provided:

Lynda – The meeting was really good and the kids were amazing. There was really good and honest discussion.

Rita – The meeting was excellent.

Judy – there were many questions from attendees e.g. ‘Who came up with these actions?’ ‘What do they mean to the Community?’ ‘Are we able to deliver on all of these actions?’

Stuart – key stakeholders need to be aware of where the Plan sits in the hierarchy of plans and where it connects to, and then echoing what others have said, we need to ensure the community is able to understand and interpret it.

Linda – The meeting was good. There were however many comments on the Actions and that they were Council speak.

Action: Stuart to summarise reflections and provide feedback to the Director Community Services and Senior Community Services Leadership Team.

4.3 KAAAC Terms of Reference

Presenter: Judy Chalkley

The current KAAAC ToR, and all Committee members’ terms, are coming to end on 9 March. Committee member recruitment will commence in February and March. Current eligible members are encouraged to apply for another term of membership. Outgoing Committee members will be acknowledged at the March meeting for their time given and contribution made during their period of membership.

Action: Stuart to send draft KAAAC Terms of Reference to the Committee for review and comment. Feedback is requested by Friday 8 February.

4.4 Key priorities for 2019

Facilitators: Judy Chalkley / Stuart Ireland

Refer to table above.

Action: Linda to follow up with relevant AA&DS staff and Sarah Hopkins from Eastern Regional Libraries re: the potential for AA&DS staff – as part of the *AA&DS staff in ERL project* – to help build the knowledge and capacity of Librarians to be an additional resource in the community to support My Aged Care education.

Action: Stuart to contact existing partners/ stakeholders (e.g. EMPHN, ICEPCP/ OEPCP) and schedule a guest speaker to attend the next KAAAC meeting to speak about older persons and alcohol and other drug use in the City of Knox.

5. Business Arising from Previous Meeting

- 5.1 Stuart/ Judy to feed into Swinburne/Knox partnership meeting discussion on Monday 24 September the potential to explore projects related to employment and employment growth within the City of Knox.**
- This topic was not discussed at September meeting due to time constraints.
 - Action: Judy / Stuart to raise at meeting on 28 February and provide an email update to the Committee shortly thereafter.
- 5.2 Stuart/ Judy to follow up with the City of Monash re: The Glen redevelopment and the presence of ‘Senior’s parking bays. Seeking to understand if the City of Monash were involved and to what extent. If not, suggestion is to explore having a representative from The Glen’s Centre Management team/ other to come and speak to KAAAC and explain their thinking behind and the process they went through.**
- Cr. Seymour stated that Stud Park Shopping Centre car park now has ‘Seniors’ parking bays as well. Stuart meeting with the City of Monash on Thursday 7 February.
 - Action: Stuart to provide an email update to the Committee shortly thereafter.
- 5.3 Review of facilities for future Expos (ongoing).**
- This action is ongoing, with the date for the next Active Ageing Expo not yet determined.
- 5.4 Stuart/ Judy to explore with Council’s IT and Customer Service teams the opportunity to have targeted ‘older persons’ information and communications as part of Council’s hold music/ messaging e.g. to prompt action re: personal alarms.**
- Action: Stuart/ Judy to meet with Council’s IT and Customer Service team in March – post KCC application to join WHO Global Network of Age Friendly Cities and Communities – to discuss as part of current Council processes (e.g. payment of rates notices, pet registrations) and future community engagement approach.
- 5.5 Stuart to follow up with Sarah Hopkins regarding the potential to access further copies of the Home Library Service brochure, for placement in other Council facilities.**
- Stuart contacted Sarah – this will be actioned as part of current project work.
- 5.6 Stuart to follow up with (Winchelle and then) the Life Stages Group Committee planning partners the possibility of Winchelle presenting/ having an active role at the meeting.**
- Senior CSLT made the decision to stay with proposed agenda and speaker/s.
- 5.7 Stuart to provide KAAAC members with a high level summary of the purpose and possible agenda items for this meeting, and KAAAC members to provide feedback and suggestions to Stuart by the end of September.**
- Stuart sent email and sought feedback and suggestions from KAAAC members on 10 September 2018.
- 5.8 Stuart to provide KAAAC members with the specific question concerning “safety” and KAAAC members to provide feedback and suggestions to Stuart regarding future approaches to understanding client perceptions of safety.**
- Stuart sent email and sought feedback and suggestions from KAAAC members on 10 September 2018.

6. Other Business

6.1 Emerging Issues

- Rita enquired as to availability of the Council produced Transition to Retirement Toolkit. Rita also raised whether there is a need for a 'Transition to Ageing' Toolkit, noting that the majority of materials and resources tend to focus on financial transition only.

Action: Stuart to facilitate provision of Transition to Retirement Toolkits to Bridges.

Action: Judy and Stuart to discuss with AA&DS Leadership team to determine resource presence and capacity to develop.

- Rita spoke to the establishment of the Knox Safety Register. Discussion ensued as to whether this Register should include existing Council CHSP clients.

Action: Judy to discuss with Michelle Penney (Senior Transition Officer) and Helen Oakley (Coordinator Service Access and Home Support) and advise Committee of outcome.

6.2 New AA&DS project and initiatives – AA&DS in Eastern Regional Libraries, Walking Football

- AA&DS in ERL – Linda advised that Council staff will soon commence working out of both Bayswater and Boronia Libraries one day per fortnight. The main purpose being to make Council staff more accessible to the Community, in particular older persons who frequently visit Libraries. As per previous communications, project KPIs have been developed to assess the reach and effectiveness of this initiative, and Linda / Stuart will keep the Committee updated as implementation progresses.
- Walking Football – Stuart advised that Council will be partnering with Knox U3A and Melbourne City Football Club to deliver a 12 month Walking Football program for Seniors. This stems from research showing that within the Eastern Metropolitan Region, 40% of people aged 60 – 69 years old and 28% of people aged over 70 years, do not meet the National Physical Activity Guidelines for Australians of 30 minutes per day of moderate intensity. Council is currently exploring accessing a Grant through Sport Australia to increase reach and engagement. Further communications will follow. Cr. Seymour added that Council should seek to engage local 'football' clubs as part of the partnership, along with other stakeholders such as the Knox Italian Community Club.

6.3 Commonwealth Home Support Programme Innovation Grants – Hoarding, Cooking

- Judy and Stuart provided a brief overview of these Grants including their focus, criteria and timeframes.
- However, given that Bridges, EACH, and Council, are applying for these grants, a Conflict of Interest was declared and no further discussion was undertaken during the meeting.

7. Next Meeting

**Knox Active Ageing Advisory Committee Meeting
Wednesday 10 April 2019**