

# Shire of Denmark Charter



## **YOUTH ADVISORY COMMITTEE**

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Youth Advisory Committee, established by Council pursuant to Section 5.8 of the Local Government Act 1995.

### **1.0 NAME**

The name of the Committee shall be the Shire of Denmark Youth Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

### **2.0 ESTABLISHMENT**

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

### **3.0 DISTRICT**

The Committee shall operate within the local government boundaries of the Shire of Denmark.

### **4.0 GUIDING PRINCIPLES**

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

### **5.0 VISION**

Our vision is for the Shire of Denmark to be a community that values youth and provides an environment for them to be safe, active and included.

### **6.0 TERMS OF REFERENCE**

- 6.1 To support and facilitate the delivery of effective and appropriate youth services that meet the needs of youth in the community
- 6.2 To advise Council on matters relating to:
  - a. Strategic policy, planning and direction for young people;
  - b. Delivery of programs and activities for young people;
  - c. Raising the profile of the Youth Centre for all young people in the target group (12 – 17 years) in the community;
  - d. Networking with all local and regional government, non government, community and church groups, relating to young people;
  - e. Acquisition of available funding to further enable youth related activities and events; and
  - f. Developing annual programs for the Youth Centre.

- 6.3 To promote and identify opportunities for active volunteer service and leadership opportunities for young people.

## **7.0 MEMBERSHIP**

Membership of the Committee will comprise of a total of 9 members consisting of;

- 1 x Councillor
- 1 x Denmark Police Representative
- 1 x Palmerston Association Representative
- 1 x Denmark Health Service Representative
- 2 x Young Persons (aged 12-17 years)
- 1 x Denmark Primary School Representative
- 1 x Denmark High School Representative
- 2 x Community Members

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council upon recommendation of the Committee.

Community representation is valid for two years until the person resigns, the Committee is disbanded or at the next ordinary Election Day, whichever happens first. Nothing prevents an existing members from re-nominating.

To encourage ongoing freshness of approach and ideas Council encourages organisations to nominate a different member representative of their group every 2 years.

## **8.0 MEETINGS**

### **8.1 Annual General Meeting:**

Nil

### **8.2 Committee Meetings:**

Meetings shall be held each 2 months with additional meetings as determined by the Committee.

### **8.3 Quorum:**

The quorum for any meeting of the Denmark Youth Advisory Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

### **8.4 Voting:**

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

**8.5 Minutes:**

Shall be in accordance with the Local Government Act, Section 5.22.

**8.6 Who acts if no presiding member?**

Shall be in accordance with the Local Government Act, Section 5.14.

**8.7 Meetings**

Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.

**8.8 Public Question Time**

The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24.

**8.9 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Rules of Conduct Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

**8.10 Secretary**

The Director of Community & Regulatory Services or that Officer's nominee will fulfil the role of non-voting secretary and will also be responsible for the preparation and distribution of agendas and minutes.

**8.11 Chairperson**

The members will appoint the Chairperson and if required Deputy Chairperson of the Committee pursuant to the Local Government Act 1995, Section 5.12.

**8.12 Meeting Attendance Fees**

Nil.

**9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil

Adopted by Council \_\_\_\_\_ / Resolution No. \_\_\_\_\_

