



## Education & Training Advisory Committee (ETAC) CHARTER

### Overview

To further the pursuit of strategies identified during the comprehensive *West Coast Community Plan 2025* project (WCCP2025), the West Coast Council's Education and Training Advisory Committee (ETAC) is being established to develop enhancements in community engagement and decision-making, in the critical areas of Education and Training.

The establishment of the ETAC demonstrates Council's commitment to providing leadership and working closely with businesses, industry, the community and other stakeholders on education and training issues and opportunities.

### Objectives:

To discuss, research, develop, recommend and help Council to drive forward and enhance education and training initiatives for the region, particularly those that seek to find the right balance between social, economic, environmental and cultural outcomes.

### Role:

The ETAC will operate primarily as a strategic thinking group with a responsibility to research, develop ideas and opportunities, and make recommendations to Council on critical issues and education and training opportunities generally.

The group will also have a role to play in promoting the West Coast region and championing various projects that can benefit the education and training goals of the community – as outlined in the *West Coast Community Plan 2025*.

Members will be expected to focus on (and represent) the broad interests of the West Coast community, rather than those of any particular individual or organisation(s).

### Functions:

The functions of the ETAC will include:

- Helping to develop and ultimately oversee the implementation of a Council / Community Education and Training Action Plan and Work Plan;
- Advising West Coast Council on current and future education and training issues and opportunities;
- Providing leadership and guidance on (and championing within the community) matters of current importance relating to education and training in the West Coast Council area;
- Promoting education and training growth in the West Coast region;
- Identifying opportunities to grow local education and training and fill gaps left by the market;
- Investigating and advising on initiatives, projects or studies that will lead to education and training growth on the West Coast;
- Making recommendations on strengthening the profile of West Coast as a preferred education and training location,
- Helping to develop local leadership and promoting local education and training initiatives,
- Working closely with the Council to identify ways of assisting the local community to capitalise on regional strengths, to broaden the industry base and develop new markets that can support growth in the area on a range of fronts - including service delivery, population growth, tourism growth and economic vibrancy and diversity.

**Activities:**

The ETAC will undertake a variety of activities, including the following:

- Meet approximately six (6) times each year (and report to Council formally each quarter),
- Provide input into (and feedback on) the activities of the Council,
- Operate within the framework of the West Coast Council Code of Conduct,
- Workshop issues and opportunities relevant to education and training,
- Support projects and activities relating to education and training within the West Coast,
- Listen to presentations and hear from speakers involved in developing and improving education and training outcomes for the West Coast,
- Form sub-committees to look in to, and/or hold events designed to investigate and make determinations on, particular topics / opportunities as required.

**Appointment to the ETAC:**

- Members of the ETAC are formally appointed by the West Coast Council
- Membership is voluntary. No remuneration or other related benefits are involved.
- Members are appointed on the basis of their capability and expertise to provide advice to Council and to generally contribute to the growth of education and training on the West Coast.
- It is expected that members of the ETAC would have expertise in one or more of the following areas:
  - Education and training at a local or regional level;
  - Industry experience and knowledge in sectors relevant to the West Coast, specifically education and training.
- The ETAC will have a maximum membership of 15, with no requirement that all positions (including ex officio) be filled.
- The official ETAC may at any time invite other relevant business, industry, community members and even non-profit and government stakeholders to participate in general Workshops or specific Business and Industry forums / Workshops / Seminars etc that are designed to canvass, investigate or determine appropriate recommendations to go to the Council – these additional participants have no voting rights however.
- The Chair of the ETAC is the Deputy Mayor of West Coast Council. Where the Deputy Mayor cannot attend, then the ETAC by simple majority can appoint a Chair at the start of the meeting in question.
- A quorum for meetings (and decision-making) will be half of the existing membership plus one.
- All votes of the ETAC are by simple majority. The Chair has the deciding vote in cases of a deadlock.
- The West Coast Council on an annual basis will make appointments to the ETAC for the financial year (except when casual vacancies arise - in which case Council can appoint as required).
- An Expression of Interest (EOI) process will be implemented for appointments to the ETAC (excluding ex officio).
  - The EOI process will involve promotion and advertising of the ETAC initiative, calling for applications and conducting interviews prior to bringing recommendations to the Council for decision/confirmation of appointees.
  - All applicants will be interviewed by the Deputy Mayor, General Manager and Economic Development, Tourism and Events Coordinator.



- Recommendations regarding appointments will be made to Council in closed session.
- Members must agree in writing to abide by Council's Code of Conduct and must sign a Confidentiality Agreement.
- A member may terminate membership at any time, by giving Council notice in writing.
- Council may terminate an appointment at any time by giving notice in writing to the member.
- The following appointments are made 'ex officio' to all future ETAC's, unless otherwise determined by Council:
  - Deputy Mayor
  - 2 x Councillors
  - General Manager (or delegate)
  - Council staff member ( nominated by the GM )
  - State Government representative

**Administration:**

Council will provide administration support and secretariat services for the ETAC.

At a minimum, the Chair will report recommendations and minutes of ETAC meetings to Council quarterly. However, for urgent issues and opportunities that need a decision by Council, a report to Council can occur at any time at any of Council's monthly meetings.

The members at the first meeting of each ETAC will determine the appropriate meeting procedures to be followed – either formal or informal, and what those procedures will entail.

Committee Members are automatically covered under the terms and conditions of Council's Public Liability and Professional Indemnity policies provided they are acting within the scope of their duties as a member of the Special Committee.

Council will regularly review the effectiveness of the new Special Committee and the roles, functions and membership of the Committee.