

PROPOSED TIMELINE

STAGE	DESCRIPTION	TIMELINE (2017)
Stage one: Inception	Inception meeting	<ul style="list-style-type: none"> ■ 4 May 2017
	Establish Reference Group	<ul style="list-style-type: none"> ■ Council approval to establish and Terms of Reference - 22 May ■ Call for nominations 24 May – 12 June ■ Appointment of Members to the Reference Group – 26 June ■ Meetings: <ul style="list-style-type: none"> – Between 10 and 12 July (initial meeting) – 16 August (review engagement report; provide input into Issues and Options) – 10 August (review AFCP)
Stage two: Context	Prepare briefing material for Council and Reference Group	<ul style="list-style-type: none"> ■ By 12 June
	Review Shire documentation	<ul style="list-style-type: none"> ■ By 12 June
	Prepare Community Profile	<ul style="list-style-type: none"> ■ By 12 June
Stage three: Age-Readiness Review	Undertake Age-Readiness Audit	<ul style="list-style-type: none"> ■ 22 May to 2 August
	Undertake Seniors' Satisfaction Survey	<ul style="list-style-type: none"> ■ Draft survey to Shire by 12 June ■ Feedback from Shire by 30 June; any changes made by Localise on 4 July ■ Reference Group to review at first meeting between 10 and 12 July ■ Survey finalised by 14 July ■ Survey open Sat 15 July to Fri 4 August (approx. 3 weeks)
Stage four: Engagement	Prepare for and facilitate Focus Groups	<ul style="list-style-type: none"> ■ Draft Focus Group material to Shire by 30 June ■ Feedback from Shire by 3 July

STAGE	DESCRIPTION	TIMELINE (2017)
		<ul style="list-style-type: none"> ■ Focus Group material finalised by 10 July ■ Focus Groups held during week starting 17 July (over two consecutive days)
	Prepare Summary Engagement Report	<ul style="list-style-type: none"> ■ Draft Report to Shire by 10 August ■ Shire to give feedback by 14 August ■ Reference Group to review at a meeting 15 August ■ Final Summary Engagement Report to Shire by 21 July
Stage five: Strategy	Prepare Issues and Options	<ul style="list-style-type: none"> ■ Reference Group to provide input into Issues and Options Workshop at a meeting 15 August ■ Finalise Issues and Options 18 August
	Facilitate Issues and Options Workshop with Council	<ul style="list-style-type: none"> ■ 21 August (Council Agenda briefing day)
	Complete Strategy, prepare Draft Age Friendly Community Plan / Final Revisions	<ul style="list-style-type: none"> ■ First draft of Plan to Shire by 25 August; feedback by 28 August ■ Reference Group to meet on 30 August to review and approve ■ Final draft Plan submitted by 4 September

Age Friendly Community Reference Group

- 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.