

ESTABLISHMENT AND TERMS OF REFERENCE OF THE DISTRICT COUNCIL OF ELLISTON YOUTH ADVISORY COMMITTEE

1. ESTABLISHMENT

Pursuant to Section 41 of the Local Government Act 1999 the Council establishes a Committee to be known as the District Council of Elliston Youth Advisory Committee ("the Committee") to assist the Council in the performance of its functions.

2. OBJECTIVES

The Committee is established for the purpose of advocating, initiating, researching, facilitating, coordinating and promoting activities and events that assist in providing positive outcomes for young people, for the benefit of the Community.

3. TERMS OF REFERENCE – FUNCTIONS AND RESPONSIBILITIES

- 3.1 to liaise with the District Council of Elliston in order to provide long term strategic and cohesive policies and directions for young people and provide assistance in the review of the Strategic Plan;
- 3.2 to encourage and facilitate existing, future and new employment, educational and economic opportunities involving youth within our region;
- 3.3 to encourage and promote existing, future and new sport and recreation opportunities for young people within the wider community;
- 3.4 to advocate, encourage and facilitate health and wellbeing for young people in our communities.
- 3.5 to encourage and promote initiatives so that young people are engaged, supported and valued in a socially inclusive community;
- 3.6 to act as a facilitator to encourage and nurture community and cultural development, including youth arts in the community;
- 3.7 to develop strategic alliances and partnerships both local and regional; which advocate, facilitate and promote existing, future and new opportunities for young people.

4. MEMBERSHIP

- 4.1 The Committee shall consist of an unspecified number of members aged between twelve and twenty-five years of age (inclusive);
- 4.2 members of the Committee shall be appointed to the Committee by any number of young persons from the community whose nomination has been submitted by a current member of the Committee.

4.3 The following groups and position are entitled to ex-officio membership to the Committee:

- Chairperson, District Council of Elliston
- Youth Development Officers, Mid West Health

4.4 The number of members appointed to the Committee can be altered by a majority vote at a meeting of the Committee.

5. OFFICERS

THE CHAIRPERSON

The Committee shall elect, from the members of the Committee, at the 1st meeting of the year, an elected Chairperson for the next 12 months. The elected Chairperson's name shall be submitted at the next ordinary meeting of Council for formal appointment. That person shall hold Office until a successor has been appointed.

TRESURER

The Committee shall elect, from the members of the Committee, at the 1st meeting of the year, an elected TREASURER for the next 12 months. The Treasurer is the nominated person who is authorised to handle the expenditure of YAC funding. When funding is required, the treasurer is to contact Council with a copy of the relevant meeting minute authorising funding before money is distributed to the Committee or any other party.

6. REPORTING

The Committee is to report to Council by presenting its Agendas and Minutes to the next ordinary meeting of Council after the Committee meeting. It will also provide all necessary documentation required from funding bodies to Council in a timely manner.

8. MEMBERS ROLE

The role of a Committee member is to:

- 8.1 participate in the deliberations of the Committee, with regard to the policy and business which is before it;
- 8.2 be mindful of the objectives and policies of the Council as they relate to the business of the Committee; and
- 8.3 to be aware of the Council resources, expenditure and activities, and the need for efficiency and effectiveness in the activities for which the Committee has been established

9. MEETING TIMES

The Committee shall meet on the *[to be inserted]* of each quarter, subject to enough business warranting a meeting.

10. EXTENT OF AUTHORITY OF COMMITTEE MEMBER

The Committee member's major role is to gather information for presentation to the Committee. A Committee member does not have any authority to make any commitment (financial or otherwise) on behalf of the Committee or Council.

11. COUNCIL SUPPORT

The Council will be responsible for all funds of the Committee.

12. CIVIL LIABILITY

No civil liability attaches to a member of the Committee for an honest act or omission in the exercise, performance or discharge, or purported exercise, performance or discharge, of the members or Committee's powers, functions or duties.

13. QUORUM

A Quorum is five members.