

## PROPOSED TIMELINE

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

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

## **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 group 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.