

# Youth Advisory Committee

## Operational Guidelines and Terms of Reference

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WOLLONDILLY SHIRE COUNCIL

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# YOUTH ADVISORY COMMITTEE - TERMS OF REFERENCE

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## 1. OBJECTIVE OF THE YOUTH ADVISORY COMMITTEE

The Wollondilly Youth Advisory Committee aims to develop programs/projects that address the challenges faced by young people aged 12 to 24 in the Shire.

They will be the voice of the Shire's young population and advocate to the Community and Council with the aim to improve, increase and promote the services available to them and their peers.

## 2. LINKS TO COMMUNITY STRATEGIC PLAN 2033

The Wollondilly Youth Advisory Committee directly supports the Wollondilly Community Strategic Plan 2033 as it enables Council to engage with its community by listening to and responding to their needs and concerns.

The Wollondilly Youth Advisory Committee will consider issues and pursue actions and strategies which support the Wollondilly Community Strategic Plan 2033.

The Wollondilly Youth Advisory Committee will report on its outcomes and achievements annually, in particular identifying how the activities have contributed to the overall outcomes of Wollondilly Community Strategic Plan 2033.

## 3. KEY FOCUS AREAS FOR THE WOLLONDILLY YOUTH ADVISORY COMMITTEE

The Wollondilly Youth Advisory Committee will pursue specific actions and strategies which relate and contribute to the following key focus areas:

- Leadership skills and experience to aid them in their professional lives
  - Participate in the implementation of the 2016 Wollondilly Social Plan
  - Leadership/Mentoring program
  - Events planning/management
  - Networking with other organisations/groups in the region
- Advocate and raise awareness of Youth related challenges within the Shire
  - Raise awareness of the issues affecting young people and the strategies to implement the 2016 Wollondilly Social Plan
  - Networking through various combined Youth Committee/Groups in the region
- Plan and implement Youth events within the Shire and region
  - Youth Week and various other programs.
  - Development of a calendar of events for the year

# YOUTH ADVISORY COMMITTEE - OPERATIONAL GUIDELINES

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## 1. MEETING FREQUENCY, TIMES AND VENUE

The Wollondilly Youth Advisory Committee is to meet quarterly on the 3<sup>rd</sup> Tuesday of every 3<sup>rd</sup> month at the Council Administration building from 6:30pm – 8:30pm.

More frequent meetings may be convened as the need arises.

Alternatively, there may be a need in certain circumstances to establish temporary sub-committees or working groups to pursue specific issues / projects etc.

## 2. MEMBERSHIP

The Wollondilly Youth Advisory Committee is to have a minimum of 5 community members and a maximum of 15 community members. Youth Advisory Committee members are to be between the ages of 12 – 24years.

## 3. MEMBERSHIP SELECTION AND TENURE

Community members/industry representatives are to be recruited through a public expression of interest process which will be advertised in the local media and on Council's website.

Selection will be based on set criteria which will be outlined as part of the nomination process.

Membership will be for four (4) years and is to be dissolved/renewed in line with the electoral term of Council. The next dissolution and renewal process would occur after the Council election in 2020.

If a member resigns or is terminated, the position may be filled through a review of earlier Expressions of Interest or a call for new Expressions of Interest.

## 4. OTHER ATTENDEES

Designated Council officer(s) will attend the Youth Advisory Committee. The role of this officer/s is to coordinate the Youth Advisory Committee and to fulfil secretarial duties (see section 7 below). A minimum of 2 Council Officers are required for the Youth Advisory Committee for child protection reasons.

Councillor attendance is optional. Youth Advisory Committee can meet without a Councillor present.

Guest Speakers/Observers may be invited as required and as determined by the Youth Advisory Committee.

## 5. CHAIRPERSON

A Youth Advisory Committee Member will act as Chairperson under the guidance of a Council Officer

Councillors will not be eligible to be Chairperson unless specifically appointed by Council.

If the Chairperson is absent, another member of the Youth Advisory Committee will be asked to Chair the meeting.

Training will be available to Chairpersons as required.

## 6. RESPONSIBILITIES OF MEMBERS

Members will be required to sign a declaration that they have read and understood Council's Code of Conduct and will act in accordance with these Operational Guidelines. This includes communication, representing the Youth Advisory Committee, attendance at relevant meetings / forums / conferences and speaking to the media.

Council's Code of Conduct and associated protocols are to be followed by members.

Members will be required to be respectful of the diverse opinions of others during discussions.

Members are not to use the meetings of the Youth Advisory Committee as a platform for personal accusations / defamatory statements or as an interrogation of Council business.

Ongoing membership will be dependent on members conducting themselves in a respectful, courteous and constructive manner.

Members will be responsible for their own travel to and from Youth Advisory Committee meetings and associated events and activities.

Members will be encouraged to contribute items of interest to the meeting agenda by contacting the Council Officer prior to the meeting. Items may also be raised in General Business.

Members will have no power or delegation to make decisions on behalf of Wollondilly Shire Council or allocate funds.

Members will be expected to actively participate in meetings, working parties (where relevant) and associated activities or events.

In the event that a member cannot attend a meeting, an apology or notification must be made to the Council Officer prior to the meeting.

Consecutive lack of attendance (3 meetings or more) without prior apology may result in the individual member's position being declared vacant by a motion of the Youth Advisory Committee.

Youth Advisory Committee members must ensure appropriate transport to and from the meetings is arranged and that transport coincides with the start and finish times of the meetings. Council Officers will not be responsible for arranging or providing transport to Youth Advisory Committee Members.

## 7. ROLE OF THE COUNCIL OFFICER

Designated Council Officers are responsible for:

- Supporting the Chair of the meeting.
- Coordinating the meeting arrangements including calendar notifications.
- Preparation and distribution of agendas, minutes and other reports and communications as required.
- Ensuring that meetings and activities of the Youth Advisory Committee are conducted in accordance with these operational guidelines and any associated protocols including Council's Code of Conduct.
- Identifying any decisions which may require further consideration by Council's Executive or the elected Council body.
- Acting as spokesperson for the Youth Advisory Committee through the Mayor.

## 8. QUORUM & DECISION MAKING

Five (5) community members would need to be present to form a quorum.

A Council Officer is required for the Quorum.

Councillor attendance is not a requirement to form a Quorum.

The Youth Advisory Committee will make recommendations by consensus. If this is not possible, recommendations may need to be voted upon and a majority vote will be needed for a decision to be recorded.

Council officers and Councillors do not have voting rights but would be able to contribute to consensus decision-making.

At times the Youth Advisory Committee may make decisions which require further consideration by Council's Executive or the elected Council body. Any such decisions will be identified by the Council officer and recorded in the minutes. The matter will then be referred for consideration by Executive and/or Council as required.

## 9. MINUTES, AGENDAS & REPORTING REQUIREMENTS

Meeting date schedules for the coming year are to be placed in the Councillor newsletter, Council's corporate calendar and on Council's website.

Advice of upcoming meetings will be distributed to members and Councillors and posted on Council's webpage at least 10 days prior to the date of the next scheduled meeting (this advice will include an agenda and the previous meeting's minutes).

Minutes are to be taken by the Council officer and distributed to Youth Advisory Committee members, placed in the Councillor newsletter and on Council's website within 14 days of the meeting date.

An annual report will be provided to Council outlining the activities of the Youth Advisory Committee during the previous year and upcoming 12 month period. This should demonstrate clearly how the work of the Youth Advisory Committee has contributed to the Community Strategic Plan 2033 outcomes. The annual report should also outline proposed priorities for the Youth Advisory Committee in the upcoming 12 months.

## **10. STANDING AGENDA ITEMS**

These Operational Guidelines and Terms of Reference have been developed and tailored to meet the specific needs of the Youth Advisory Committee. The goals and tasks for the remainder of the 4 year term of the Youth Advisory Committee are outlined in the Terms of Reference on page 3 of this document.

Standing agenda items for all working groups:

- Acknowledgement of Country
- Disclosure of interests
- Attendance & Apologies
- Confirmation of minutes
- Tasks/Actions
- General Business
- WHS

## **11. FINANCIAL**

The operational costs of convening Youth Advisory Committee will be met by Council's budget.

No sitting fees or out of pocket expenses will be paid to members of the Youth Advisory Committee.