

Youth Advisory Committee - Terms of Reference

Policy Number: POL18/49 • **Adopted:** 22/11/2016 • **Amended:** 22/08/2017, 7/02/2018, 21/08/2018 • **Minute Number:** MIN16.919, MIN17.748, MIN18.620 • **File:** 1506E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2020

1. STATEMENT

Shoalhaven City Council has a Youth Advisory Committee whose objective is to represent the interests and views of young people to Council and the Community.

2. PURPOSE

- a) To represent the interests and views of young people to Council and the Community
- b) To provide an opportunity for young people to discuss issues of concern to young people
- c) To provide a mechanism for young people to make representations to organisations and various spheres of Government requesting appropriate action to improve facilities and services available to young people
- d) To give young people experience in Local Government and community affairs
- e) To create greater awareness and appreciation within the general community of the needs and talents of young people
- f) To provide a mechanism for young people to address youth issues themselves.

3. TERMS OF REFERENCE

3.1 Relationship to council

The Youth Advisory Committee is an Advisory Committee with delegated authority.

3.2 Delegated Authorities

Act within adopted budgets aligning with council's strategic plans and documents to deliver youth programs and activities that meet the needs of local young people.

3.3 Membership

- a) A maximum of 26 youth members comprising of:
 - i) 18 students from Year 9 and above from local high schools, be appointed as members. A maximum of 5 students may be elected from each local high

school, however only a maximum of 2 students from each school may attend and vote at any meeting;

- ii) A maximum of 8 young people aged between 15 and 21 years from the community and/or Youth Services be appointed as members; and
- b) One representative for each of the Federal Member for Gilmore and the State Members for South Coast and Kiama; and
- c) Councillors of Shoalhaven City Council.

Council and the Youth Advisory Committee welcomes membership of young people from diverse and varied backgrounds. Other interested people may attend as support and observers but are not able to vote on motions. The Youth Advisory Committee may also call on other people to attend the meetings as required.

When a member turns 21 years of age, their position will be declared vacant.

3.4 Quorum

The quorum to be 6 members

3.5 Meetings

- a) The Youth Advisory Committee meet quarterly and convene additional meetings when required;
- b) Meetings to be held on a week day during school terms between 10 am - 12 pm;
- c) A Guest Speaker be invited to attend Committee meetings; and
- d) Set agendas & minutes of the meetings will be undertaken by Executive Support staff, but will not necessarily have a business paper, unless there are Council issues to report to Youth Advisory Committee etc.

3.6 Code of Conduct

Meetings be conducted in an informal manner, but still within Council's "Code of Meeting Practice" Policy.

4 REVIEW

To be conducted annually at the Youth Advisory Committee Planning Day.