



Terms of Reference

Kambalda Youth Centre Working Group

1. Authority and purpose

Authority

The Shire of Coolgardie has established the Kambalda Youth Centre Working Group.

Purpose and Objective

The purpose and objective of the Youth Centre Working Group is to:

- a) Represent the voices of young people within the community, through participation in Shire consultation processes and providing advice to Council.
- b) Empower young people to deliver their leadership skills, confidence and capacity, supporting the development of young leaders in our community.

2. Responsibilities

The Youth Centre Working Group is to:

- a) Represent the voices of young people when consulted on the project.
- b) Attend advisory group meetings when scheduled.
- c) Promote and represent the Youth Centre Working Group in a positive manner at all times.
- d) Participate in the co-design of projects for young people as appropriate.

3. Membership Composition

The Working Group shall comprise of 2 Shire of Coolgardie Elected Members, 4 community members (must be living within the Shire of Coolgardie) and 2 Shire staff members.

Shire Offices will provide executive support for the group who will act as 'administrative support' and primary point of contact between the Working Group and the Shire.

4. Appointment

All appointments expire once the Kambalda Youth Centre Project is completed.

Appointment of Community members will be made following a public advertisement.

The evaluation of potential members will be assessed by the Shire and appointments will be approved by Council on the basis of the potential members skills and experience in the following:-

- Show a passion for youth within the Shire of Coolgardie
- Live within the Shire of Coolgardie
- Represent the diversity of young people across the Shire; place of residence, age, gender and sexuality, education and cultural background.

5. Meetings

Quorum

The Quorum for the Youth Centre Working Group shall be more than half the number of members of the Working Group.

Frequency

Meetings shall be held bi-monthly.

All meetings shall be minuted by the minute taker and minutes shall be approved by the Working Group at the next Working Group Meeting.

Agendas will be circulated two days prior to the meetings.

Reporting

The Working Group shall, as and when required by the Shire, report on its activities.

Confidentiality

All Working Group members will be required to adhere to the Shire's confidentiality requirements. In particular, no confidential information received or generated by the Working Group will be disclosed to unauthorised persons.

Declarations of Interest

Members must declare interests as a matter of good governance at the commencement of a Working Group Meeting.

Any instance where an external member(s) has a commercial interest or is closely associated with an organisation that has an interest in the business of the Shire which represents a conflict of interest, or there is a risk of perception of conflict of interest, should be declared to the Shire representative before or at the relevant meeting.