

Age Friendly Community Reference Group

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| 2 x Councillors | - Cr _____
Cr _____ |
| Community Delegates | - 6 x Community representatives |
| Chairperson/Deputy | Cr _____ (Chairperson)
Deputy Chair to be elected by the working group. |
| Officer Responsible | - Executive Manager, Corporate & Community Services |
| Meeting Schedule | - Monthly or more frequently if required |
| Meeting Location | - Shire of York |
| Quorum | - 5 members including one Councillor |
| Delegated Authority | - Nil |

FUNCTIONS:

1.0 NAME

The name of the Group is the Age Friendly Community Reference Group.

2.0 DISTRICT/AREA OF CONTROL

Shire of York.

3.0 VISION / PURPOSE

To provide input into the preparation of an Age-Friendly Community Plan for York.

4.0 STATUTE

This groups is a Reference Group for a particular purpose and is not considered a formal Committee of Council in accordance with the Local Government Act 1995.

5.0 ESTABLISHMENT

Established by Council Resolution on

6.0 OBJECTIVES

1. To work with Shire Officers and the engaged consultants to prepare an Age-Friendly Community Plan for adoption by Council.
2. To review briefing materials and provide advice regarding community engagement to be undertaken.
3. To facilitate community and stakeholder input with the aim of encouraging broad community feedback.
4. Review the community feedback received and provide advice to the Shire and consultants regarding its inclusion in the Plan.

7.0 MEMBERSHIP

7.1 General
Council will appoint 2 elected members to the Reference Group.

7.2 Tenure of Membership
Where a person is appointed as a member of the Age-Friendly Community Reference Group the person's membership of the Reference Group continues until —

- The person no longer holds office by virtue of which the person became a member.
- The person resigns from membership of the Reference Group.
- The Reference Group is disbanded.
- The Council removes the person from the Reference Group by resolution of Council.
- The next ordinary elections day
- The Age-Friendly Community Plan is adopted by Council.

7.3 Shire Officers

Shire officers may be appointed and removed from the Reference Group by the CEO.

8.0 DELEGATED AUTHORITY

The Reference Group does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. Working/Reference Groups require an officer report to be presented to Council for endorsement of any proposed expenditure.

9.0 WORKING GROUP

9.1 Chairperson

The Chairperson of the Reference Group is Cr _____.
The Deputy Chairperson to be elected by the Reference Group members.

9.2 Secretariat and Note taker

This role is to be fulfilled by Shire Officers.

9.3 Standing Ex-Officio Members

Chief Executive Officer or his staff delegate

10.0 MEETINGS

10.1 Group Meetings

The Age-Friendly Community Reference Group will meet monthly unless a Special Meeting is called by the Chairperson.

10.2 Quorum

Quorum shall be 5 members including 1 Councillor.

10.3 Voting

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

10.4 Notes of Meetings

The Chairperson is to ensure that Notes of the Meeting are kept of the meetings proceedings.

The Meeting Notes may be confirmed by a majority of members present at the meeting in writing via email, after the completion of the meeting. Once Meeting Notes have been confirmed by members they are to be submitted to the Council Executive Support Officer for inclusion in the Information Bulletin.

Recommendations requiring Council action arising from the Meeting Notes shall be presented to Council at the next Ordinary Council Meeting or earliest available Council meeting if it is not possible to present the Notes to the next Ordinary Council Meeting.